Date: November, 2015

To: Second and Third Year Students

FROM: Nancy Oliver, Associate Dean and Charlene Carpenter, Registrar

RE: Registration for Spring Semester 2016

REGISTRATION INFORMATION

This memo presents important information about registering for Spring 2016 courses. Please read this memorandum carefully and to the end.

Overview of Dates:

Tuesday, November 10, at noon – Limited Enrollment Lottery Forms due to Registrar.

Friday, November 13 at 6:30am – Online priority registration for 3Ls opens and continues until midnight on Monday, November 16.

Thursday, November 19 at 6:30 am – Online open registration begins for all students and remains open online until midnight, Tuesday, January 26, 2016.


First Day of Regular Classes: Tuesday, January 19, 2016.

Drop/Add activity online – During open registration, students may make schedule changes online. All drop/add activity, which includes all changes to your schedules, related to lottery classes must be completed by midnight, January 26, 2016. This is also the deadline of all online drop/add activity.

Drop/Add activity through Registrar’s Office – Except for lottery classes, students have one additional week to make other changes to schedules through the Registrar’s Office until 4:00 pm on Tuesday, February 2, 2016. Students may not make any other changes to their schedules after this date.
Here are the steps you should take to register for classes:

Step 1: Select the classes you want to take next semester.

The most important tools you will need for scheduling can be found under the “Current Students” link on our website. There you will find information about the “Spring 2016 Semester.” This includes: Spring 2016 Classes; the Course Grid; and other helpful documents and links. Other helpful forms and information can be found under “Forms” and “Course Planning Tools.” The class documents include six-digit “Call” numbers, which you will need for on-line registration, the course descriptions, and other relevant information about the classes.

Planning Tools provide advice about selecting classes, areas of study, and other helpful information. The “Grid” helps you plan the timing of your classes.

Review all the materials describing classes to be offered next semester. In selecting the classes you most want to take next semester, talk with advisors you trust, consider your career direction, read the graduation requirements, and make sure you prepare for a bar examination.

As you plan your class selection, take time to notice which classes have prerequisites and which are prerequisites for other classes. The class documents also provide information about whether a class satisfies the seminar or writing requirements and the character of the credits (classroom/non-classroom). Select the classes you wish to take as well as some alternatives.

Step 2: Participate in the lottery for limited enrollment classes.

Class documents will indicate if a class has a limited enrollment. If you want to take one or more limited enrollment classes, you must complete the Limited Enrollment Lottery Form and return it to the Registrar’s Office no later than 12:00 noon on Tuesday, November 10. To obtain a copy of the Limited Enrollment Lottery Form, please go to the website under “Current Students.” Read the instructions for the limited enrollment lottery, and print out the form. When you have completed the form, return it to the Registrar’s Office, Room 201N, by the deadline. Charlene begins conducting the lottery at one minute after 12:00 noon on the day the forms are due. This is a real deadline! Late forms are considered only if seats are left in the class after the lottery.

The lottery process first considers the timely submitted preferences of third year students in random order, and then considers the timely submitted preferences of second year students in random order. No preference is given to third year students who submit the Limited Enrollment Lottery Form late; they are considered after the lottery has been conducted. The precise procedures are on the website. Remember that you must use a preference to indicate whether you wish to be wait-listed for a course; it is not assumed or automatic.

Charlene will post the results of the lottery in the atrium as soon as she is finished. Soon after the posting, she will enroll you in those classes. IMPORTANT NOTE: YOU CANNOT REGISTER FOR CLASSES THAT OVERLAP OR MEET AT THE SAME TIME. Charlene can’t override this feature of the on-line system either. Keep in mind that you must decide ahead of time which lottery class you most want.

After the lottery, if there are still places available in limited enrollment classes, rising 3L’s will, of course, have the first opportunity to register for them. After that, rising 2Ls will have the opportunity to enroll in them until they fill.
In the case of a limited enrollment lottery class with a wait list, Charlene will periodically check enrollments in those classes and send out email announcements regarding any openings. The policy states that you have 24 hours in which to respond to that email; if you do not, she will move on to the next person on the wait list and you will have missed your chance for the class.

**Step 3: Consider the results of the lottery, plan the balance of your schedule, and complete the College of Law Registration process.**

If you are selected for a limited enrollment class, Charlene will register you for it automatically. Registration will then open for 3Ls first, according to the schedule at the beginning of this memo. 2Ls may begin registering during the open registration period during which all students may use the online registration system until it closes according to the schedule at the beginning of this memo. Please remember that except for extraordinary cases, once drop/add is over, you are not permitted to withdraw from a class or make any other changes to your schedule such as changing to audit status.

In order to be eligible for financial aid, deferments and updates to the clearinghouse for lenders, **you MUST register on time and avoid late registration fees prior to the start of classes.** Please devote the time to register for classes when it is your opportunity to do so.

**3Ls:** We can’t overstate the importance to graduating 3L’s that participation in priority registration will allow you to get the classes you need to graduate. If you do not participate in the 3L priority registration time frame, you may not be able to get a class you want or need. We give the 3Ls priority days to register for classes to ensure that you won’t have this problem.

This registration process is “live,” which means that you will be able to access/print your schedule via the **OneStop** website immediately. We want this process to go as smoothly as possible, so please ask questions; we’ll certainly answer them as best we can or search out the right answer.

**Here is a list of other important information for registration:**

**Character and Fitness Update Form** (this information applies to all students): **Your registration is not complete until you submit the required “Character and Fitness Update Form.”** You must print and complete the form and submit it to Charlene to finalize your registration.

You are under a continuing obligation to report Character and Fitness issues. If you do not provide this information before exams begin, then you will not be given your exam number.

**No Conflicting Classes:** You will not be able to register for conflicting or overlapping classes. This limitation has a direct impact on Limited Enrollment/Lottery classes. UC’s on-line system will not permit you, or Charlene on your behalf, to register for conflicting classes. You must decide as you are filling out your preference sheet which class you most want to select. Charlene can wait list you for any number of classes; however, actual registration will only allow for one class that meets at a particular time. The Limited Enrollment Lottery form provides space for you to explain your preferences, if necessary.

**Logging In/Registering:** You will use the same Central Login Service (CSL) identification information as you currently use to access your UC email, view your bill, check your financial aid, pay your bill, and waive your health insurance. If you have problems with logging in, you need to contact the UC Help Desk at 556-HELP. Make sure you have no outstanding balances on your accounts as these can also block you from being able to register.
If you have problems registering, document your problem in an email to Charlene. A word of advice! PRIORITIZE your class selections. While the system allows for multiple entries in the same transaction, if one of your selections is full, none of your chosen classes will post until the full class is eliminated. Therefore, it may be wise not to try to add all your selections at once.

**Room Caps/Low Enrollments/Wait Lists:** Some classes may have an enrollment cap and all classes are limited by the size of the rooms in which they are taught. Even a class not designated as “limited enrollment” may fill due to the room size or enrollment cap. If this happens, you should contact Charlene by email and she will begin a ‘wait list’ and the same procedures will be in effect as for the limited enrollment lottery wait lists.

Please note that the College may cancel a class due to insufficient student enrollment.
Charlene will manage the wait lists automatically. Students will not be able to register in these classes on their own. **Students may not petition the faculty member to gain entrance in the class ahead of those on the wait list,** so do not contact the professor directly. Upper level students who did not register for the class during their prescribed session do not have priority on the wait list. Students are added to the wait list as they notify and request Charlene to add them.

**Drop/Add:** Drop/Add is handled in two phases: Phase 1: You may drop/add any course online through midnight Tuesday, January 26, 2016. This is the deadline to drop/add limited enrollment classes. Phase 2: You can make other schedule changes with the help of the Registrar’s Office through 4:00pm on Tuesday, February 2, 2016.

**Other notes about drop/add:**
These dates are final! You may not make schedule changes after these dates—period! You cannot drop a class after the drop/add period has ended, even if the class has not yet begun.
After the drop/add periods, classes can only be dropped in an emergency or extreme hardship situation.
During on-line registration if you drop a full, Limited Enrollment Lottery class, you will not be able to add it back, so BE VERY CAREFUL when you are registering for your other classes.

Dates for tuition refunds are different than drop/add dates. Tuition refund dates can be found on the website under Required ABA Disclosures.

**Minimum and Maximum Credit Hours:** Under College rules, unless you are a Flex Student, you are required to be full-time and register for 12 to 18 credit hours each semester. Most students take 15 or 16 credit hours each semester. Students may not take more than 18 credit hours in one semester per ABA rules. Although you may take up to 18 credit hours in one semester, most students find taking more than 16 credit hours in one semester to be very challenging. It would be a good idea to discuss your situation with an academic advisor if you think you may want to take more than 16 credit hours in one semester.

**Seminar and Writing Requirement:** The only way to tell if a class meets these requirements is to check the course descriptions. Simply writing a paper for a class is not enough. You must take separate classes to satisfy each of these requirements.

**Auditing a Course:** There are a couple things to keep in mind regarding auditing a class. The most important is that you cannot audit a class that has a wait list. In order to audit a course you are
required to gain permission from the instructor. This permission would include his/her specific requirements for your participation in completing the course, which is at the discretion of the instructor. For example, you may not be permitted to participate in skills exercises. Auditing a course is also at the sole discretion of the instructor. An email from the instructor to Charlene is acceptable to authorize your participation as an audit in the course. **Students who audit are required to prepare and participate for class in the same way as if they were taking the class for credit subject to the instructor’s limitations.** The student requesting to audit is not expected to complete the final method of assessment (exam, paper, or other). The grade of “T” is posted on the transcript, students do not earn credits for audited classes, and credits do not count towards meeting the hours required to graduate or to be considered full-time. You must elect to audit a class during the drop/add period, and you may only audit one class each year.

**Elective Alternate Grading Policy:** As approved by the faculty, an upper-class student may elect to be graded on the modified pass-fail scale (i.e., high pass, pass, low pass, fail) for coursework completed at the law school with limitations and expectations as provided in the rule. Information on the policy as well as the rule and form are on the College’s website.

**Graduating Students:** If you plan to graduate at the end of Spring Semester 2016, you should be sure that the classes you take enable you to complete the requirements for graduation. *Degree Requirements may be found on the “Current Students” page of the website under “Quick Links.”* If you have any doubt about whether you meet the College graduation requirements, please check with Charlene.

**Extern Programs:** If you have decided you wish to enroll in one of the extern programs offered by the College, you should read the separate information prepared for the Judicial externship found on our website or the Legal externship found on Symplicity. *If you wish to sign up for an extern program, you must complete the appropriate forms and provide the information required as set forth in this information.* Professors overseeing the externships will select students to participate and Charlene will register these students in the relevant classes. Please note that you may only engage in one extern or clinic experience per semester and only those that are offered by the University of Cincinnati College of Law.

**Clinics:** If you have been selected to participate in one of our many clinics, Charlene will register you. Additionally, a couple of our clinics require enrollment for both semesters—please make sure that you are able to commit to this obligation. Please note that you may only engage in one extern or clinic experience per semester and only those that are offered by the University of Cincinnati College of Law.

**Journals and Competition Teams:** If you have been selected for one of our journals or competition teams, Charlene will register you. The names of the students are provided by the supervising faculty member in conjunction with the student leader. Additionally, journals require enrollment for both semesters—please make sure that you are able to commit to this obligation.

**Individual Research Project:** If you wish to undertake an Individual Research Project for 1, 2, or 3 credits, you should begin to plan now. An Individual Research Project requires you to enter into a contract with a faculty member who will supervise your work on the project. *The contract form may be*
found on the website, along with more information concerning the individual research project requirements. **You must add the class and submit the contract to Charlene before the end of the drop/add period.**

**Trial Practice:** Students may only participate in one Trial Practice class. If a student wishes to take another Trial Practice offering, he or she should contact the Associate Dean.

**Taking Courses Outside the Law School:** Under College rules, students may take limited work in other law schools and in other graduate programs at the University of Cincinnati to satisfy degree requirements of the College of Law. If you wish to take advantage of this opportunity, you should read with care the information on the website concerning this policy. The purpose of this policy is to enable you to enrich your legal education in specially tailored ways. Generally speaking, you may take a maximum of eight semester credit hours outside the law school, and these are considered non-classroom credits. *The form which you must use to request permission to take courses outside the law school is on the “Current Students” page of the website under “Forms.”*

**Exam Schedule:** By faculty policy, the exam schedule is set after registration is complete. It will be determined and posted to the Registrar’s website prior to the beginning of classes.

**Tuition:** If you have an outstanding balance on your account, you will not be able to register. If your tuition is not paid by the due date, a late fee will be added. Registrations are cancelled for unpaid tuition balances. If your registration is cancelled, you will have to show proof of payment, pay the required late fee, and have your registration reinstated to return to good standing.

Students who are not registered prior to the start of classes will be charged a late registration fee.

**Health Insurance:** The University has a policy that all students must have health insurance while attending the University of Cincinnati. When you enroll you must either participate in the University’s health insurance plan or certify that you are insured under another policy and waive the health insurance available through U.C. You may waive U.C.’s health insurance at [http://www.onestop.uc.edu/](http://www.onestop.uc.edu/).

** Transcript of Grades:** are available three times throughout the year and are available as soon as possible after grades have been turned in and computed. Transcripts are available after the Fall (usually in late February), Spring (usually in mid-June), and Summer (usually mid-September) terms.

Enjoy selecting your classes for next spring!

*Revised 11/3/2015*