

Date: March, 2016

To: First and Second Year Students

FROM: Nancy Oliver, Assoc. Dean for Academic Affairs
Charlene Carpenter, Registrar

RE: Registration for Fall Semester 2016

Introducing Catalyst

This is most likely your first time to use the newly-developed “Catalyst” student information system. It is now operational, and we will use it at the College of Law for the first time to register for Fall 2016 classes.

Here are a couple of things to keep in mind. First and foremost, we will continue to provide the entire course offering information on the law school’s website under Current Students - Fall 2016 box. Second, these materials are still being finalized so make sure to check in often to find meeting times and other information. We will let you know by email when they are fully approved by our faculty and ready to go. Third, make sure to also look at “Catalyst” to learn how to navigate in this system. The course information on Catalyst is also being updated frequently. Fourth, there is a new feature available in “Catalyst” called the ‘shopping cart’ and we will provide more info on that below.

While we understand that this email has a lot of information, please read to the end as many aspects of the registration process have changed under the new Catalyst system.

Sign in to Catalyst at <https://catalyst.uc.edu> (you can also find a link on our “Current Students” page).

Overview of Dates:

Monday, April 11 at 1:30 pm – Deadline to enter Limited Enrollment Lottery Forms via your student portal in Catalyst. Charlene will run the process promptly at 1:31pm.

Tuesday, April 12 at 3:15 pm in room 118 - Criminal Law academic advising session. Hear from professors about classes in our criminal law curriculum, legal externships, and the Ohio Innocence Project.

Wednesday, April 13 at 3:20 pm in room 114 – Business Law academic advising session. Hear from professors about classes in our business law curriculum, the Entrepreneurship and Community Development Clinic, work with business accelerators, and plans for a new business law certificate or concentration.

Friday, April 15 at 6:30 am – Online priority registration for 2Ls (rising 3Ls) opens and continues until midnight on Monday, April 18.

Wednesday, April 20 at 6:30 am – Online open registration begins for all students and remains open online until midnight, August 29, 2016.

First Day of Regular Classes: Monday, August 22.

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, August 29, 2016. This is also the deadline of all online drop/add activity.

Drop/Add activity through the law school Registrar – Except for lottery classes, students have one additional week to make other changes to schedules through the law school Registrar until 4:00 pm on Tuesday, September 6, 2016. Students may not make any other changes to their schedules after this date.

Exams - Tuesday, December 6 through Friday, December 16.

Winter Break (all University offices closed) - Friday, December 23 through Friday, January 2, 2017.

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. These include: Fall 2016 Classes; the Course Grid; and documents found under “Forms” and “Course Planning Tools.” The class documents include five-digit “Class” numbers which you will need for online registration, the course descriptions, and other relevant information about the classes. This is the official source for course information while we are building the information available on the Catalyst site.

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, writing, or lawyering 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 “Lottery Class Preferences” form no later than 1:30 pm on Monday, April 11. This online form is available from your “My Academics” tab in Catalyst now. We will let you know by email when you can begin filling in this form.

You will be able to revise your preferences as many times as you want until the deadline. At the deadline, functionality will be turned off and the Limited Enrollment Lottery process will be run.

The Lottery tries to allocate fairly the places available in limited enrollment classes. You must complete your limited enrollment lottery preference(s) on time if you wish to participate in the lottery.

The lottery process first considers the timely submitted preferences of all 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 fail to submit their Limited Enrollment Lottery preferences by the deadline.* **Remember that you must use a preference to indicate whether you wish to be waitlisted for a course; it is neither assumed nor automatic.**

Here's how our lottery system works: The lottery preferences of all third year students requesting limited enrollment classes are randomized by the computer and students receive their first preferences as long as a preferred class has not reached its limit. When a student's first preference cannot be satisfied, the student's second preference is satisfied; if both first and second preferred classes are filled (an unusual occurrence in the first round of the lottery) the student's third choice is satisfied. **NOTE:** selecting "Waitlist OK" acts as the next preference. In other words, if the class for which you wish to be on the waitlist is preference number 2 and you select Waitlist OK, the waitlist for that class will be your preference number 3.

After all third year students have been considered in the first round of the lottery and their highest possible preferences are satisfied, the computer randomizes the second set of preferences and the process is repeated until all third year students' preferences have been reviewed and satisfied if possible. Only after all third year students have been placed are second year students' preference forms considered. The process is the same, except, of course, there are fewer available positions in the classes. If there is only one limited enrollment course you wish to take, you should make it your first preference and indicate "Waitlist OK" for that course. In this way, if the course is filled when your name is drawn, you will be assigned to the highest available position on the waitlist. If you wish to take more than one limited enrollment course, you must decide whether, as a second preference, you would rather be waitlisted for your first preferred course or assigned, if space is available, to your second preferred course.

Here are the steps to participate in the lottery:

1. Gather the list of limited enrollment lottery classes you would like to take and jot down their respective five digit "Class Numbers."
2. Order them by your desired preference and make note of whether you want to waitlist that class or not.
3. Enter your preferences through Catalyst by the deadline.

The results of the lottery will be posted in the atrium as soon as possible after the process has been run. Soon after the posting, the registrar will enroll you in those classes. **IMPORTANT NOTE: YOU CANNOT REGISTER FOR CLASSES THAT OVERLAP OR MEET AT THE SAME TIME.** 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 have the first opportunity to register for them during online registration. 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 waitlist, the College of Law Registrar will periodically check enrollments in those classes and send out email announcements regarding any openings. The faculty policy states that you have 24 hours in which to respond to that email; if you do not, the next person on the waitlist will be notified and you will have missed your chance for the class.

Also note: The drop/add period for limited enrollment classes will end one week from the first day of classes.

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, you will be registered for it automatically.

Priority registration will open first for rising 3Ls as noted above. Soon thereafter, rising 2Ls may begin registering after that as noted above.

SHOPPING CART INFO: (A new tool of Catalyst!) Beginning April 6th you will be able to put classes into your shopping cart. By placing classes in your cart, you are preselecting your schedule so that when registration opens, you will be able to use your shopping cart to build and finalize your schedule. While there are not limitations to putting things in your cart, there are a few things to keep in mind when it comes time to register: you cannot register for overlapping classes or for a closed class (reaching room capacity or a preset cap). Placing items in your cart does not guarantee that you will get the class(es) but can help you remember classes you find interesting.

The easiest way to search for courses in Catalyst is to select the “My Academics” tab and select the “Search for Classes” option. Then enter “Law” in the search field for “Course Career.”

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

3Ls: We can’t overstress 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. **DO NOT LET THIS HAPPEN TO YOU.** We give the 3Ls priority days to register for classes.

This registration process is “live,” which means that you will be able to access/print your schedule via **Catalyst** from your dashboard 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 the College of Law Registrar 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. PLEASE do not put this extra burden on yourself or the Registrar’s office, especially at exam time!** You can find the form on the College website under Current Students.

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. You must decide as you are filling out your preference sheet which class you most want to select. You can opt to be included on the

waitlist for any number of classes; however, actual registration will only allow for one class that meets at a particular time.

Logging In/Registering: In accessing Catalyst, you will use the same Central Login Service (CSL) identification information that you currently use to access OneStop or any UC/student tools such as your UC email, viewing your bill, checking your financial aid, paying your bill, and waiving your health insurance. If you have problems with logging in, contact the UC Help Desk at 556-HELP.

If you have problems registering, document your problem in an email to Charlene. She can help you in the order of your emails.

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, you will get an error.

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 the law school’s Registrar by email in order to begin a ‘waitlist;’ the same procedures will be in effect as for the limited enrollment lottery waitlists.

Please note that the College may cancel a class due to insufficient student enrollment.

The law school Registrar will manage the waitlists 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 waitlist**, 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 waitlist. Students are added to the waitlist as they notify and request to be added to them.

Drop/Add: Drop/Add is handled in two phases:

Phase 1: You may drop/add any course online through midnight August 29, 2016. This is the deadline to drop/add limited enrollment classes.

Phase 2: You can make other schedule changes with the law school Registrar’s assistance through 4:00pm on Tuesday, September 6, 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 online 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 our accreditation 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.

Workload Policy: Students should not be employed in excess of what is compatible with a full-time commitment to the study of law. To that end, the Faculty of the College of Law strongly recommends that first-year law students not engage in any employment during the academic year, other than over breaks of one week or more, in order to have sufficient time to focus on the rigors of the first-year curriculum. The Faculty further recommends that second and third-year law students not be employed for more than twenty hours per week during the academic year.

Auditing a Course: There are a couple things to keep in mind regarding auditing a course. The most important is that you cannot audit a course that has a waitlist. In order to audit a course you are required to get 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 the law school Registrar 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 Fall 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 either the Associate Dean of Academic Affairs or the College of Law Registrar.

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 and Symplicity 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 the law school Registrar 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, the law school Registrar 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, you will be registered automatically. The names of the students are provided by the supervising faculty member in conjunction with the student leader. The Registrar will enroll you in the relevant class. Additionally, some 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 during the fall semester, 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 the law school Registrar before the end of the drop/add period.**

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 initial registration has taken place; 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. 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/>.

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!

Revised 3/30/2016