



College of Law

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Date: November 4, 2016
To: Second and Third Year Students
FROM: Staci Rucker, Asst. Dean for Academic Affairs, Student Affairs & Diversity
Sarah Strouse, Registrar
RE: Registration for Spring Semester 2017

I. OVERVIEW OF REGISTRATION DATES:

Thursday, November 4: Registration materials, including the course grid, course descriptions, and limited enrollment courses are posted online. Lottery enrollment forms are available via Catalyst, and all students may begin “shopping” for classes on Catalyst.

Tuesday, November 15, 10:00 am: Deadline to enter Limited Enrollment Lottery Forms via your student portal in Catalyst. The College of Law Registrar will run the process promptly at 10:01am.

Thursday, November 17, 6:30 am: Online priority registration for 3L’s opens and continues until 11:59 pm on Sunday, November 27.

Sunday, November 27: Online priority registration for 3L’s ends at 11:59 pm.

Wednesday, November 30, 6:30 am: Online open registration begins for all students and remains open online until 11:59 pm on Tuesday, January 24, 2017. During open registration, students may make schedule changes online.

Monday, January 9 – Saturday, January 14, 2017: Upper level short courses.

Tuesday, January 17: First day of spring semester classes.

Tuesday, January 24, 11:59 pm: The deadline for all online drop/add activity, including all changes to lottery classes, must be completed by 11:59 on Tuesday, January 24.

Tuesday, January 31, 4:00 pm: 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, January 31. Students may not make any other changes to their schedules after this date.

II. HOW TO REGISTER FOR CLASSES

A. Step 1: Select the classes you want to take next semester as well as some alternatives.

1. **Online Tools:** The most important tools you will need for scheduling can be found under the “Current Students” link on our website. These include:
 - **Spring 2017 Classes:** 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 continue to build the information available on the Catalyst site.
 - **The Course Grid:** The “Grid” helps you plan the timing of your classes.
 - **Course Planning Tools:** Planning Tools provide advice about selecting classes, areas of study, and other helpful information. Review all the materials describing classes to be offered next semester, including information about which classes have prerequisites and which classes are prerequisites for other classes.

2. **Academic Advising:** 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.
 - **Degree Requirements:** Note on the [course descriptions](#) whether a class satisfies the seminar, writing, or lawyering requirements and the character of the credits (classroom/non-classroom).
 - **Academic Advisors for Professional Pathways:** [Professional Pathways](#) are designed to help students identify courses that will be useful to them as they prepare to enter various practice areas in the profession. Each Professional Pathway has an [academic advisor](#) you may contact for guidance on your course selection.
 - **Upper Level Bar Classes:** Studies on UC student data have shown that students who take five or more [Upper Level Bar Classes](#) are best positioned to pass the bar exam on their first attempt. If you need assistance selecting bar courses, contact [Dean Joel Chanvisanuruk](#).
 - **Drop-In Academic Advising:** Dean Rucker will have drop-in hours on the following days:
 - Monday, November 7, 10:00 am – noon;
 - Thursday, November 10, 2:00 pm – 4:00 pm;
 - Monday, November 14, 10:00 am – noon; and
 - Wednesday, November 16, 12:30 – 2:30 pm.If you are unavailable during these times, you may email [Cheryl Delvecchio](#) to schedule an appointment with Dean Rucker.

B. 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 10:00 am on Tuesday, November 15. This online form will be available from your “My Academics” tab in Catalyst.

1. How to participate in the lottery:

- Gather the list of limited enrollment lottery classes you would like to take and jot down their respective five digit “Class Numbers.”
- Order them by your desired preference and make note of whether you want to waitlist that class or not. You **must use a preference to indicate whether you wish to be waitlisted for a course; it is neither assumed nor automatic.**
- Enter your preferences through Catalyst by Tuesday, November 15 at 10:00 am.

2. Other information about the lottery.

- **Revising your lottery preferences.** You may 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.
- **Timely submission is key.** 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.**
- **Lottery Results.** 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 automatically enroll you in those classes.
- **Waitlist for Limited Enrollment Courses.** 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.
- **Drop/Add Period for Limited Enrollment Classes.** The drop/add period for limited enrollment classes will end at 11:59 pm, Tuesday, January 24, 2017.

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

1. Plan the rest of your schedule:

- **Search courses.** 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.”
- **Place courses in 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. Placing items in your cart does not guarantee that you will get the class(es) but can help you remember classes you find interesting.

- **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.
2. **Key dates:** 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.**
- **Thursday, November 17, 6:30 am:** Online priority registration for 3L's opens and continues until 11:59 pm on Sunday, November 27.
 - **Sunday, November 27, 11:59 pm:** Online priority registration for 3L's ends at 11:59 pm.
 - **Wednesday, November 30, 6:30 am:** Online open registration begins for all students and remains open online until 11:59 on January 24, 2017. During open registration, students may make schedule changes online.

III. ADDITIONAL IMPORTANT INFORMATION FOR REGISTRATION:

1. **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.
2. **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.
3. **Log-in or Registration Problems.** 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 the College of Law Registrar. She can help you in the order of your emails.
4. **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 College of Law Registrar by email in order to begin a 'waitlist;' the same procedures will be in effect as for the limited enrollment lottery waitlists. 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.

5. **Class Cancellations.** Please note that the College may cancel a class due to insufficient student enrollment.
6. **Drop/Add:**
 - a. Drop/Add is handled in two phases:
 - Phase 1: You may drop/add any course online through 11:59 pm on January 24, 2017. 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, January 31, 2017.
 - b. Additional information
 - **Add/Drop dates are final.** After the drop/add periods, classes can only be dropped in an emergency or extreme hardship situation.
 - **Tuition Refunds.** Dates for tuition refunds are different than drop/add dates. Tuition refund dates can be found on the website under "Required ABA Disclosures."
7. **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.
8. **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.
9. **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.
10. **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.

11. **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.
12. **Graduating Students:** If you plan to graduate at the end of Spring Semester 2017, 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 Dean Rucker or the College of Law Registrar.
13. **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 online forms and provide the information required.* 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 College of Law.
14. **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 College of Law.
15. **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.
16. **Individual Research Project:** If you wish to undertake an [Individual Research Project](#) for 1, 2, or 3 credits during the spring 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. **You must add the class and submit the contract to the law school Registrar before the end of the drop/add period.**

17. **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 [here](#). 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. You may access the form to request permission to take courses outside the law school [here](#).
18. **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.
19. **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.
20. **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/>.
21. **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!

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