

Date: November, 2011

To: Second and Third Year Students

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

RE: Registration for Spring Semester 2012

REGISTRATION INFORMATION

This memo presents important information about registering for Spring 2012 courses. Please read this memorandum carefully and to the end.

Overview of Dates:

Tuesday, November 15 at noon - Limited Enrollment Lottery Forms due to Charlene.

Thursday, November 17 at 6:30 am – Online priority registration for 3Ls opens and continues until midnight on Sunday, November 20.

Tuesday, November 22 at 6:30 am – Online open registration begins for all students and remains open online until midnight, January 24.

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 24, 2012. As discussed above, this is also the deadline of all online drop/add activity.

Drop/Add activity through Charlene – Except for lottery classes, students have one additional week to make other changes to schedules through Charlene until 4:00 pm on Tuesday, January 31, 2012. 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 on the “Register” link on our website under “Current Students” These include: Spring 2012 Classes; the Course Grid; and documents found under “Registration Forms” and “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 requirement 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 Charlene Carpenter no later than 12:00 noon on Tuesday, November 15. *To obtain a copy of the Limited Enrollment Lottery Form, please go to the website under “Registration Forms.”* Read the instructions for the limited enrollment lottery, and print out the form. When you have completed the form, return it to Charlene Carpenter in 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 to the extent of availability of seats left in the class.

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 (which is usually later that same day). Immediately following 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, 3L’s will, of course, have the first opportunity to register for them. After that, 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.

As in the past, if you are selected for a limited enrollment class, Charlene will register you for it automatically.

Registration will then open for 3Ls beginning on Thursday, November 17 at 6:30 a.m. and go through midnight Sunday, November 20. 2Ls may begin registering Tuesday, November 22 at 6:30 a.m. and registration stays open until midnight, Monday, January 24 - this coincides with the one week drop/add period for lottery classes. You have until January 31 to drop/add all other classes, however, those must be processed through Charlene. 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 to avoid a “Late Registration Fee” for failing to enroll 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 are giving 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 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 Fitness and Employer Update Form: (this information applies to all students including 1Ls) **Your registration is not complete until you submit the required “Character Fitness and Employer 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 and employment status. 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 Charlene, especially at exam time!**

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 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.

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/Registration Caps/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;’ 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. 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 Monday, January 24, 2012. This is the deadline to drop/add limited enrollment classes.

Phase 2: You can make other schedule changes with Charlene’s assistance through 4:00pm on Tuesday, January 31, 2012.

Other special 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.

The College of Law does not have an option of changing to pass/fail grading or audits. Only specific courses are graded on the Pass/Fail scale; those courses are indicated in the registration materials.

During on-line registration if you drop a full, Limited Enrollment class, you will not be able to add it back, so BE VERY CAREFUL when you are registering for your other classes.

Minimum and Maximum Credit Hours: Under College rules, students are required to register for 12 to 16 credit hours each semester. If you wish to register for more than 16 hours, you need approval in advance. *Please submit a “Student Request Form” (available on the Registrar’s website) to Charlene stating the reason for your request.* Such requests must be approved by the Associate Dean. Students may not take more than 18 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 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.

Graduating Students: If you plan to graduate at the end of Spring Semester 2012, you should be sure that the classes you take enable you to complete the requirements for graduation. *Graduation requirements may be found on the Registrar's website.* If you have any doubt about whether you meet the College graduation requirements, please check with Charlene.

3Ls: Please refer to the copy of your 'Graduation Check List' or 'degree audit' form that Charlene prepared for you. You should have checked this page very carefully for accuracy. Use this to help you prepare for your final semester of law school.

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, Legal, and Street Law externships on our website. *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.* For Judicial Externships, a copy of your resume is also required. Please note: two classes comprise the Judicial, Legal, and Street Law Extern Programs; one is a classroom component, and one is a field placement (non-classroom) component. If you plan to enroll in an extern program, you must sign up for both classes.

Clinics. If you have been selected to participate in one of our many clinics then Charlene will register you. As with the extern programs, you must register for the classroom and field placement components.

Additionally, a couple of our clinics require enrollment for both semesters—please make sure that you are able to commit to this obligation.

Journals and Competition Teams: If you have been selected for one of our journals or competition teams, then Charlene will register you. The names of the students are provided by the supervising faculty member in conjunction with the Editor.

Individual Research Project: If you wish to undertake an Individual Research Project for 1, 2, or 3 credits during the 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 Charlene before the end of the drop/add period.

Trial Practice: The College of Law offers a limited number of opportunities to students who are interested in litigation skills. Therefore, 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 generally considered nonclassroom credits. *The form which you must use to request permission to take courses outside the law school is on the Registrar's website.*

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 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 also 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/>.

Enjoy selecting your classes for next semester!

11/10/2011