

**Important Deadlines:**

**PAPER:** Lottery Forms: noon, **Wed., 11/17**

**ON-LINE:** **3L Priority** Registration: **12:30pm**  
Mon., **11/22** through 11/28

**ON-LINE:** **2L & Open** Registration: **12:30pm**  
Tues., **11/30**

**REMEMBER THAT THE FINAL DROP/ADD  
DEADLINES ARE:**

**Lottery Classes BY JAN. 25**

**All Other Classes by FEB 1**

**Date:** November, 2010

**To:** Second and Third Year Students

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

**RE:** Registration for Spring Semester 2011

**REGISTRATION INFORMATION**

**This memo presents important information about registering for Spring 2011 courses.  
Please read this memorandum carefully and to the end.**

***Overview of Dates:***

The Limited Enrollment Lottery takes place on Wednesday, November 17. This is accomplished using hard-copy Lottery Forms which are due at noon. After the lottery, you will be able to register for all open classes through the University's OneStop registration system. Rising third year students will priority register Monday through 11:59pm on November 28<sup>th</sup> at which time registration will close. It will reopen on Tuesday, November 30 for second year students and any third years who did not take advantage of the priority registration period. Registration will remain open for drop/add on-line through the end of the day January 25. Charlene can assist with other drop/add requests through February 1. All students should contact the UC HelpDesk (556-help) with password trouble; 3L's experiencing difficulty registering during the priority period should contact Charlene Carpenter immediately. She checks her email frequently while registration is underway.

## ***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 are the following documents: the Classes for Spring 2011; the Course Grid; and Planning Tools. This information is available at the College's website under "Current Students" and the "Register" tab. 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 want to take next semester, talk with advisors you trust, consider your career direction, read the graduation requirements, and 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/nonclassroom). 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 **Wednesday, Nov. 17**. *To obtain a copy of the Limited Enrollment Lottery Form, please go to the website.* 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!**

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 should be sometime late on Wednesday, Nov. 17). Immediately following the posting, she will enroll you in those classes using the University's on-line system prior to your registering for the remainder of your classes. **IMPORTANT NOTE: YOU CAN NOT 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. As in the past, 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 waitlist 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 Monday, November 22 at 12:30 p.m. and go through midnight Sunday, November 28. 2Ls may begin registering Tuesday, November 30 (at 12:30 p.m.) and registration stays open until the end of the day, Tuesday, January 25 - this coincides with the one week drop/add period for lottery classes. You have until February 1 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.

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. The late registration fee will be applied on January 18, 2011, to anyone not previously enrolled (this does not affect drop/add).

**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 seven 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 considerations for registration:***

**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.** 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.

**Character Fitness and Employer Update Form:** (this information applies to all students) **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 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!**

**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, please pay particular attention to these descriptions.

**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.*

**Graduating Students:** If you plan to graduate at the end of Spring Semester 2011, 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:** You should have received in your student mailbox, a copy of your ‘Graduation Check List’ or ‘degree audit’ form. PLEASE be sure to check this page for accuracy and know what you need to complete your degree. Let Charlene know immediately if your calculations are different than hers.

**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.

**Taking Courses Outside the Law School:** Under College rules, students may take 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 nonclassroom credits. *The form which you must use to request permission to take courses outside the law school is on the Registrar's website.*

**Drop/Add:** If you wish, you may drop and add courses through Monday, January 25. After that, you will need to see Charlene in the Registrar's Office. **ALSO NOTE:** 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 regular classes.

Remember that you cannot drop a class after the drop/add period, even if the class hasn't yet begun (specifically, for the "Chesley Visitor" offering) .

**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:** Payment is due at the start of classes. 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/>.

**Room Caps and Low Enrollments:** 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. If this happens, you should contact Charlene and she will begin a 'wait list' and the same procedures will be in effect as for the limited enrollment lottery classes.

The College may cancel a class due to insufficient student enrollment.

In closing, please let us know as soon as possible if you are not planning to return to the College next semester.