



College of Law

Spring 2010

**Registration Tools
for 1L Students**

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REQUIREMENTS FOR GRADUATION

A. Second Year Required Courses*

Legal Ethics

Client Counseling **

B. Seminar Requirement

Every student must successfully complete one seminar.

C. Writing Requirement

Every student must successfully complete one of the following options:

- a casenote or comment for a law review or journal,
- the writing requirements for the Intramural Moot Court Competition,
- a Drafting course,
- an Individual Research Project, or
- a second seminar.

D. Classroom Credit Requirement

It is a requirement for graduation that a student complete, in an aggregate of 90 semester hours, at least 77 classroom credit hours. All required and most elective courses and seminars are classified as classroom credit offerings. Non-classroom credit offerings include: Individual Research Project, law reviews and journals, Extern Program field placements, Moot Court, field placements for clinics, and a few other classes.

E. Grade Point Average

You must have at least a 2.0 cumulative GPA to graduate.

F. Residence Period

You must have completed a residence period of three academic years or its equivalent.

—KEEP THIS INFORMATION FOR FUTURE REFERENCE—

* *In effect until 2012-2013*

** *Students may satisfy this requirement by completing either the Ohio Innocence Project course sequence in the second year, by completing the Intensive Practical Lawyering Skills course, or the Client Counseling in the Domestic Violence Context in the second year.*

REQUIRED CLASSES IN THE SECOND YEAR

Client Counseling:

For the year 2010/2011, Client Counseling will be offered in 2 formats: an intensive, full-week workshop offered the week before the fall semester starts and two sections of the class that meets weekly during the fall semester. The class is two (2) classroom credits.

The requirement to take this class may be satisfied in a number of ways in addition to taking the class called Client Counseling. You may satisfy the requirement by completing the Ohio Innocence Project course sequence in the second year and by completing the Intensive Practical Lawyering Skills course in the second year.

You must turn in the 2L Client Counseling Preference Form by noon on April 8 in order to indicate your preference for a particular section of Client Counseling.

Legal Ethics:

For the year 2010/2011, Legal Ethics will be taught in the spring. The class is two (2) classroom credits. You will be asked to complete a 2L Legal Ethics Preference Form during spring registration.

Registration Tools for 1L Students

Academic Advising Materials

The College provides many tools to help you select your classes. These tools are located on our website, and most of them can be found on the Current Students page and the Register tab at <http://www.law.uc.edu/current/>.

Review the program objectives of the JD Program and the first-year and upper levels of the program at <http://www.law.uc.edu/current/#tabview=tab1>.

Review graduation requirements at <http://www.law.uc.edu/current/>.

Get advice on approaches to course selections at <http://www.law.uc.edu/current/>.

Get advice on using the curriculum as a pathway into the profession by reviewing the Areas of Study at <http://www.law.uc.edu/current/>. These Areas of Study identify classes that will help a student preparing to enter a particular area of practice.

Plan your curriculum for your second and third years of study by using the Building a Course of Study Worksheets at <http://www.law.uc.edu/current/>.

Get information to help you plan to apply for a judicial clerkship at <http://www.law.uc.edu/current/>.

Get more information on experiential learning opportunities such as clinics, externships, journals, moot court, trial completion teams, and other learning opportunities at <http://www.law.uc.edu/current/#tabview=tab2>.

Get information about joint degrees at <http://www.law.uc.edu/current/#tabview=tab1>.

Registration Information

You should carefully read the Enrollment Instructions memo at <http://www.law.uc.edu/current/>. It gives detailed instructions on how to register for classes for the fall semester.

The details related to each class are listed under Classes 2010/2011 at <http://www.law.uc.edu/current/>. First, the classes required to be taken in the second year are described. Then, you will encounter a listing of all the classes offered for the fall 2010 semester. These classes are listed in alphabetical order and are linked to a separate document that gives you all the information you need to register for the class. The class document includes a description of the class, the credits, the type of credits (classroom or nonclassroom), whether the class meets

certain requirements (seminar, writing, client counseling), and some information on how the class will be assessed. The document also indicates the numbers you will need to register for the class on One Stop, the meeting times, and the room assignments.

Classes tentatively planned for spring of 2011 are also listed at <http://www.law.uc.edu/current/>.

The Course Grid found at <http://www.law.uc.edu/current/> is a visual tool that helps you map out each of your days during the week by tracking the meeting times and rooms of your classes in a grid format.

Brief bios of new professors teaching next year will be located at <http://www.law.uc.edu/current/>.

You will be able to find booklists, syllabi, and other course information at <http://www.law.uc.edu/current/> as they are available.

Registration Forms

Each semester, you must turn in a Character Fitness and Employment Update form during the registration period to update information related to these topics since you last updated your file with this information. The form is located at <http://www.law.uc.edu/current/docs/Character%20FitnessEmployerUpdate%20Form.pdf>.

Detailed information and enrollment forms related to our three externship programs can be found at <http://www.law.uc.edu/current/>.

Engaging in an Individual Research Project (IRP) will allow you to study an area of the law of great interest to you in depth in partnership with a faculty member. Completing an IRP also meets the writing requirement. Find out more at <http://www.law.uc.edu/current/forms/individualresearch.shtml>.

Get a copy of the 2L Client Counseling Preference Form at <http://www.law.uc.edu/current/>. Any rising 2L student who wishes to express his or her preferences for a particular section of Client Counseling for the fall semester must turn in this form by noon on April 8, 2010 to Charlene Carpenter.

To be placed in a limited enrollment class, you must participate in the Limited Enrollment Lottery. Detailed instructions and the Limited Enrollment Lottery Form are found at <http://www.law.uc.edu/current/forms/lottery.shtml>. This form must be turned in to Charlene Carpenter by noon on April 8, 2010.

If you think you would like to take more than 16 credits in a semester (but no more than 18), you should fill out a Student Request Form found at <http://www.law.uc.edu/current/docs/studentrequest.pdf> and turn it in to Charlene Carpenter.

Information about taking a class outside the law school can be found at <http://www.law.uc.edu/current/forms/coursesoutside.shtml>. For example, if you are considering a career as a transactional lawyer and wish to gain more knowledge about accounting, you can take a graduate class or two from the College of Business. The information located at this link also will be helpful if you think you might want to take some classes at another law school or if you think you may wish to study abroad.

Important Deadlines:

PAPER: Lottery Forms: noon, Thurs., 4/8
and 2L Client Counseling Preference Forms

ON-LINE: 3L Priority Registration: 8am Tues.,
4/13 and Wed., 4/14

ON-LINE: 2L & Open Registration: 8am Tues.,
4/20

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

**LOTTERY CLASSES BY AUG. 30
ALL OTHER CLASSES BY SEPT. 7**

Date: March, 2010

To: First and Second Year Students

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

RE: Registration for Fall Semester 2010

REGISTRATION INFORMATION

This memo presents important information about registering for Fall 2010 courses. Significant changes have been made to the registration materials this year. Please read this memorandum carefully and to the end.

Overview of Dates:

The Limited Enrollment Lottery takes place on Thursday, April 8. This is accomplished using hard-copy Lottery Forms due at noon. On this day, rising 2Ls must also turn in 2L Client Counseling Preference Forms by 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 Tuesday and Wednesday, April 13 and 14. Registration will close over the weekend, but will reopen on Tuesday, April 20 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 August 30. Charlene can assist with other drop/add requests through September 7. 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 Fall 2010, and tentative 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 Thurs., April 8. *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 Thursday, April 8). 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.

This year, rising 2L students must also fill out the 2L Client Counseling Preference Form to indicate their preferences for the three client counseling classes offered next fall. These forms are due at noon on April 8. Charlene will also register students in Client Counseling sections.

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 Tuesday, April 13 at 8 a.m. and go through midnight Wednesday, April 14. 2Ls may begin registering Tuesday, April 20 (at 8 a.m.) and registration stays open until the end of the day, Monday, August 30 - this coincides with the one week drop/add period for lottery classes. You have until September 7 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 August 16, 2010, 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 two priority days to register for classes.

This new 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 May 10 then Charlene will put a hold on your account and you will not be able to get your grades or transcripts and you risk the cancellation of all your classes.

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 next year 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.

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, August 30. 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.

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: You will receive your "E-Bill" prior to the start of school. Payment is due shortly thereafter. 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.

UNIVERSITY OF CINCINNATI COLLEGE OF LAW
BUILDING A COURSE OF STUDY: WORK SHEET TWO – PLANNING FORM

Credit hours to spend - - - - - 90 total
First year - - - - - 32 completed (all classroom credits)
Second year required - - - - - 4
Remaining credits to spend - - - - - 54

FALL 2010

	Courses	Credits
1	Client Counseling	2
2		
3		
4		
5		
6		
	Total	
	Grand Total	

(Bar Application - Ohio, part 1)

SPRING 2011

	Courses	Credits
1	Legal Ethics	2
2		
3		
4		
5		
6		
	Total	
	Grand Total	

FALL 2011

	Courses	Credits
1		
2		
3		
4		
5		
6		
	Total	
	Grand Total	

SPRING 2012

	Courses	Credits
1		
2		
3		
4		
5		
6		
	Total	
	Grand Total	

(Bar Application - Ohio, part 2)

IMPORTANT NOTE: You need 77 classroom credits within your total of 90, one seminar and one writing requirement. You must register for 12-16 credits each semester (but you can take up to 18 hours if you get prior permission using the student request form).

INTRODUCTION TO INTELLECTUAL PROPERTY

Course Number: PROP 7011

Semester: Fall 2010

Professor: Armstrong

Credits: 3 Classroom

Primary Basis for the Grade: Exam; Letter Grade

Prerequisites: Prerequisite or recommended prerequisite for several upper level intellectual property courses.

Enrollment: Open

Meets Seminar Requirement? No

Meets Writing Requirement? No

Meets Client Counseling Requirement? No

Meeting Times:

Location:

COURSE DESCRIPTION:

This broadest and most basic course gives roughly equal time to the three primary federal doctrines in the area, copyright, trademark, and patent, and gives students a brief introduction to related state law doctrines such as rights of publicity and trade secrets. This course provides students with the basics of each doctrine as well as an understanding of the ways in which they interact with each other. **This course is a prerequisite to other IP courses in the Program.**

SPRING 2009

revised December 5, 2008

- 1L classes shaded -

MONDAY

** Final **

MON	CAP:190 114	CAP:110 118	CAP:50 104	CAP:32 100A	CAP:38 100B	CAP:17 208	CAP:42 302	CAP:15 307	CAP:15 308	CAP:17 306	CAP: 40 204	CAP: 20 303
7:55-												
8:50												
9:00-	Property § 1, 3, 5				Securities Regulation Black			Licensing I.P. Lyman 10:25			Remedies Hubbard	
9:55	Eisele 10:25											
10:05-		Constitutional Law II § 2, 4, 6 Bryant		10:40	Advanced Torts (LE - 25) Betman 11:30	Int'l Business Transactions Cogan 11:30				Labor & Employment Rights O'Reilly 11:30		
11:00												
11:10-	Criminal Law § 2, 4, 6 Carroll	Criminal Law § 1, 3, 5 Lassiter		Administrative Law Mark			Corporations II Black					
12:05												
BREAK												
1:30-	Civil Procedure II § 1, 2, 5 Spring	Civil Procedure II § 3, 4, 6 Miller	Criminal Procedure I Lassiter		Criminal Procedure II Carroll				International I.P. Armstrong	Conflict of Laws Solimine		
2:55												
3:05-			Product Liability	3:15	Int'l Environmental Law (LE - 15) Mark		Wrongful Convictions: Causes & Remedies (LE - 15) Godsey 4:55			Human Rights Seminar (LE - 15) Lockwood	Tax Policy (LE - 16) McMahon	
4:30			O'Reilly	Patent Office Practice & Procedure (LE - 10) Goldstein								
4:40-			5:50	6:00								
6:05												
6:15											Mediating in Neutral (LE - 16) Aaron 8:45	

Character Fitness and Employment Update Form

For Semester/Year: Spring, 2010

page 15

Students are obligated to update the information in their student file every semester. This information is only used for processing state bar forms and verification of our compliance with ABA rules.

Disclosures already put in the student file during the admissions process or in prior semesters need not be disclosed here.

Please note that your registration is not complete without this information.

Employer Information Update: ABA Standard 304(f) provides that a student may not work in excess of 20 hours per week in any semester in which the student is enrolled in more than 12 class hours.	
Are you employed at this time: Yes <input type="checkbox"/> No <input type="checkbox"/>	Employer Name:
Employer Phone:	Hours Employed Per Week:

1. Have you ever been disciplined, placed on probation, suspended, or expelled by an educational institution?	No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully)
2. Have you ever been discharged or asked to resign by any employer?	No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully)
3. Have you ever filed or been the subject of a petition for bankruptcy?	No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully)
4. Have you been, or are a party to, or otherwise involved (such as cited, arrested, charged, or convicted, but not as a witness) in: a. any criminal or quasi-criminal action or legal proceeding (including, but not limited to, a misdemeanor, minor misdemeanor, traffic offense, or felony)? No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully) b. any action or legal proceeding in a juvenile court? No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully) NOTE: This should include matters that have been expunged or been subject to a diversion program.	
5.a. Do you have outstanding or unpaid fines, court costs, or tickets, including those for traffic or parking violations?	No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully)
b. Have you ever been charged with any alcohol- or drug-related traffic violations, regardless of when they occurred?	No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully)
c. Have you ever been charged with any moving traffic violations that were not alcohol- or drug-related during the past ten years?	No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully)
6. Have you ever been suspended, censured, removed or otherwise reprimanded or disqualified as a member of another profession, or as a holder of public office?	No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully)
7. Are disciplinary actions or criminal charges pending against you?	No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully)
8. Have you ever been court-martialed or dishonorably discharged from the military?	No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully)
9. Have you ever had to discontinue your college education or full-time employment for more than 30 days for any reason?	No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully)
10. Have you been summoned for a violation of any statute, regulation or ordinance?	No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully)
11. Have you been removed, resigned, or asked to resign as a guardian, executor, administrator, trustee, or other fiduciary?	No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully)
12. Have you had a credit card revoked?	No <input type="checkbox"/> Yes <input type="checkbox"/> (explain fully)

☐ I certify that the information I have provided on this form is complete and accurate.

Student Printed Name

Student Signature

Date

Please complete and return to Charlene Carpenter in Room 201N

LIMITED ENROLLMENT LOTTERY FORM

Fall Semester, 2010

Student's Name: _____

M# _____

You may submit only one form. Multiple forms for the same student will not be considered.

During the Fall 2010 SEMESTER I will be a: 2L 3L 4L Visiting: Yes No

If you wish to take only one limited enrollment course/seminar, you should indicate as your second choice "wait list" for that course.

2. If you wish to take more than one limited enrollment course, you must decide whether, as a second preference, you want to be wait-listed for your first preferred class or assigned to your second preferred class. The former gives you a higher place on the wait list for your first choice class; the latter gets you into your second choice class. **PLEASE NOTE: Wait-listing is NOT automatic. You will only be placed on the wait list if you so request.**

REMEMBER: Charlene cannot register you for conflicting limited enrollment classes. Be sure to preference higher the one you want the most.

	Name of Course	Professor Name	Call Number
First Choice			
Second Choice			
Third Choice			
Fourth Choice			
Fifth Choice			
Sixth Choice			
Seventh Choice			
Eighth Choice			

Comments:

DUE to Charlene Carpenter in Room 201N by **NOON**, Thursday, April 8.

THE LIMITED ENROLLMENT LOTTERY

Fall Semester 2010

If you want to take one or more limited enrollment classes, you must complete the limited enrollment lottery form. The Lottery tries to allocate fairly the places available in limited enrollment classes. PLEASE NOTE: You **must** complete your limited enrollment lottery form and turn it in to Charlene Carpenter by **12:00 noon, Thurs. April 8**, if you want to participate in the lottery. *Please don't forget to write your name and indicate your class on the form. You may submit only ONE form; multiple forms for the same student will not be considered. You may, however, stop by Charlene's office and replace your original form should you find you need to adjust your preferences.*

Please Note! In the past, a student could hold places in two limited enrollment classes and could be wait-listed for others irrespective of whether the classes conflicted in time. Under the new on-line system, a student CANNOT be registered for two classes meeting at conflicting times.

When the lottery is over, Charlene will "register" the students who secured places in the limited enrollment classes for those classes using the University's system. However, since THE UNIVERSITY'S ON-LINE REGISTRATION SYSTEM WILL NOT ALLOW CHARLENE TO REGISTER ANY STUDENT FOR CLASSES THAT CONFLICT, you must indicate "real" preferences between limited enrollment classes meeting at conflicting times. If your preferences require explanation or comment, the lottery form provides space for telling Charlene what you want her to do.

Here's how our lottery system works: The lottery forms of all third year students requesting limited enrollment classes are placed in random order. The first student's form is drawn, and that student receives his or her first preference; forms continue to be drawn 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.

After all third year students have been considered in the first round of the lottery and their highest possible preferences satisfied, the forms of those requesting a second limited enrollment course are randomized again, 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 indicate as your second preference "wait-list" 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 wait-list.

If you wish to take more than one limited enrollment course, you must decide whether, as a second preference, you would rather be wait-listed for your first preferred course or assigned, if space is available, to your second preferred course.

Example: Let's say you wish to take Class #1, and your form is drawn after the class already has reached its limit. If you indicate "wait-list" for Class #1" as your second choice, you would be assigned to the first available position on the wait-list.

If, however, you indicate as your second choice "Class #2" and positions are available in that class, you would be assigned to Class #2, and your form would be set aside, and you would not be given a place on the wait list for class #1.

You could still be on the wait-list for Class # 1 if you indicate as "Choice # 3" on the form to be wait-listed for Class# 1, but that choice would not be considered until your form comes up again in the next round of the process. Charlene will satisfy only one preference per student per lottery round.

Wait-listing is NOT automatic. You will be wait-listed for a particular course only if you so request. If you have questions about the lottery, please see Charlene Carpenter.

Note to students submitting lottery forms where more than one section of a course is being offered. Once you are selected for a section of a course, you are no longer eligible for a position in, or on the wait-list for, a second section of that course. In the interest of fairly allocating the limited number of positions in these courses, we have adopted this policy so that Student A will not be able to occupy two class positions for the same course while numerous students are wait-listed. *If you do not list a section, Charlene will assign you to a section.*

Also note: The drop/add period for limited enrollment classes will end one week from the first day of classes. Charlene will send an e-mail to you if an opening becomes available; you have 24 hours to reply to that email. If she does not hear from you, the next student on the wait-list will be notified, and you will NOT get the class.

2L CLIENT COUNSELING PREFERENCE FORM
Fall Semester, 2010

Student's Name: _____

M# _____

You may submit only one form. Multiple forms for the same student will not be considered.

During the Fall 2010 SEMESTER I will be a: 2L 3L 4L Visiting: Yes No

Choices for Client Counseling are either the short course the week of Intro to Law (Aug 16-20) or a regularly scheduled class during the Fall 2010 Semester.

All second year students are required to take this course during the Fall 2010 Semester. We will assign you to the class unless you provide us with a preference. We will randomly select preference forms and place you in your highest ranking preference where seats are available.

If you request the Intensive Practical Lawyering class through your "Limited Enrollment Lottery Form," also fill out this form. You are not required to take the Client Counseling course if you complete the Ohio Innocence Project course sequence in the second year or take the Intensive Practical Lawyering short course the week before fall classes start in your second year.

Please rank your preferences for your preferred Client Counseling class below:

Client Counseling Workshop (August 16-20)	
Client Counseling Monday 3:05pm-5:15pm	
Client Counseling Wednesday 12:45pm - 2:55pm	

I am not required to take Client Counseling because: _____

DUE to Charlene Carpenter in Room 201N by NOON, Thursday, April 8.