

**Important Deadlines:****PAPER:** Lottery Forms: noon, **Mon., 11/16****ON-LINE:** **3L Priority** Registration: **6am**  
Wed., **11/18** and Thurs., **11/19****ON-LINE:** **2L & Open** Registration: **6am** Mon.,  
**11/23****REMEMBER THAT THE FINAL DROP/ADD  
DEADLINES ARE:****LOTTERY CLASSES BY JAN. 18****ALL OTHER CLASSES BY JAN. 25**

**Date:** November, 2009

**To:** Second and Third Year Students  
**First Year Students**

**FROM:** Charlene Carpenter, Registrar

**RE:** Registration for Spring Semester 2010

**REGISTRATION INFORMATION**

**This memo presents important information about registering for Spring 2010 courses. In order to register on-line at OneStop, you will need information from the College's website. Please read this memorandum carefully and to the end.**

***Overview of Dates:***

The Limited Enrollment Lottery takes place on Monday, November 16. This is accomplished using hard-copy Lottery Forms. After the lottery, you will be able to register for all open classes through the University's OneStop registration system. Third year students will priority register Wednesday and Thursday, November 18 and 19. Registration will close over the weekend, but will reopen on Monday, November 23 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, Monday, January 18. 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 courses you want to take next semester.**

The most important tools you will need for scheduling are the following documents: the "Curriculum & Teaching Assignments" (CAT), the "Grid," Course Descriptions, and Course

Notes. This information is available at the College's website under "Current Students" and the "Register" tab. The CAT includes six-digit "Call" numbers which you will need for on-line registration. The "Grid" helps you plan the timing of your classes. The course descriptions provide more information about topics covered in the classes you are considering. Additionally, new courses, new faculty, courses that have not been taught recently, and courses with unusual meetings schedules will have a "Course Note" that provides more detail about these classes.

Review all the materials describing classes to be offered next semester. Other planning tools are located on the College website under "Current Students" and "Register." In selecting the courses 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 course selection, take time to notice which courses have prerequisites and which are prerequisites for other courses. This information may be found in the CAT. The CAT also provides information about whether a course satisfies the seminar or writing requirement and the character of the credits (Classroom/nonclassroom). Select the courses you wish to take as well as some alternatives.

## **Step 2: Participate in the lottery for limited enrollment courses.**

You will find this information in the CAT. 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 **Mon., November 16**. *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 Monday, November 16). 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 over the exam period and winter break. However, when school begins again, she will check those classes daily 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 Wednesday, November 18 and go through midnight Thursday, November 19. 2Ls may begin registering Monday, November 23 and registration stays open until the end of the day, Monday, January 18-this coincides with the one week drop/add period for lottery classes. You have until January 25 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. **1L Registration will be handled automatically by Charlene.**

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 11, 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. In the past students securing places in limited enrollment courses that conflict in time could hold both places and decide later which to keep. UC’s on-line system will not permit you, or Charlene on your behalf, to register for conflicting classes. You must therefore 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.

**Short Courses.** Four short courses will be offered the week before the semester begins. You may register for no more than two credits during that week.

**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 November 30 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 (when offered) 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 courses 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 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. *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, you should be sure that the courses you take enable you to complete 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 or fewer than 12 hours, you need approval in advance. *Please submit a Student Request Form (available on the Registrar’s website) stating the reason for your request.* Such requests must be approved by the Associate Dean.

**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 18. 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.

**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 and the end of the drop/add period.

**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 me know as soon as possible if you are not planning to return to the College next semester.

11/6/09