

VERY IMPORTANT INFO

Important Deadlines:

PAPER: Lottery Forms: noon, Thursday, 4/9

ON-LINE: 3L Priority Registration: Mon., 4/13 through Wed. 4/15 - midnight

ON-LINE: Open Registration: Mon. 4/20

DATE: April, 2009

TO: Second and Third Year Students

FROM: Nancy A. Oliver, Interim Associate Dean
Charlene Carpenter, Registrar

RE: Registration for Fall Semester 2009

ON-LINE REGISTRATION INFORMATION

This memo presents important information about registering for Fall 2009 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.

On-line Registration: Registration for non-limited enrollment Spring Semester classes will be conducted on-line at OneStop.

After the Limited Enrollment Lottery has taken place, you will be able to register for all open classes through the University's OneStop registration system. Third year students will priority register Monday through MIDNIGHT on Wednesday, April 13-15. Registration will close over the weekend, but will reopen on Monday, 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, Monday, August 31. 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. Any other registration problems should be communicated to Charlene through email. She checks her email frequently while registration is underway.

Some Background Information:

We will continue to use the "Curriculum & Teaching Assignments" (CAT), the "Grid," Course Descriptions, and Course Notes as course planning tools. This information is available at the College's website under "current students" and "Register." The CAT includes six-digit call numbers which you 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 meeting schedules will have a Course Note that provides more details about these classes.

REMEMBER: You are no longer able to register for conflicting or overlapping classes, nor will you be able to register for credit for more than 18 credit hours.

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 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.

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.

You will use the same Central Login Service identification information as you currently use to view and pay your bill, check your aid, and waive your health insurance. If you have problems logging in, contact the UC Help Desk at 556-HELP.

NEW PAPER FORM: Before your registration is considered complete, you are required to update the questions on the "Character Fitness and Employer Update Form" available at: <http://www.law.uc.edu/current/docs/character-employment-update.pdf>. You will be able to register on-line, **however**, if you fail to submit the form prior to May 1, 2009, then Charlene will put a hold on your account and you will not be able to get your grades or transcripts.

In order to be eligible for financial aid, deferments and updates to the clearinghouse for lenders, **you MUST register on time.** **A "Late Registration Fee" will be applied for failing to enroll by August 17th.** 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 three full days to register for classes. We will then close registration for a brief period over the weekend to finalize rooms **and limits**; then registration will open again to the 2Ls and anyone else who needs to register. **REMEMBER THAT THIS MEANS THE CLASS IS THEN LIMITED BY THE ROOM SIZE and it is possible that a class will 'fill.'**

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 are the steps you should take to register for classes:

Step 1: Select the courses you want to take next semester.

Review all the materials describing classes to be offered next semester. The documents you need are the CAT, the Grid, and Course Notes, which detail new, changed or unique courses, and course descriptions. ***These documents are available on the College's website.*** 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 Thurs., April 9.*** *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 9). 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. **SPECIAL NOTE: THIS IS AN 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 summer break. However, when school begins again, she will check those classes daily. She will send out email announcements regarding any openings. You have 24 hours in which to reply to her 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 Monday, April 13 through MIDNIGHT on

Wednesday, April 15. 2Ls may begin registering on Monday, April 20 and registration will stay open until the end of the day, Monday, August 31-this coincides with the one week drop/add period for lottery classes. You have until Tuesday, September 7th 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.

Here is a list of other important considerations for registration:

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, or Street Law externships. *If you wish to sign up for an extern program, you must complete the appropriate extern preference form, which you may print from the website, and submit it with a copy of your transcript, to Charlene.* For Judicial Externships, a copy of your resume is also required. Please note: two courses comprise the 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 guide 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: Please be aware that the College of Law requires you to complete six full-time semesters and does not permit early graduation. If you meet this requirement and plan to graduate at the end of Fall semester, you should be sure that the courses you take enable you to complete the other requirements for graduation. *Graduation requirements may be found on the website.* If you have any doubt about whether you meet the College graduation requirements, please check with Charlene.

Minimum and Maximum Credit Hours: Normally you may not register for more than 16 or fewer than 12. If you have unusual circumstances and 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.*

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. *The form which you must use to request permission to take courses outside the law school is on the website.*

Drop/Add: If you wish, you may drop and add courses through Mon. Aug.31. This is the final deadline for limited enrollment classes. After that, you will need to see Charlene in the Registrar's Office until close of day, Mon., Sep.7. And except for extraordinary cases, once drop/add is over you are not permitted to withdraw from a class.

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. **Students who are not registered by August 17th will also be charged a late registration fee.**

REMEMBER: 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/>.

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

REMINDER and IMPORTANT DATES:

Lottery Forms Due: Noon, Thurs., April 9, 2009

Lottery Results Posted: that afternoon in the Atrium

Students are Registered in Lottery classes (by Charlene) Mon./Tues., April 9-10

3L Priority Registration: Mon-Wed., April 13-15

Registration Closed April 16-19

2L and Open Registration: Mon., April 20 through end of Mon., Aug.31.

Drop/Add Lottery Classes: Mon., Aug.31

All other classes: Tues., Sep. 7