

Spring 2012 Registration (2L – 4L Students)
 Office of the Registrar - 206-398-4150 - lawreg@seattleu.edu



Wednesday, September 28, 2011	<p>Registration Appointments Assigned Registration appointments for 2L - 4L students will be available to view on SUOnline by 6 p.m.</p>
Wednesday, October 26, 2011	<p>Clinic Course & Equal Preference Lottery Sign up emails arrive for 2L - 4L students.</p>
Monday, October 31, 2011	<p>Lottery sign up deadline.</p>
Wednesday, November 2, 2011	<p>Lotteries run - Results will be available on SUOnline by 6 p.m.</p>
Monday, November 7, 2011	<p>Preference Registration</p> <ul style="list-style-type: none"> • 4L students may start to register at 8 a.m. • 3L Group C students may start to register at 10 a.m. • 3L Group D students may start to register at 12 p.m. • 3L Group A students may start to register at 2 p.m. • 3L Group B students may start to register at 4 p.m.
Tuesday, November 8, 2011	<ul style="list-style-type: none"> • 2L Group C students may start to register at 8 a.m. • 2L Group D students may start to register at 10 a.m. • 2L Group A students may start to register at 12 p.m. • 2L Group B students may start to register at 2 p.m. <p>All Preference Registration Appointments end at 11:59 p.m. After 11:59 p.m. students cannot register until their Regular Registration Appointment start time.</p>
Wednesday, November 9, 2011	<p>Regular Registration Appointments</p> <ul style="list-style-type: none"> • 4L students may start to register at 8 a.m. • 3L Group C students may start to register at 10 a.m. • 3L Group D students may start to register at 12 p.m. • 3L Group A students may start to register at 2 p.m. • 3L Group B students may start to register at 4 p.m.
Thursday, November 10, 2011	<ul style="list-style-type: none"> • 2L Group C students may start to register at 8 a.m. • 2L Group D students may start to register at 10 a.m. • 2L Group A students may start to register at 12 p.m. • 2L Group B students may start to register at 2 p.m. • Visiting students may start to register at 4 p.m.
Monday, January 9, 2012	<p>1st Day of Classes - Start of Add/Drop Period</p> <ul style="list-style-type: none"> • Classes may be added or dropped online • Waitlist sign in begins.
Friday, January 13, 2011	<p>End of Add/Drop Period</p> <ul style="list-style-type: none"> • Validation forms due. • All waitlists closed. • Last day to drop a class online and without a 'W' (withdrawn) grade applied to transcript. • Last day to receive a 100% tuition refund.
Friday, February 10, 2012	<p>End of Withdrawal Period Students may withdraw from a class until this date. A 'W' (withdrawn) will be applied to the transcript and a partial tuition refund applied (see the Student Handbook for the tuition refund schedule). After this date students may only withdraw with the permission of the professor and the Associate Dean for Student Affairs. 'WF' (withdrawn failing) grades may be applied.</p>

Registration To-Do List:

- Check your account for restrictions that may prevent you from registering.
- Check your degree progress and keep outstanding credits and requirements in mind while planning your schedule.
- Check the schedule and create a list of 1st choice and alternate classes.
- Check the prerequisites and registration preferences for your classes.
- Check your registration appointments. Your Preference Registration Appointment will be the first listed, your Regular Registration Appointment the second listed.
- Sign up for Clinic Course and Equal Preference lotteries if you are interested in one or more Clinic or Equal Preference Classes (Wednesday, 10/26/11 – Monday, 10/31/11).
- Check your lottery results (Wednesday, 11/2/11 after 6 p.m.).
- Register for up to 12 credits of classes with a registration preference matching your academic program (full-time or part-time) at your Preference Registration appointment time (Monday, 11/7/11 – 11/8/11).
- Register for all other classes at your Regular Registration appointment time (Wednesday, 11/9/11 – Thursday 11/10/11).
- Watch for your tuition statement and validation form (mailed in December).
- Validate by Friday, 1/13/12.

Account Restrictions (Holds)

A restriction may be placed on your account if you have a past due balance with the law school Business Office or any other campus office. Restrictions are also placed on your account if you failed to validate for the Fall 2011 term or if you have not yet turned in an official undergraduate transcript. All of these restrictions will prevent you from registering. You can check your restrictions by logging onto SUOnline, going to the student menu and checking **Student Restrictions**.

Degree Progress

You can check your degree progress on SUOnline. Login, go to the Student Menu and choose the **Program Evaluation** option. Keep the following in mind as you plan this term and future terms:

- Full time students must take between 12 and 16 credits each fall or spring semester. Part time students must take between 8 and 11 credits.
- Students are required to complete Constitutional Law and Legal Writing II during their 2L year. All other required classes can be taken during the 2L, 3L or 4L years.
- Students may take only as many courses as necessary to reach a total of 90 credits. Students may take 1-2 extra credits if their schedule requires, as long as they are not taking an additional course beyond 90 credits.
- Students in the bottom quarter of their class as of June or August 2011 must follow the scheduling guidelines set out in the Student Handbook.

Exceptions to any of these policies must be approved by Donna Deming, Dean for Student Affairs. Dean Deming may be contacted at dcdeming@seattleu.edu.

Spring 2012 Course Schedule

There are two ways to review the Spring 2012 course schedule:

1. SUOnline (available 10/21/11) - Go to <https://suonline.seattleu.edu>. Choose the **Search for Classes** option from the student menu and choose **12SS - Spring 2012 Semester**.
2. Our Website - Go to the Course Schedules page of the Law school website ([http://law.seattleu.edu/Office and Administration/Registrar/Class Schedules.xml](http://law.seattleu.edu/Office_and_Administration/Registrar/Class_Schedules.xml)). There you will find downloadable Excel and pdf versions of the schedule.

Summer 2012 Course Schedule

A tentative version of the Summer 2012 schedule will be published on Thursday, October 20th. It will be available on the Course Schedules page of the Law school website ([http://law.seattleu.edu/Office and Administration/Registrar/Class Schedules.xml](http://law.seattleu.edu/Office_and_Administration/Registrar/Class_Schedules.xml)).

Prerequisites

Students must generally meet all pre and co-requisites to register for a course. Requests for pre and co-requisite waivers must be approved by Paul Holland, Associate Dean for Academic Affairs. To request a waiver, please email Dean Holland at hollandp@seattleu.edu. In that email, describe any academic or professional background that might qualify you to take the course.

Registration Lotteries (Sign-up October 26th – 31st)

Registration lotteries are run for two types of classes, Clinical Courses and Equal Preference courses.

Clinics – All upper level students are eligible to sign up for the clinic lottery. This is not an entirely random lottery. Students will be ordered by class year and whether or not they have previously participated in a clinic. Within these groups all students have an equal chance to gain enrollment in a clinic. Check the Registration Preference column on the Spring 2012 schedule to find out which courses will be included in the Clinic Lottery. To be registered for a clinic, you must meet all prerequisite requirements.

Equal Preference Courses - Elective courses that are taught on a one-time-only, occasional or experimental basis are designated as Equal Preference courses. All upper level students are eligible to sign up for equal preference lotteries and have an equal chance to gain enrollment in equal preference courses. Check the Registration Preference column on the Spring 2012 schedule to find out which courses will be included in the Equal Preference Lottery. To be registered for an Equal Preference course, you must meet all prerequisite requirements.

To see if a course will be included in the lotteries, check the Registration Information column of the Spring 2012 course schedule. You are not required to participate in course lotteries. If you are not interested in any of the lottery courses, you do not need to sign-up.

On Wednesday, October 26th we will send out emails asking you to sign-up for lotteries. Each email will contain a link to a web-based questionnaire which will allow you to choose your classes. The lottery sign-up is due Monday, October 31st. Lotteries will be run on Wednesday, November 2nd and results will be available to view on SUOnline by 6 p.m. (check My Class Schedule and Manage My Waitlists).

Preference Registration Appointments (November 7th – 8th)

Your Preference Registration appointment is the earliest of your two appointment times. It will start on either Monday, November 7th or Tuesday, November 8th. You may check your registration time by going to the *Registration Appointments* option on SUOnline's *Student Menu*. Your Preference Registration appointment is the first time listed.

During Preference Registration Appointments, you will only be able to register for classes that have a registration preference that matches your program. You may register for a maximum of 12 credits (including any classes you were registered for during lotteries). You must wait until Regular Registration to register for all other classes. Full-time students will only be able to register for classes with a Full-Time Preference. Part-time students will only be able to register for classes with a Part-Time Preference. You can see a class' registration preference by checking the Registration Information column of the downloadable course schedule or by checking the comments column on SUOnline.

Preference Registration will end at midnight on Tuesday November 8th. After that time you will not be able to get back into SUOnline's registration function until your Regular Registration appointment time begins.

Regular Registration Appointments (November 9th – 10th)

Your Regular Registration appointment is the latest of your two appointment times. It will start on either Wednesday, November 9th or Thursday, November 10th. You may check your registration time by going to the *Registration Appointments* option on SUOnline's *Student Menu*. Your Regular Registration appointment will be the second time listed.

During the Regular Registration period you may register for any class with open seats for which you have met the required prerequisites. During Regular Registration SUOnline will allow you to register for up to a one-credit overload (17 credits for full-time, 12 for part-time). This is intended to help students build schedules – If you intend to stay at an overload, you must get the permission of Donna Deming, Associate Dean for Student Affairs prior to the start of the Spring 2012 semester. Once your Regular Registration appointment begins, you may continue to make registration changes using SUOnline through Friday, January 13th.

Appointment Problems or Issues

You may check your appointment times using SUOnline by going to the *Registration Appointments* option on SUOnline's *Student Menu*. If you think your appointment times are incorrect, please contact us at lawreg@seattleu.edu or 206-398-4150.

If you will not have computer access during your registration appointment time, please contact the Office of the Registrar at 206-398-4150 or lawreg@seattleu.edu. We will make arrangements to register you for classes during your appointment time. We will not reassign your appointment to an earlier time due to a conflict.

Waitlists

If a class fills up, SUOnline will automatically change its status to "Waitlist". Add yourself to the waitlist if you are interested in the class. We strongly suggest that you sign up for an alternate class when you have been waitlisted for a class. That alternate can be another section of the same course or an alternate course. Waitlisted courses do not count towards your total credits.

If you'd like to know your position on a waitlist, go to the *Manage My Waitlists* option on SUOnline's *Student Menu*. You may also use this function to drop yourself off of waitlists.

If a seat becomes available for you in a waitlisted class we will send you an email. This email will contain instructions and a deadline for enrolling. During the first week of classes you must sign into waitlists each day. This allows us to quickly find interested students to fill empty seats. You may sign in by stopping by the Registrar's front desk, calling 206-398-4150 or emailing lawclasswaitlist@seattleu.edu.

Who to contact when you have a question or problem:

If you are unable to log into SUOnline: Use the password reset option (see the link at the top right on SUOnline). If this doesn't work contact the helpdesk at 206-296-5571 or helpdesk@seattleu.edu.

For all other registration problems: During business hours – Call the Office of the Registrar at 206-398-4150. We can generally solve your problem more quickly if we can talk to you on the phone. On weekends or after business hours – Send an email describing the problem to lawreg@seattleu.edu

Questions regarding the schedule or courses: Contact Sheila Underwood, Registrar at 206-398-4153 or sheilau@seattleu.edu

Questions regarding degree progress or transfer credit: Contact Tricia Pearson, Associate Registrar at 206-398-4154 or pearsonp@seattleu.edu

Questions regarding appointment times or waitlist positions: Contact Jed Sawyer, Registration/Records Coordinator at 206-398-4155 or sawyerj@seattleu.edu

More information on Registration Policies and Procedures can be found on our web page - http://law.seattleu.edu/Office_and_Administration/Registrar/Registration.xml