

Summer 2012 Registration (Continuing Students)

Office of the Registrar - 206-398-4150 - lawreg@seattleu.edu



Friday, February 10, 2012	Registration Appointments Assigned Registration appointments for current 1L - 4L students will be available to view on SUOnline by 4 p.m.
Tuesday, March 6, 2012	Torts Registration 1L students who have not yet completed Torts will be automatically registered for Summer 2012 Torts by 6 p.m.
Wednesday, March 7, 2012	Registration Appointments <ul style="list-style-type: none">• Students who are in their 4L year (as of Spring 2012) register at 9 a.m.• Part time students who are in their 3L year (as of Spring 2012) register at Noon.• Part time students who are in their 2L year (as of Spring 2012) register at 3 p.m.
Thursday, March 8, 2012	<ul style="list-style-type: none">• Full time students who are in their 3L year (as of Spring 2012) register at 9 a.m.• Full time students who are in their 2L year (as of Spring 2012) register at Noon.• Full time students who are in their 1L year (as of Spring 2012) and have completed Torts register at 3 p.m.
Friday, March 9, 2012	Open Registration Begins <ul style="list-style-type: none">• Visiting students register at Noon.• Registration remains open for all students through the first week of classes.• Waitlist invitations are sent as seats in closed classes become available – Check your SU email regularly!
Tuesday, May 29, 2012	1st Day of Classes - Start of Add/Drop Period <ul style="list-style-type: none">• Classes may be added or dropped online.• Waitlist sign in begins.
Friday, June 1, 2012	End of Add/Drop Period <ul style="list-style-type: none">• ABA Term Certification due.• All waitlists closed.• Last day to drop a class online and without a 'W' (withdrawn) grade applied to transcript.• Last day to receive a 100% tuition refund for dropped classes.
Friday, June 22, 2012	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 A 'W' (withdrawn) will be applied to the transcript and a partial tuition refund applied (see the Student Handbook for the tuition refund schedule).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 'WF' (withdrawn failing) grades may be applied for withdrawals made after this date.

Summer 2012 Registration Information

Should You Register For Summer Classes?

Only 1L students who have not yet completed Torts are required to enroll for the summer term. For all other continuing students the summer term is not required.

However, we strongly recommend that part time students take summer classes.

Summer term is an integral part of the part time program. It is not possible for a part time student to graduate in 3 ½ years without completing summer classes. When we build the course schedule for an academic year, we do so assuming that part time students will enroll in the summer term. Therefore many of the Summer 2012 courses will not be offered in the evening during Fall 2012 or Spring 2013.

Summer 2012 Credit Loads for Financial Aid & State Work Study

Students planning to receive financial aid for Summer 2012 must register for a minimum of 3 credits. Students enrolled in 3 or more credits may work a maximum of 19 hours under the State Work Study program.

Summer 2012 Credit Overloads for Part Time Students

Many part time students choose to take Evidence (or Comprehensive Pretrial Advocacy) and Professional Responsibility together during the summer term. The credit total for these two courses is 7 credits, a one credit overload. While you need Dean Deming's permission to overload by one credit, these overload requests are generally granted as long as the student is in good academic standing. If you are a part time student interested in taking both Evidence and Professional Responsibility this summer, please contact Dean Deming at dcdeming@seattleu.edu.

Summer 2012 Torts

Current 1L students who have not yet completed Torts are required to enroll for Summer 2012 Torts. If you will be unable to attend summer Torts you must get permission to defer it to your 2L year from Donna Deming, Associate Dean for Student Affairs. Students will be automatically registered for Summer 2012 Torts on Tuesday, March 6, 2012.

Summer Registration Appointment Order/Registration Preferences

Summer term is an integral part of the part time program. Because part time students must attend the summer semester to complete their degree in 3 ½ years, they are given registration priority for the summer semester. Part time students will register on March 7, 2012. Full time students will register on March 8, 2012. There are no equal preference classes or class lotteries during the summer term.

Summer 2012 Course Schedule

Downloadable pdf and excel copies of the Summer 2012 course schedule are available on our website -

http://law.seattleu.edu/Office_and_Administration/Registrar/Class_Schedules.xml.

Fall 2012 and Spring 2013 Class Schedules

Tentative class lists for the Fall 2012 and Spring 2013 will be posted by Friday, March 2, 2012 on the Class Schedules page of our website -

http://law.seattleu.edu/Office_and_Administration/Registrar/Class_Schedules.xml. Full class schedules for these terms will not be available until April.

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 can also be placed on

your account if you failed to complete ABA Term Certification for the Spring 2012 semester 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 may take up to 8 credits during the summer semester. Part time students may take up to 6 credits (or 7 with overload approval).
- 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.

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 Appointments

Your registration appointment time represents the earliest time that you may register for Summer 2012 classes on SUOnline. Registration Appointments will be available to view on SUOnline by 4 p.m. on Friday, February 10th.

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.

Open Registration

Open registration begins on Friday, March 9th. Visiting students may begin to register during open registration. All students may continue to add and drop classes without penalty through the first week of classes. The last day to add or drop without penalty is Friday, June 1st.

Waitlists

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

If a seat becomes available for you in a waitlisted class we will send an email to your Seattle University email account. 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' front desk, calling 206-398-4150 or emailing lawclasswaitlist@seattleu.edu.

Registration To-Do List For Summer 2012 Torts Students

- Check your account for restrictions that may prevent you from being registered.
- Check your schedule on SUOnline anytime after 4 p.m. on March 6th.
- Watch for your tuition statement and validation form (Mailed in April).
- Complete ABA Term Certification by Friday, June 1st.

Registration To-Do List For All Other Continuing Students

- 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 for your classes.
- Check your registration appointment (February 10th).
- Register at your appointment time.
- If you are on a waitlist check your SU email frequently!
- Watch for your tuition statement and validation form (Mailed in April).
- Complete ABA Term Certification by Friday, June 1st.

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.

If you are having difficulty registering

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 prerequisites

Contact Paul Holland, Associate Dean for Academic Affairs at hollandp@seattleu.edu.

Questions regarding degree progress or transfer credit

Contact Tricia Pearson, Associate Registrar at 206-398-4154 or pearsonp@seattleu.edu.

Questions regarding overloads, underloads or program changes

Contact Donna Deming, Associate Dean for Student Affairs at dcdeming@seattleu.edu.

Questions regarding waitlist position or appointment times

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