EARLY REGISTRATION FOR FALL 2015
Continuing Students
Monday, March 30, 8:00 a.m. through Friday, April 3, 4:30 p.m.

Go To “Early Registration Requests” at
https://utdirect.utexas.edu/loreg/rqst.WBX

THIS IS NOT A FIRST-COME FIRST-SERVED PROGRAM.
ALL COURSE REQUESTS WILL BE PROCESSED TOGETHER AFTER 4:30 P.M., FRIDAY, APRIL 3.

PRIORITY: The goals of the early registration system are to award as nearly as possible every student’s desired schedule. In determining priorities for course awards, there are four priority groups:

A. Those students who will complete at least 63 hours by May 23;
B. Those who will complete 47-62 hours;
C. Those who will complete 29-46 hours;
D. Those who will complete 0-28 hours.

Generally speaking, group A will be given top priority followed by groups B, C, and D in that order.

EXAMS: Consider the exam dates when selecting your courses. Exams on consecutive days will not be a legitimate reason for postponing exams.

SECOND YEAR REQUIREMENTS: All law students are required to complete Professional Responsibility and Constitutional Law II in order to graduate. Criminal Procedure: Prosecution or Criminal Procedure: Investigation may substitute for Constitutional Law II. Since these classes are reverse priority, second-year students have priority. If you wait until your third year, you may not be able to get into one of these courses. Therefore, we strongly advise you to take these courses in your second year. All law students must also complete a Professional Skills Course (effective for JDs matriculating in Fall 2008 or later) in order to graduate. Professional Skills Courses are listed online (http://www.utexas.edu/law/sao/academics/skills.html).

ATTENDANCE DURING FIRST WEEK OF CLASSES: Please be aware that it is the professor’s prerogative to drop students from the course if the first class (or more) is missed.

FACULTY EVALUATIONS: To access course-instructor surveys from past semesters, go to “Course-Instructor Survey Results” at https://utdirect.utexas.edu/ctl/ecis/results/index.WBX.

BARS: The registration system will notify you of any bars you have incurred. You WILL NOT be allowed to submit course requests until all bars have been cleared. If you choose to pay by credit card, financial bars may be cleared on the web using the “What I Owe” page at https://utdirect.utexas.edu/acct/rec/wio/wio_home.WBX. Otherwise, you will need to go to the CASHIER’S OFFICE, Main Building (the Tower), Room 8. Emergency loan bars will not be temporarily lifted so that you may early register.

**IMPORTANT** You must remain “bar-free” through April 17 in order for your requests to be processed. This means that if you are bar free March 30-April 3, and make course requests, but then incur a bar before April 17, your course requests will NOT be processed. Your Registration Information Sheet (http://registrar.utexas.edu/students/registration/before/ris/) is the best place to continue to check and clear new bars.

TUITION BILLS: Tuition Bills will be emailed to you on July 21. If you have not received your tuition notice by July 28, call Student Accounting at 475-7777. It is your responsibility to find out the amount and pay it by the deadline.

TUITION BILLS MUST BE PAID OR DEFERRED BY 5:00 P.M. ON TUESDAY, AUGUST 31, or your registration will be CANCELLED. The reason for non-payment is irrelevant. If you do not pay and your schedule is cancelled, your seats are lost, and you must late register. If scholarships or financial aid pay for your tuition bill, you must still confirm your registration on “My Tuition Bill” (https://utdirect.utexas.edu/acct/fb/my_tuition/tf_home.WBX); otherwise, your classes will be cancelled. You may also go to the Cashier’s Office in the Main Building, Room 8, to do this in person. To obtain a tuition bill quote or verify payment of your tuition bill, also go to “My Tuition Bill”.

FALL 2015 REGISTRATION – INSTRUCTIONS

1. MAXIMUM HOURS: Enter the maximum number of hours you wish to schedule. The system defaults to 16 hours. Sixteen is the maximum number of hours that can be awarded during early registration. If you need to take 17 hours to graduate in December, you must request approval from the Assistant Dean for Student Affairs. If you have received approval to take over the limit, you may add the extra course during the add/drop period. You must be registered for a minimum of 10 hours, unless you have approval from the Assistant Dean for Student Affairs. Records will be checked after the
12th class day. Forms to request approval to take less than 10, or more than 16 hours, are in the Student Affairs Office, TNH 2.117 or online (http://www.utexas.edu/law/sao/forms/). Approval is not automatic; there must be a compelling reason.

2. **CLINICS:** Enter your clinic choice. Put the Central unique number in the “CLINIC (Part 1)” space and the second unique number, if the clinic has a second part, in “Part 2.” **You must have 43 semester hours to early request several of the clinics.** Note: All clinics require a separate application, located online at http://www.utexas.edu/lawclinics/applications.php.

3. **SEMINARS:** **You must have 43 semester hours to request a seminar during this period.** You cannot request a seminar if you have already taken one or are taking one now. Enter two preferences on Seminar lines 1 & 2. Only one seminar (if available) will be awarded to you during early registration. If you do not have 43 hours, or wish to take a second (or third, etc.) seminar, any remaining seats in writing seminars will be available beginning with the first add/drop access period in April.

4. **COURSE REQUESTS:** Enter your course requests in order, numbers 1-9, Priority 1 being the highest preference. You should list alternate courses in this section. The computer will assign no more than the maximum number of hours you designate. You may request more than one section of a course; the computer will not award the course twice.

**Time conflicts:** You may request courses that have time conflicts; if both courses are available, the system will award the one you have given the higher priority. You will not be awarded both. Texas Law does not allow students to take courses that have any amount of time conflict.

**Advocacy Survey-Skills:** The unique numbers are related to the night you will schedule with the Advocacy Coordinator. Be sure to include both Survey and Skills as two of your nine Course Requests, as you must take them concurrently. If you are not awarded Survey, you will not be awarded Skills.

**Courses with restricted enrollment:** Application and/or instructions on how to apply can be accessed on the web at http://www.utexas.edu/law/sao/academics/apps.html. You should enter these courses after all of your other course requests, giving them the lowest priority. If the professor selects you, Student Affairs will be notified and the course will be manually added.

**Independent study (Directed Research & Study; Directed Research & Study Teaching Assistant or Clinic, Adv.):** Do not include these courses in your course requests. If you are approved to take any of these courses (application required), you will be given access to add the course(s) during the April add/drop periods.

**Non-law courses:** Non-law courses cannot be requested at this time. Non-law classes may be added on ROSE beginning April 20. If you want to earn law school credit for the non-law course, you must obtain prior approval. The course must also be a graduate-level course or a language course and related to, but not duplicative of, courses offered in the law school. Forms are available in the Student Affairs Office, TNH 2.117. It may be possible to receive credit for an undergraduate language course, but special approval must be obtained. Additionally, 2.5 undergraduate credits will generate only one (1) JD credit. Please see our policy on JD credit for non-law courses (http://www.utexas.edu/law/sao/academics/nonlawcourses.html) for more information.

**DO NOT INCLUDE CLINICS or SEMINARS in the COURSE REQUESTS numbers 1-9.**

An automated email confirmation goes to the email address on the Law School system (make sure it’s accurate) within one hour, indicating what courses you have requested, every time you hit the submit button. Each will have a date and time stamp to indicate your most recent changes.

**HOW DOES IT WORK?** The following is a brief description of the course scheduling process:

1. Clinics are manually processed. Following review of all applications, clinical professors select who will be awarded each clinic. Student Affairs is notified and the clinic is manually added.

2. Seminars are automatically processed. Seminars are randomly awarded in order of preference, by priority group, until they fill (one seminar per eligible student).

3. The computer automatically processes the first three course choices for each student record together, awarding reverse priority courses first. When all reverse priority courses are available for a student, the computer will schedule in priority order. It then processes all remaining courses in the order requested, until the student’s schedule is full. Students in the same priority group are assigned random numbers for each course requested, insuring that seats are awarded randomly regardless of the order in which the records are processed.

**YOU MAY MAKE CHANGES TO YOUR COURSE REQUESTS AT ANY TIME DURING THE WEEK OF EARLY REGISTRATION (MARCH 30-APRIL 3)**

**TO FIND OUT WHICH COURSES YOU HAVE BEEN AWARDED** go to “Early Registration Results” (https://utdirect.utexas.edu/loreg/rslt.WBX) any time after April 17.

**TO MAKE CHANGES TO YOUR SCHEDULE AFTER THE MARCH 30-APRIL 3 EARLY REGISTRATION PERIOD** – Beginning April 20, go to https://utdirect.utexas.edu/registration/index.html to access the University’s registration system (ROSE). This system is open and available to students at different times during the registration period. For your particular access periods, please check at https://www.utexas.edu/law/sao/academics/registration.html.

**NOTE:** Students who do not submit course requests MARCH 30-APRIL 3 may register during subsequent add/drop periods, but priority status is lost.