**FRESHLAW EARLY REGISTRATION FOR SPRING 2018**

Monday, October 9, 8:00 a.m. through Friday, October 13, 4:30 p.m.

Go To “Early Registration Requests” at [https://utdirect.utexas.edu/loreg/rgst.WBX](https://utdirect.utexas.edu/loreg/rgst.WBX)

As a Freshlaw, early registration is only applicable if you plan to take a 1L-elective. Otherwise, first-year required courses will be automatically assigned, and you do not need to change anything in the early registration system.

The Student Affairs Office highly recommends that freshlaws who want to take a 1L-elective make requests during the Law school’s early registration period, so that every student has an equal chance to get the elective s/he wants the most. This is not a first-come, first-served program. All course requests will be processed together after 4:30 p.m., Friday, October 13. This early registration period is offered within the School of Law and is available ONLY on the Law school’s website at the web address above.

**BARS:** The registration system will notify you of any bars (financial or non-financial) 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](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 October 27 for your requests to be processed. If you are bar-free October 9-13 and make course requests, but then you incur a bar on or before October 27, your course requests will NOT be processed.

**FEE BILLS:** Fee bills will be emailed to you on November 14. To ensure you receive the bill, update or verify your email address at “Address update” via [https://utdirect.utexas.edu/apps/utd/all_my_addresses/](https://utdirect.utexas.edu/apps/utd/all_my_addresses/). If you have not received your eBill by November 21, call Student Accounting at 475-7777. It is your responsibility to find out the amount and pay it by the deadline.

**FEE BILLS MUST BE PAID OR DEFERRED BY 5:00 P.M. ON FRIDAY, JANUARY 19,** or your registration will be CANCELLED.

The reason for non-payment is irrelevant. If your schedule is cancelled, you must late register and pay additional fees. If scholarships or financial aid pay for your fee bill, you still need to confirm your registration on “My Tuition Bill” at [https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX](https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX), or 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 fee bill quote or verify payment of your fee bill, also go to “My Tuition Bill.”

**MAKING COURSE REQUESTS:**

1. Find 1L-elective courses through the online interactive course schedule at [https://law.utexas.edu/courses/catalog/](https://law.utexas.edu/courses/catalog/). Make sure the semester is set to Spring 2018. Under “Course Type” select “1L and upperclass elective,” and click “Search.”

2. Enter the Law School’s early registration system. Go to “Early Registration Requests” at [https://utdirect.utexas.edu/loreg/rgst.WBX](https://utdirect.utexas.edu/loreg/rgst.WBX).

   - The system is automatically programmed to allow freshlaws to be scheduled up to 17 hours. Do not change the maximum hour default because it could adversely affect your spring courses.

   - Since “Writing Seminars” are not applicable to freshlaws, scroll down to “Law Courses.” Your 1L-required courses should already be entered in Priority 1-4, so DO NOT make adjustments to them. Under Priority 5-9, enter the unique numbers for up to five electives (depending on the number of electives offered). Place them in order with the one you want most listed first in Priority 5. Only one elective will be scheduled. Be certain that your choices for an elective do not conflict with any of your 1L-required courses. While the system permits you to request courses that have time conflicts, you will not be scheduled in any.

   - Save and submit your early registration requests. Scroll down to the bottom of the page, and click “submit changes.” After saving and submitting your early registration requests, you should get a green message indicating that all of your changes have been accepted. If you get a red message, you entered
something incorrectly, and you must correct the error and submit changes again until the green message comes up. Additionally, an email confirmation goes to the email address on the Law school system 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. Remember, you can make changes to your course requests at any time during the week of early registration.

3. Check your early registration results. To find out which elective you have been awarded, go to “Early Registration Results” [https://utdirect.utexas.edu/loreg/rslt.WBX](https://utdirect.utexas.edu/loreg/rslt.WBX), any time on or after October 27.

If you did not register for an elective during the October 9-13 registration period, or if you want to change your elective: Beginning October 30, go to [Registration - Add/Drop](https://utdirect.utexas.edu/loreg/rslt.WBX) to access the University’s registration system (ROSE). This system is open and available to students at different times during the registration period. Access times are posted on the [Registration - Add/Drop](https://utdirect.utexas.edu/loreg/rslt.WBX) page.