**CONTINUING STUDENTS EARLY REGISTRATION FOR SPRING 2019**
Monday, October 7 through Friday, October 11 (TIMES TBD)

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, OCTOBER 11.

**PRIORITIES:** The main goal of the early registration system is to award as nearly as possible every student's desired schedule. In determining priorities for course awards, there are four priority groups:

A. Those who are in the LL.M. program, and those who will complete at least 63 hours by December 9;
B. Those who are International Exchanges, and 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.

For the following courses, priority is in REVERSE ORDER (Groups D, C, B, A): Alternative Dispute Resolution, Business Associations, Constitutional Law II, Criminal Procedure: Investigation, Criminal Procedure: Prosecution, Federal Income Tax, Payment Systems, Professional Responsibility, Secured Credit, and Texas Civil Procedure: Survey. This reversal gives priority to those students who want to specialize in areas that may have prerequisites, and 2L students who want to take courses required for graduation.

**EXAMS:** Consider the exam dates when selecting your courses. Exams on two consecutive days will not be a legitimate reason for postponing exams. The specific exam times will be available by the first day of classes.

**SECOND YEAR REQUIREMENTS:** Effective for JDs matriculating in Fall 2008 or later, all law students are required to take Professional Responsibility, Constitutional Law II, and a Professional Skills course to graduate. Criminal Procedure: Prosecution or Criminal Procedure: Investigation may substitute for Constitutional Law II. Since Professional Responsibility and Constitutional Law II are reverse priority, second-year students have priority. If you wait until your third year, you may not be able to get into these courses.

**ATTENDANCE DURING FIRST WEEK OF CLASSES:** Be aware that it is the professor's prerogative to drop students who miss the first class (or more).

**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 October 25 for your requests to be processed. If you are bar-free during the request period and make course requests, but then incur a bar on or before the “bar-free though” date, your course requests will NOT be processed.

**FEE BILLS:** Fee Bills will be emailed to you on November 12. For information relating to your fee bill contact 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 24,** 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 must still confirm your registration on “My Tuition Bill” at 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.”

**HOW TO REQUEST COURSES**

1. **MAXIMUM HOURS:** Enter the maximum number of hours you wish to schedule. Students may register for up to 16 hours during early registration. After early registration, you must be registered for a minimum of 10 hours, unless you have approval from the Assistant Dean for Student Affairs. Approval is not automatic; there must be a compelling reason. Forms to request approval to take less than 10 or more than 16 hours are available in the Student Affairs Registration Office, TNH 2.116, and online at https://law.utexas.edu/student-affairs/academic-services/forms/. If you receive approval to register over 16 hours, you may add the extra hour(s) during the add/drop period. The current American Bar Association standard prohibits law students from registering for more than 17 hours per semester.

2. **SEMINARS:** Unless you are an LL.M. or International Exchange student, you must have 43 semester hours to request a seminar during this period. You cannot request a seminar if you have already completed one or are currently taking one. Enter two preferences on Seminar lines one...
(1) and two (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 will be available beginning with the first add/drop access period in October.

3. **CLINICS**: Clinics are not part of the online early registration system. Students apply directly to the clinical program for admission, and should apply as early as possible since most clinics fill up. Each student who is admitted to a clinic must add it to his or her schedule during the next available add/drop period. If this is not done, the student will be dropped from any course that conflicts with the clinic. Please note that some clinics have two unique numbers – one for a central section and one for a skills section (and both are required). Information about applying to a clinic can be found at: [https://law.utexas.edu/clinics/application-information/](https://law.utexas.edu/clinics/application-information/).

4. **INTERNSHIPS**: Internships are not part of the online early registration system. Each student admitted to an internship must add the internship during the next available add/drop period. If this is not done, the student will be dropped from any course that conflicts with a classroom component of an internship. Information about applying to an internship can be found at: [https://law.utexas.edu/internships/application-information/](https://law.utexas.edu/internships/application-information/).

5. **ALL OTHER COURSES**: Enter your course requests in order, numbers 1-9, with Priority 1 as the highest preference. Do not include CLINICS, INTERNSHIPS, or SEMINARS in the course requests 1-9. 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.

    **Courses/Seminars with Applications**: You may request courses that require an application, but be sure to enter them last in your priority. Applications are posted at [https://law.utexas.edu/student-affairs/academic-services-2/course-applications/](https://law.utexas.edu/student-affairs/academic-services-2/course-applications/).

    **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. The School of 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. If you are not awarded Survey, you will not be awarded Skills.

    **Crisis Management**: If you apply and are selected for the Crisis Management course with Admiral Inman, you will be approved to add this course during the October add/drop periods. **Do not** list this course among your course requests.

    **Directed Research & Study, Directed Research & Study Teaching Assistant, or Advanced Clinic**: **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 during the next add/drop periods.

    **Non-law courses**: Non-law courses cannot be requested at this time. Non-law classes may be added on ROSE during add/drop. If you want to earn law school credit for the non-law course, you must obtain prior approval. The course must be a graduate-level course or language course related to, but not duplicative of, courses offered in the law school. Forms are available online at [https://law.utexas.edu/student-affairs/academic-services/forms/](https://law.utexas.edu/student-affairs/academic-services/forms), and in the lobby of the Student Affairs Registration Office, TNH 2.116. 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.

**HOW DOES SCHEDULING WORK?**

1. Seminar requests are processed. Seminars are awarded in order of preference, by priority group, until they fill.
2. The scheduling program 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.
3. The program then processes all remaining courses in the order requested, until the student’s schedule is as full as possible. Students in the same priority group are assigned random numbers for each course requested, ensuring that seats are awarded randomly regardless of the order in which the records are processed.

**Confirmation**: 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 (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.

**Remember, you can make changes to your course requests at any time during the week of early registration.**

**To find out which courses you have been awarded**: Go to “Early Registration Results” at [https://utdirect.utexas.edu/loreg/rslt.WBX](https://utdirect.utexas.edu/loreg/rslt.WBX) any time on or after October 25.

**NOTE**: Students who do not submit course requests during the early registration request period may register during subsequent add/drop periods, but priority status is lost.