

## **EARLY REGISTRATION FOR FALL 2021 Continuing Students**

**Monday, April 5, 8:00 a.m. - Friday, April 9, 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 9.

**PRIORITIES:** 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:

Group A: Those who are in the LL.M. program (Spring only), and those who will complete at least 70 hours by graduation date of the same semester;

Group B: Those who will complete 45–69 hours;

Group C: Those who will complete 31–44 hours; and,

Group D: Those who are International Exchanges (Spring only), and those who will complete 0–30 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. Effective for JDs matriculating in Fall 2016 or later, six (6) hours of Experiential Learning courses are required in place of Professional Skills. Both Skills and Experiential Learning courses will be marked on the Student Affairs interactive [course schedule](#). Second-year students have priority in Prof. Responsibility and Con Law II, and we strongly advise you to take them in your second year to help ensure that you can enroll in the courses. Criminal Procedure: Prosecution or Criminal Procedure: Investigation may substitute for Constitutional Law II.

**ATTENDANCE DURING FIRST WEEK OF CLASSES:** Please 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](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 clear of all bars through April 16<sup>th</sup> for your requests to be processed.* This means that if you are bar-free and make course requests, but then incur a bar before April 16<sup>th</sup>, your course requests will NOT be processed. Your [Registration Information Sheet](#) is the best place to continue to check and clear new bars.

**TUITION BILLS:** Tuition Bills will be emailed to you on Tuesday, July 27. If you have not received your tuition notice July 27, 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 MONDAY, AUGUST 30** 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](#).” 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.](#)”

## **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 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:** You cannot request a seminar during early registration 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 wish to take a second (or third, etc.) seminar, any remaining seats will be available beginning with the first add/drop access period.
- 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/>.
- 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/>.
- 5. FRIDAY-SATURDAY ONLY SHORT COURSES:** While you may request multiple sections, you can only be awarded **at most one** of these classes during early registration. The early registration system does not recognize short course meeting dates and therefore identifies them as having a time conflict. Conflicts may arise with short courses that are not one weekend only/have more than one meeting date/have a last class day that is before the academic semester end. Please prioritize your requests accordingly.
- 6. 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. If you are selected, you will be added manually. Many of these courses are not eligible for early registration. If you include the application course in your requests and we don't have registration approval from the professor after awarding it will say you were "hand deleted". This does not indicate approval or denial of registration. You will be notified once the professor indicates registration approval.

***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, even with approval of a professor. Use the Texas Law interactive schedule for specific times.

***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.

***Directed Research & Study, Directed Research & Study Teaching Assistant, and Advanced Clinic:*** **DO NOT** include these courses in your course requests. An [application is required](#) and must be approved; students who are approved to take any of these courses will be given access to add during subsequent 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<sup>th</sup>. 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/>. 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 Texas Law 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, April 5 – April 9.**

**To find out which courses you have been awarded** go to: Early Registration Results at <https://utdirect.utexas.edu/loreg/rslt.WBX> any time on or after April 19.

**To make changes to your schedule after April 5 – April 9** early registration: Beginning April 19, go to [Registration - Add/Drop](#) to check registration access periods and use the University's registration system. This system is open and available to students at different times during the registration period.

**NOTE:** Students who do not submit course requests April 5 – April 9 may register during subsequent add/drop periods but priority status is lost.