

HOW DO I REGISTER?

TO DO ONE WEEK BEFORE REGISTRATION

- ___ Read through the Pink Book for advice and information on course selection. Posted on Claranet.
- ___ Make sure you can access E-Campus. To use E-Campus, go to the Law School's web page and click on the E-Campus icon. You will need your E-Campus login and password. Your login is the capital letter "W" and the last seven digits of your student ID number. If you can't remember your password, click on the "Forgot my Password" link on the E-Campus main page.
- ___ Make sure you don't have any holds on your records. The system will not let you register if you have holds. You can check E-Campus.
- ___ Log on to E-Campus and find your appointment days and times. Take note of BOTH of your appointment times: the first is for 6 units only; the second is for the rest of your units.

TO DO ON THE WEEK OF REGISTRATION

- ___ Log on to E-Campus on your appointment day and time and register for classes. The system will not let you register until your appointment time. For instructions on using E-Campus, go to https://www.scu.edu/ecampus/students/upload/Help_Doc_SC2-6.pdf. You will register for 6 units only on your first appointment, and then log in again for your second appointment to register for the remainder of your units.
- ___ If a class is closed put yourself on the waitlist and register for an alternate class. Wait lists determine the priority for enrollment as seats become available.
- ___ **Problems:** If you are having difficulty using the registration application or need help obtaining a full schedule, contact Law Student Services at 408/554-4766 for assistance between 8:30 a.m. and 5:00 p.m. After hours, leave a message or e-mail lawstudentservices@scu.edu
- ___ Full time students should be registered for 12 - 17 units. Part time students should be registered for 8 - 11 units. No variations to these requirements are allowed.

AVOID A HOLD AND A \$75 LATE PAYMENT FEE BY PAYING ATTENTION TO BILLING AND DEADLINES

- Fall semester – Billing available July 1; payment due July 21
- Spring semester – Billing available December 1; payment due December 21
- Summer session – Billing available May 1; payment due – May 21

To avoid a \$75 late payment fee, your payment must be received by the Bursar's Office on or before the 21st of the month. After this date, a hold will be placed on your records which will prevent the release of transcripts, diplomas, prevent registration and access to the registration system and various other university services. You will not be able to register for classes from the wait list and will lose your seat to the next person on the wait list.

TO DO THE WEEK BEFORE CLASSES START IF YOU ARE ON A WAITLIST

- ___ Check your GroupWise email daily.

Wait lists will be posted each day beginning one week before classes begin and ending the first Thursday of the semester. Wait lists are posted on the bulletin board outside the Law Student Services Office and on the Student Services ClaraNet page. A student may register when the statement "Eligible to Enroll" appears next to his/her name on the wait list. The eligibility statement will also contain an expiration date, after which the student will no longer be eligible.

Students will be sent a GROUPWISE e-mail containing a permission number and the expiration date of that number.

It is the student's responsibility to check the wait lists and their GroupWise e-mail daily to determine eligibility. If the message "Eligible to Enroll until 11:59 p.m. . . ." appears next to a student's name in the "ELIGIBILITY" column, the student must add the class on E-Campus by 11:59 p.m. of the date indicated or they will forfeit their seat in the course. After 11:59 pm on the date indicated, the permission number will expire and the seat will be offered to the next person on the list.

The final wait list is posted on the last Thursday of the add/drop period. The next day, Friday, any classes with seats still open will be made available to students on a first-come, first-served basis through E-Campus.

TO DO ON THE FIRST WEEK OF CLASSES

School starts. Registration from the wait list continues all week. Follow the directions above. Add/Drops allowed through Friday. To add and drop classes, use the E-Campus system.

TO DO ON FRIDAY OF THE FIRST WEEK OF CLASSES

Any seats remaining in wait listed classes will be opened at 8:30 am. These seats are available on a first-come, first-served basis through E-Campus. The wait list no longer applies after this date.

HELPFUL LINKS:

Academic Advising: <http://claranet.scu.edu/eres/coursepass.aspx?cid=1313&page=docs>

Bursars Office - <https://www.scu.edu/bursar/>

Academic Calendar - <http://law.scu.edu/academics/academic-calendar.cfm>

Course Descriptions - <http://law.scu.edu/academics/academics-course-list.cfm>

Law School Bulletin - <http://www.scu.edu/bulletin/law/index.cfm>

Law Financial Aid - <http://law.scu.edu/admissions/financial-aid-for-current-students.cfm>