

UPPER DIVISION STUDENTS: **HOW DO I REGISTER FOR SPRING 2012?**

Follow the steps below and check them off as you go!

1. TO DO THE WEEK OF OCTOBER 10TH:

- A. ____ Check the Spring Schedule on the Law Student Services web page: <http://law.scu.edu/student-services/course-schedules.cfm> Finalize your schedule choices. Have a few back-up schedules prepared. NOTE: There have been many additions and changes to the schedule lately! Check it again! ALSO NOTE: Read the schedule notes! Many of the classes now require that students must attend the first day of class to remain enrolled! Many have mandatory attendance requirements! Many have reading assignments already posted!
- B. ____ Read through the Pink Book <http://claranet.scu.edu/eres/coursepage.aspx?cid=1313&page=docs> for advice, rules and information on course selection.
- C. ____ 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 <https://www.scu.edu/ecampus/> .
- D. ____ Log on to E-Campus <https://www.scu.edu/ecampus/> and find your Spring 2012 appointment days and times. The spring semester code is 3340.
▶ NOTE: You will see 2 appointments. Your first appointment will be to register for 6 units only. Your second appointment time will allow you to register for the rest of your units.
- E. ____ If you have questions on classes or subjects, e-mail the professors. If you have questions on procedures, e-mail Law Student Services - lawstudentservices@scu.edu . If you have questions or concerns about law school in general, contact Dean Erwin, - serwin@scu.edu . If you have questions on future schedules or have specific issues with the current schedule, contact Dean Erwin or Dean Mertens, Associate Dean for Academic Affairs – cmertens@scu.edu.

2. TO DO THE WEEK OF OCTOBER 17TH :

- A. ____ Log on to E-Campus on your appointment day and time and register for Spring 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/student-center.pdf>
- B. ____ 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. After hours, leave a message or e-mail lawstudentservices@scu.edu
- C. ____ Full time students should sign up 6 units for the first appointment and 6 – 11 units more the second appointment for a total of 12 - 17 units. Part time students should sign up for 6 units for the first appointment and 2 – 5 units more the second appointment for a total of 8 - 11 units.
- D. ____ Graduating students: Run a degree audit. Your report should indicate that all requirements have been met after your last semester's registration. If you add or drop any classes, run your degree audit again!

3. TO DO DECEMBER 21ST:

_____ To avoid a \$75 late payment fee, your **payment must be received** by the Bursar's Office on or before this date. After this date, a **hold will be placed** on your records which will prevent the release of transcripts and 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.

4. TO DO NOVEMBER 14TH – JANUARY 12TH :

_____ *If you are on a wait list*, check your GroupWise email **regularly** beginning November 14th. Start checking DAILY the week of January 2nd! If you become eligible to add a class, we will notify through GroupWise. Wait lists are also posted in outside of Law Student Services (Bannan 210) and on the Law Student Services ClaraNet page. Those students listed as eligible to enroll will need to add the class by the deadline listed on the wait list. **Students who do not add by the deadline will be dropped from the list** and the next group of students will become eligible.

Note that some waitlists will close once the class has met once – you can identify these classes by checking the schedule notes. Classes that require students to attend the first day will not have a wait list after that day.

To register from the wait list, you must make a written request to the Law Student Services Office. We will accept requests:

1. In person, in the Law Student Services Office
2. By e-mail *from your SCU GroupWise e-mail account*. Please include your name, student ID number, and a phone number where you can be reached.

NOTE: You cannot register for a wait listed class through E-Campus.

5. TO DO JANUARY 7TH :

_____ Saturday Spring semester classes begin. You only have to come to school on Saturday if you are registered for a Saturday class that meets in early January.

6. TO DO JANUARY 9TH :

_____ All other Spring semester classes begin. Registration from the wait list continues through Thursday. Follow the directions above. Add/Drops allowed through Sunday at 11:59 pm. (If you need assistance from staff to register, your deadline is Friday the 13th at 5 pm.) To add and drop classes, use the E-Campus system.

7. TO DO JANUARY 13TH :

_____ 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.

8. MORE HELPFUL LINKS:

Add/Drop Rules and Deadlines - <http://law.scu.edu/bulletin/registration.cfm>

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://law.scu.edu/bulletin/>

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