REGISTRATION INSTRUCTIONS FOR LAW STUDENTS

PREPARATION

1. **Plan your schedule and register for BOTH Fall and Spring.**
2. **CHECK ACCESS TO DATAVU**. Make sure that you are able to sign on to DataVU and see your current class schedule. You must register for both the fall and spring semesters.
3. **CHECK HOLDS**. Go to DataVU to check all holds that may be placed on your registration. If you have any holds, contact the office indicated immediately to see what needs to be resolved to remove the hold.
4. **CHECK ACADEMIC INFORMATION**. Make sure your academic program and anticipated completion date (graduation) is correct. You can do this by running your degree audit from the web. L.JD.LAW is full-time JD; L.JD.LAW.PT is part-time JD; L.LLM.LAW is LLM program; L.JD.LAW.MA is the dual degree in law and psychology program; L.JD.LAW.MBA is the dual degree in law and MBA program; L.JD.LAW.MALS is the law and liberal studies program; L.JD.LAW.MACS is the law and Chinese program; and L.JD.LAW.MS are the law and Sports Administration and law and International Commerce and Policy programs. If you are currently a part-time student but your student status is changing to full-time for the following year, register for as many classes as DataVU will allow and register the remaining classes with the Registrar.
5. **CHECK YOUR REMAINING DEGREE REQUIREMENTS**. Run a copy of your program evaluation (degree audit) to see the requirements that you still need to fulfill. You should print this out with the browser print button. Take a copy when you seek advise from faculty or staff.
6. Check for required courses and prerequisites in the current Bulletin. (found at www.valpo.edu/law/registrar/bulletin.php)
7. Request by Part-time Student to Take an Additional Course form is available online at www.valpo.edu/law/registrar/forms/parttimeadcourse.pdf. The form MUST be completed with the proper signatures and returned to the Registrar's office before registration.
8. Check class schedule to avoid scheduling conflicts.
9. **Register online according to the date and time sent to you by email.** Also, schedules are posted on the Registrar's physical bulletin board in the hallway.

SCHEDULING CLASSES

1. This information is available on-line at:
http://www.valpo.edu/law/current-students/c-law-registrar/c-registration-information/c-web-registration
to help you with class scheduling.

Basic Instructions
Express Registration
New Courses
Changes and New Stuff
Seminar Descriptions
Required Writing Program
Proposed Summer Session 2013
Indiana Bar Exam Information
Part-time Course Requirements
Honors Program Information
Clinic Information
Course Prerequisites
Externships
Trial Practice I
Fall 2012 Class Schedule
Fall 2012 Course Schedule (live on DataVu)
Spring 2013 Class Schedule
Spring 2013 Course Schedule (live on DataVu)
Semester Scheduling Worksheet

2. If you need help with putting together a schedule, contact Dean Adams or the Registrar to go over your options.
3. Exams schedules will be available following the drop/add period of each semester.

CREDIT HOUR LIMITATIONS

Full-time students: 12-17 cr. hrs. (18 w/2.500 or greater GPA)
Part-time students: 6-11 cr. hrs.

For exceptions to these limitations, a petition setting forth the significant extenuating circumstances should be submitted to Assoc. Dean Adams. Forms for part-time students to change to full-time status are available online. For students wanting to change from full-time to part-time status, a petition must be submitted to the Petitions and Readmissions Committee (directed to the Registrar).

EMPLOYMENT LIMITATION REMINDER: Full-time students may not be employed for more than 20 hours per week during the semester.

S/U and AUDIT GRADE TYPES: You must see the Registrar or Assistant Registrar to register to take a normally letter-graded course as S/U (pass/fail)(after 60 cr. hrs.) or Audit. See Bulletin for the 3L S/U policy.

INSTRUCTOR'S APPROVAL

1. Clinics require instructor's approval. Please apply for clinic positions at the Legal Clinic, Heritage Hall. Clinic faculty will supply the Registrar's office with a list of approved students. Once you have received approval, register for the Clinic in the Registrar's office. Students are encouraged to enroll in the same clinic for two semesters to maximize the learning experience.
2. Externships require application through the Director of Experiential Education. See Lisa Cannon regarding interviews. Once approved, register for the externship in the Registrar's Office by submitting your completed application.
3. Independent Reading and Research courses require completion of an application and approval of a faculty supervisor and the Assistant Dean for Students. The application form is available online at the Registrar's webpage under forms.

PREPARATION AND SCHEDULING STEPS MUST BE COMPLETED BEFORE YOU MAY REGISTER.

REGISTRATION

1. The day and time when you can register will be sent to you via email and posted on the Registrar's bulletin board. **The time is indicated in Valparaiso IN (CST) time**. You may make changes after this time until the end of the drop/add period.
2. When your appointment time has arrived (or any time after that), sign on to 'DataVU' and select the registration option to enter your class requests for the upcoming semester (see document called 'Hop on the RegExpress').
3 Go to the Class Schedule option on DataVU and print out a copy of your class schedule for next fall and spring.
4. Go to the Program Evaluation option on DataVU and print out a copy of your program evaluation (degree audit). The courses that you just registered for will be included in the degree audit. You can then see how they will be applied toward degree requirements.
5. You are now registered for classes; you have a class schedule and a seat in the classes (or on a waitlist).
6. **Reminder**: You can only receive credit for what shows on your schedule. If you are participating in anything for which you wish to receive credit, IT MUST APPEAR ON YOUR SCHEDULE BY THE END OF THE DROP/ADD PERIOD OF EACH SEMESTER.
7. Be sure to LOG OUT of the DataVU system with the LOG OUT button.

INSTRUCTIONS FOR WAITLISTS:

1. When a course that you request has reached capacity, you will be asked electronically whether you want to be added to the waitlist or cancel the request. If you want to be waitlisted, you should respond with **"W"** (for waitlist).
2. The system will automatically notify you via your VU email address if a seat becomes available to you and will give you a deadline to reply. If you do not respond prior to the deadline, your name will be removed from the waitlist. **Check your email twice a day as you will only have 24 hours to respond by registering for the waitlisted class.**
3. Waitlists will expire on the last day of the drop/add periods Monday, August 27, 2012 for the Fall 2012 semester and Wednesday, January 16, 2013, for the Spring 2013 semester.

DISCLAIMER: Although we have made every effort to provide accurate and up-to-date information, there may be changes. We will update you on changes as they occur. Classes are subject to cancellation if the enrollment is less than 10. Thanks for your patience and cooperation!