

## REGISTRATION INSTRUCTIONS FOR LAW STUDENTS

### PREPARATION

1. **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.
2. **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.
3. **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 and L.JD.LAW.MALS is the law and liberal studies program. 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.
4. **CHECK ADVISOR NAME.** Check to make sure that your primary advisor's name is correctly listed on the system.
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 with you if you visit your advisor.
6. Check for required courses and prerequisites in the current Bulletin. (found at [www.valpo.edu/law/registrar/bulletin.php](http://www.valpo.edu/law/registrar/bulletin.php))
7. Request by Part-time Student to Take an Additional Course forms available online at [www.valpo.edu/law/registrar/forms/parttimeadcourse.pdf](http://www.valpo.edu/law/registrar/forms/parttimeadcourse.pdf). They 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. Plan your schedule for BOTH Fall and Spring.
10. **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 to help you with class scheduling:
  - Basic Instructions ([www.valpo.edu/law/registrar/forms/instructions.pdf](http://www.valpo.edu/law/registrar/forms/instructions.pdf))
  - Express Registration ([www.valpo.edu/law/registrar/forms/regexpress.pdf](http://www.valpo.edu/law/registrar/forms/regexpress.pdf))
  - Changes and New Stuff ([www.valpo.edu/law/registrar/forms/changes.pdf](http://www.valpo.edu/law/registrar/forms/changes.pdf))
  - Seminar Descriptions ([www.valpo.edu/law/registrar/forms/seminars.pdf](http://www.valpo.edu/law/registrar/forms/seminars.pdf))
  - Required Writing Program ([www.valpo.edu/law/registrar/forms/writing.pdf](http://www.valpo.edu/law/registrar/forms/writing.pdf))
  - Proposed Summer Session 2009([www.valpo.edu/law/registrar/forms/summer09.pdf](http://www.valpo.edu/law/registrar/forms/summer09.pdf))
  - Indiana Bar Exam Information ([www.valpo.edu/law/registrar/forms/inbarexam.pdf](http://www.valpo.edu/law/registrar/forms/inbarexam.pdf))
  - Part-time Course Requirements ([www.valpo.edu/law/registrar/forms/ptreqs.pdf](http://www.valpo.edu/law/registrar/forms/ptreqs.pdf))
  - Honors Program Information ([www.valpo.edu/law/registrar/forms/honors.pdf](http://www.valpo.edu/law/registrar/forms/honors.pdf))
  - Clinic Information ([www.valpo.edu/law/registrar/forms/clinics.pdf](http://www.valpo.edu/law/registrar/forms/clinics.pdf))
  - Course Prerequisites ([www.valpo.edu/law/registrar/forms/prereqs.pdf](http://www.valpo.edu/law/registrar/forms/prereqs.pdf))
  - Externships ([www.valpo.edu/law/academics/externships](http://www.valpo.edu/law/academics/externships))
  - Trial Practice I ([www.valpo.edu/law/registrar/forms/trialpractice.pdf](http://www.valpo.edu/law/registrar/forms/trialpractice.pdf))
  - Fall 2008 Class Schedule ([www.valpo.edu/law/registrar/forms/classschf08.pdf](http://www.valpo.edu/law/registrar/forms/classschf08.pdf))
  - Fall 2008 Course Schedule (live on DataVu)
  - Spring 2009 Class Schedule ([www.valpo.edu/law/registrar/forms/classschs09.pdf](http://www.valpo.edu/law/registrar/forms/classschs09.pdf))
  - Spring 2009 Course Schedule (live on DataVu)
  - Semester Scheduling Worksheet ([www.valpo.edu/law/registrar/forms/semwrksht.pdf](http://www.valpo.edu/law/registrar/forms/semwrksht.pdf))
2. If you need help in putting together a schedule, contact your faculty advisor, Dean Berner 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 Berner. 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 with a copy to Associate Dean for Academic Affairs).

**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 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 Externships. 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 Associate Dean for Academic Affairs. 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 has been sent to you via email and is 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 My 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 so that you can 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 the capacity set by the instructor, 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, September 1, 2008 for the Fall 2008 semester and Monday, January 19, 2009, for the Spring 2009 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!