

WAKE FOREST UNIVERSITY SCHOOL OF LAW  
FALL 2012 REGISTRATION INSTRUCTIONS  
2L AND 3L STUDENTS

3L Registration - 8:30 a.m., April 2 - 12:00 midnight, April 3  
2L Registration - 8:30 a.m., April 5 - 12:00 midnight, April 6

Begins, April 16 DROP/ADD via WIN  
Ends, 12:00 midnight, August 31

CONSULT THE ONLINE STUDENT HANDBOOK AT <http://studentlife.law.wfu.edu/handbook/>  
AND THE COURSES OFFERED LIST  
**BEFORE REGISTERING FOR INFORMATION REGARDING COURSE REQUIREMENTS AND ANY RESTRICTIONS THAT  
APPLY TO SPECIFIC COURSES!**

**“WIN” DOWN TIMES** – *Virtual Campus* of The Wake Forest Information Network (WIN) is unavailable from 2:00 a.m. to 5:00 a.m. Eastern Standard Time Sunday through Friday, **AND** from 2:00 a.m. until 12:00 noon on Saturdays.

**PREREQUISITES** – If you have not satisfied the prerequisite(s) for a course, you **MUST** obtain permission from the professor, who **MUST** also inform the Registrar’s Office that permission has been granted for you to enroll in the course!

**DROP/ADD** - The drop/add period will begin at 8:30 a.m., Monday, April 16, 2012 and continue through midnight, Friday, August 31, 2012 which includes the first week of classes, August 27-31. You may drop/add from any computer outside of the law school that is equipped with the appropriate browser during this time.

After this time, you may drop/add **ONLY** through the Registrar’s Office and **ONLY** with permission of the Professor and the Associate Dean, Academic Affairs.

**WAIT LISTS** – **The system will NOT automatically add you into a course!** No Wait List transactions will take place **UNTIL** the first day of class. **YOU WILL BE NOTIFIED VIA E-MAIL** if you may add into the course. Wait Lists will be evaluated just prior to the first day of class and at approximately 9:00 a.m. each day thereafter. Thus, **IT IS IMPERATIVE THAT YOU CHECK YOUR E-MAIL FREQUENTLY BEGINNING THE FIRST DAY OF CLASS.** Your name will appear on a respective Wait List for a 24-hour period beginning at approximately 12:00 noon. Thus, if a student’s name appears at 12:00 noon on Day 1 and the student has **NOT** notified the Registrar’s Office of their intent to add the course by 12:00 noon on Day 2, their name *will be deleted* from the Wait List. Further, if they wish to add the course after that time, their name will be added to the bottom of the Wait List for the respective course **ONLY!** You will **NOT** receive any further notice regarding your individual Wait List status.

**ALL WAIT LIST TRANSACTIONS MUST BE PROCESSED  
THROUGH THE REGISTRAR’S OFFICE!**

**OVER/UNDER HOURS** - A normal class load is considered to be 13 to 16 hours and you must register for no more than 16 hours. “WIN” WILL NOT ALLOW YOU TO REGISTER FOR MORE THAN 16 HOURS!!! If, **AT THE END OF THE DROP/ADD PERIOD**, you are registered for either less than 13 or more than 16 hours, the Associate Dean, Academic Affairs will review your schedule for approval. If, at that time, the Associate Dean deems it necessary to confer with you regarding your schedule, you will be contacted and asked to schedule an appointment with the Administrative Assistant. The Dean may then sign an approval form and ask you to return it to the Registrar’s Office.

**STUDENTS ARE ADVISED AGAINST ENROLLING IN NIGHT CLASSES IF THEY ARE ALSO ENROLLING  
IN TRIAL PRACTICE OR COMPETITIONS WHICH MAY CONFLICT WITH THOSE CLASSES!**

**REQUIREMENTS FOR THE DEGREE** – Non-dual degree candidates for the Juris Doctor degree must successfully complete at least **90** hours of law study, including all required courses, and must satisfy the residency requirement. In addition, a cumulative weighted average of at least 73.00 is required. Refer to the Student Handbook for further details.

**IT IS THE STUDENT'S RESPONSIBILITY TO REGISTER FOR SUFFICIENT HOURS  
TO MEET THE REQUIREMENTS FOR THE DEGREE!**

**TUITION AND LOAN APPLICATIONS - FALL TUITION IS DUE AUGUST 1.** Tuition must be paid in full, a contract signed for the Financial and Accounting Services Monthly Payment Plan, or written clearance received from the Law School Financial Aid Office by that date.

**EXAMS** - Final exam schedules will be available later in each semester. Students are reminded that they are expected to be available for the entire examination period -- do not make plans which conflict with the examination period to allow for revisions in the schedules that may later be necessary.

**STUDENTS VISITING OUT** - Those students who have received permission from the Associate Dean, Academic Affairs to visit out during the 2012-13 academic year should **notify the Registrar's Office IMMEDIATELY AT 336-758-5443, OR VIA E-MAIL, [martinpe@wfu.edu](mailto:martinpe@wfu.edu) OR [steelelp@wfu.edu](mailto:steelelp@wfu.edu).**

**DECEMBER 2012 DEGREE CANDIDATES** - The University recognizes two graduation dates: one in December and one in May. If a student completes the requirements (including residency) for the Juris Doctor degree by the end of the Fall semester, he or she may elect to be a "December Grad." Those students who qualify should be sure to obtain and complete a December Graduation Form and return it to the Law School Registrar's Office.

**IDENTIFICATION CARDS** - Your current ID card is valid until you graduate.

**FOOTBALL & BASKETBALL** - Refer to the Athletic Department web page at [Wake Forest Demon Deacons - Tickets - Official Athletic Site \(http://wakeforestsports.cstv.com/tickets/wake-tickets.html\)](http://wakeforestsports.cstv.com/tickets/wake-tickets.html) for ticket information.

**PARKING PERMITS** - Refer to the University Police web page at <http://www.wfu.edu/facilities/ParkingManagement.html> for information regarding parking permits.

**\*\*\*\*\* PASS/FAIL \*\*\*\*\***

**A STUDENT MAY NOT TAKE MORE THAN THREE (3) HOURS OF COURSE WORK ON A  
PASS/FAIL BASIS IN ANY ONE SEMESTER!**

**IF YOU REGISTER FOR MORE THAN 3 HOURS OF PASS/FAIL COURSE OR GRADED CREDIT,  
IT IS YOUR RESPONSIBILITY TO ADJUST YOUR SCHEDULE ACCORDINGLY DURING THE DROP/ADD PERIOD!!!**

***Non-dual degree candidates: No more than seven (7) hours of ungraded credit (including credit for courses taken on a pass/fail basis and credit for ungraded activities such as law review or moot court) count toward the 90 hours required for graduation. Additional credits may be earned on a pass/fail basis as long as the student has successfully completed the 90 hours required for graduation. Ungraded credits earned in the Metropolitan Externship do not count toward the limit of seven hours.***

***Dual degree candidates: No more than four (4) hours of ungraded credit earned at the law school may count toward the number of law school hours necessary for graduation in your respective program.***

**A passing grade is 66 or above.**

**OTHER ACADEMIC INFORMATION**

**TRIAL PRACTICE and BUSINESS DRAFTING** - **DO NOT** register for these courses unless you are committed to taking them! These courses are taught in a format requiring predetermined enrollment. If a student drops either course after the first class meeting, a "withdrawal" ("W") for the course may be noted on the student's transcript.

**MOOT COURT AND TRIAL TEAM CREDIT** - Students who are a member of a Moot Court team must register for **549 Appellate Advocacy Competition** during the semester in which the competition takes place. Remember that you may repeat this course for a maximum of 2 hours of pass/fail only credit. Similarly, students who are a member of a Trial Team must register for **615 Trial Practice [National & AAJ Trial Teams]**. Students may repeat this course for a maximum of 3 hours of pass/fail only credit on the following basis - one hour during the spring semester of your second year and one hour **each** during the fall and spring semesters of your third year.