WAKE FOREST UNIVERSITY SCHOOL OF LAW
FALL 2015 REGISTRATION INSTRUCTIONS

2L AND 3L STUDENTS

3L Registration - 8:30 a.m., March 30 - 12:00 midnight, March 31
2L Registration - 8:30 a.m., April 2 - 12:00 midnight, April 3

DROP/ADD via WIN
Begins, April 13        Ends, 12:00 midnight, August 30

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 Saturdays from 7:00 a.m. until noon EST AND 2:00 a.m. to 2:30 a.m. EST on Monday, Wednesday, Thursday, Friday, and Sunday.

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 13 and continue through midnight, Sunday, August 30 which includes the first week of classes, August 24-28. During this time, you may drop/add from any computer that is equipped with the appropriate browser.

After this time, you may drop/add ONLY through the Registrar’s Office and ONLY with permission of the Professor and the Executive 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 Executive Associate Dean, Academic Affairs will review your schedule for approval. If, at that time, the Executive Associate Dean deems it necessary to confer with you regarding your schedule, you will be contacted and asked to schedule an appointment with her Administrative Assistant to meet with her. She may then, at her discretion, 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!

***** C O N T I N U E D *****
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 Executive Associate Dean, Academic Affairs to visit out during the 2015-16 academic year should notify the Registrar's Office IMMEDIATELY AT 336-758-5443, OR VIA E-MAIL, martinpe@wfu.edu OR steelep@wfu.edu.

DECEMBER 2015 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 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 an Application for Graduation 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) for ticket information.

PARKING PERMITS - Refer to the Parking Management web page at http://www.wfu.edu/facilities/ParkingManagement.html for information regarding parking permits.

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

Certain courses may be taken on a pass/fail basis. These courses are indicated on the Courses Offered 2015-2016 list with the course and section numbers in BOLD AND UNDERLINED. A “P” also appears immediately after the number of semester hours for that course. A list of these courses may also be found at the end of Associate Dean Reynolds’ Registration Memo. 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 (GRADED) CREDIT, IT IS YOUR RESPONSIBILITY TO ADJUST YOUR SCHEDULE ACCORDINGLY DURING THE DROP/ADD PERIOD!!

The pass/fail option is subject to certain limitations. If you are not enrolled in a dual degree program, you may earn up to 7 hours of pass/fail credit toward your required hours for graduation. But you may not take more than three hours of course work on a pass/fail basis in any one semester. As a result of a recent change, the 7-hour limit for ungraded credit does not include participation in moot court, trial team, journal positions, practicums, internships and externships for which you receive non-graded credit, and credit earned in other units of the university, such as the Schools of Business, the Divinity School, or the Graduate School. Students enrolled in a dual degree program may count only 4 pass/fail hours earned in the law school toward their hours for graduation. 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.

TRIAL PRACTICE INTENSIVE WEEKEND AUGUST 2015 - Professor Carol Anderson and the Fall 2015 Trial Practice Faculty will sponsor an Intensive Weekend just before the semester officially begins. It will be held on Friday, August 21 and Saturday, August 22. All students enrolled in Trial Practice class are required to attend the Intensive Weekend. Please contact Professor Carol Anderson or Ann Robertson with any questions.

MOOT COURT AND TRIAL TEAM CREDIT - Students who are a member of a Moot Court team must register for 549 Moot Court 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.