

WAKE FOREST UNIVERSITY SCHOOL OF LAW
FALL 2018 REGISTRATION INSTRUCTIONS
RISING 2L AND 3L STUDENTS

3L Registration - 8:30 a.m., April 9 - 12:00 midnight, April 10
2L Registration - 8:30 a.m., April 12 - 12:00 midnight, April 13

DROP/ADD via WIN

Begins, April 23 Ends, 12:00 midnight, September 2*

**These dates include the time limit to change from graded to Pass/Fail or vice versa!*

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 – The Wake Forest Information Network (WIN) is unavailable Saturdays from 7:00 a.m. until noon ET **AND** 2:00 a.m. to 2:05 a.m. ET 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 23 and continue through midnight, Sunday, September 2 which includes the first **TWO** weeks of classes, August 20-31. ***NOTE:** This time period will also be the limit to change from graded to Pass/Fail or vice versa. During this time, you may drop/add from any computer that is equipped with the appropriate browser.

As stated in the **2017-2018 Student Handbook**, Chapter 3 CLASSES, p. 19:

Add/Drop Policy

The first two weeks of each semester is designated an add/drop period in WIN, during which students may add or drop courses without first obtaining the approval of the instructors involved.

A student is not permitted to add or drop a course after the add/drop period absent unforeseen and exigent circumstances, and not without the permission of both the instructor and the Executive Associate Dean for Academic Affairs.

If a “drop” is approved after the add/drop period, it will be reflected by a “W” in the student’s transcript.

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

Certain courses may be taken on a pass/fail basis (Honors/Pass/Low Pass/Fail).

These courses are indicated on the **Courses Offered 2018-2019** list

where the course and section numbers appear as **BOLD AND UNDERLINED**.

A “P” also appears immediately after the number of semester hours for that course.

WAIT LISTS – **The system will NOT automatically add you into a course!** **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 9:00 a.m. Thus, if a student’s name appears at 9:00 a.m. on Day 1 and the student has **NOT** notified the Registrar’s Office of their intent to add the course by 9:00 a.m. 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 asked to schedule an appointment through their Administrative Assistant. The Executive Associate Dean may then, at their discretion, sign an approval form and ask you to return it to the Registrar’s Office.

***** **C O N T I N U E D** *****

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 2.33 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 Executive Associate Dean, Academic Affairs to visit out during the 2018-19 academic year should **notify the Registrar's Office IMMEDIATELY AT 336-758-5443, OR VIA E-MAIL, martinpe@wfu.edu OR steelelp@wfu.edu.**

DECEMBER 2018 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.

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 Parking Management web page at <http://www.wfu.edu/fa/ParkingManagement.html> for information regarding parking permits.

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 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]** also **during the semester in which the competition takes place.** 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.