

WAKE FOREST UNIVERSITY SCHOOL OF LAW
SPRING 2010 REGISTRATION INSTRUCTIONS
2L AND 3L STUDENTS

3L Registration - 8:30 a.m., October 26 - 12:00 midnight, October 27
2L Registration - 8:30 a.m., October 29 - 12:00 midnight, October 30

DROP/ADD via WIN
Begins, November 9 Ends, 12:00 midnight, January 15

CONSULT THE ONLINE STUDENT HANDBOOK AT <http://law.wfu.edu/studentlife/documents/handbook.2009.2010.pdf>
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, November 9, 2009 and continue through midnight, Friday, January 15, 2010 which includes the first week of classes, January 11-15. 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 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 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 his Administrative Assistant to meet with him. He may then, at his 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 - A student 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.

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

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

TUITION AND LOAN APPLICATIONS - ***SPRING TUITION IS DUE DECEMBER 15.*** 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. **Students applying to the Veterans Administration for assistance should complete the necessary forms and submit them to the Law School Registrar's Office.**

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 2009-10 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 2009 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 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 [WFU | University Police \(http://www.wfu.edu/police/\)](http://www.wfu.edu/police/) for information regarding parking permits.

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

**YOU MAY ONLY REGISTER FOR 3 HRS. OF PASS/FAIL COURSE OR GRADED CREDIT PER SEMESTER!
IF YOU REGISTER FOR MORE THAN 3 HRS. OF PASS/FAIL COURSE OR GRADED CREDIT,
IT IS YOUR RESPONSIBILITY TO ADJUST YOUR SCHEDULE ACCORDINGLY DURING THE DROP/ADD PERIOD!!!
*A student may not take more than seven (7) hours of course work
on a pass/fail basis during his or her law school career.
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.

NATIONAL AND AAJ TRIAL TEAMS - Each year the law school participates in the National Trial Competition sponsored by the ABA and the Texas Young Lawyers, and in the AAJ Trial Competition sponsored by the American Association for Justice. Tryouts for these teams are traditionally held in the Spring semester. **Both 1Ls and 2Ls will be able to try out.**

If you are a current 2L, have taken Evidence, and think you will want to try out for a team, it would benefit you to go ahead and enroll in a Trial Practice section for the spring semester if possible.

If you are a 2L and have not taken Evidence, then it would be in your best interest to take it in the Spring 2010 semester. If you make a Trial Team, you will have preference in registering for Trial Practice in the fall.

1Ls, you obviously have not taken either Evidence or Trial Practice and cannot do so until next year. Do not despair; we will have a mechanism in place to assist any 1L who makes a Trial Team in the spring tryouts with their fall registration for necessary classes.

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.