

LAW SCHOOL COURSE REGISTRATION REQUEST

This form should be used for limited enrollment courses or courses requiring professor approval. Register through Howdy whenever possible.
This form will be processed within 1-2 business days, or you will receive an email notification if we are unable to process your request.

Name: _____ **UIN #** _____ **Date:** _____

I am a **J.D. student** **Grad student**

Semester: Fall Winter Spring Summer **Year:** 20 _____

If you are classified as a J.D. student, a change of status from full-time to part-time hours, or vice versa, is allowed only upon approval of the Associate Dean of Academic Affairs. Please check your hours before adding or dropping courses to avoid a status change.



ADD A COURSE

CRN	Course Name	Course & Section #	Day(s)	Time	Credits
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Limited Enrollment Courses and Waitlisting Procedures:

Limited enrollment classes are based on earned hours and not date/time of form submission. Waitlist priorities can change at any time based on who submits a request. You will be higher on the list than students with fewer earned hours but students with more earned hours will have a higher priority. However, you will not be removed from a class that you have been registered for.

If you are waitlisted for a class, you must submit a course drop form to be removed from that waitlist. If a seat becomes available and you have not submitted a course drop form, you will be registered for that class and billed accordingly.



DROP A COURSE

CRN	Course Name	Course & Section #	Day(s)	Time	Credits
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Comments: _____

If I am classified as a full-time J.D. student, I understand that I may not take more than 16 credit hours per fall or spring semester and the majority of my classes must be scheduled in the day. By registering as a full-time student, I affirm that I am not working more than 20 hours per week during the semester. I understand that failure to comply with this requirement may be a violation of the Code of Conduct.

If I am registering for a summer session, I understand that if I am working more than 20 hours a week, I may not enroll for more than 6 credit hours, including non-classroom hours such as Externship and Law Review.

Student Signature: _____

OFFICE USE ONLY		
<input type="checkbox"/> Overload/Underload to _____ Hours Approved <input type="checkbox"/> Probation - Schedule Approved <input type="checkbox"/> Other _____ <small>Associate Dean for Academic Affairs Signature</small>	<input type="checkbox"/> Professor Approval Required <small>Professor Name</small> _____ <small>Professor Signature</small> _____	Processed By: _____ Date Entered: _____ Date Waitlisted: _____