COURSE ENROLLMENT AND REGISTRATION INFORMATION FOR SPRING 2016 COURSES

General Information and Links
Enrollment Appointment Dates: October 26-30, 2015 - Day/Time by student division listed below.
Open Enrollment Begins: October 31, 2015

- Enrollment is done via the self-service feature of the PeopleSoft student administration system.
- Difficulty during registration should be reported via email immediately to the Registrar’s Office (registrar@law.uconn.edu).
- The Schedule of class offerings will be posted on the law school web site and on the PeopleSoft student administration system on/about October 19, 2015

What to do in Advance of Course Selection
- Be sure that you can log in to the PeopleSoft student administration system. Requests for NetID credentials should be directed to the UITS at the Storrs campus (https://netid.uconn.edu/)
- Confirm your enrollment appointments have been properly set for your year/division. Note to 3L, 4L and LL.M. students: You have the option of either a Monday or a Tuesday enrollment appointment time. While you may see both appointments listed, if you choose on Monday, the enrollment appointment for Tuesday will be removed.
- Confirm that there are no service holds on your account that could restrict registration. The Registrar’s Office cannot override financial holds to enroll students in courses.
- Review the schedule of courses on the law school web site, and add any/all potential course selections in to your shopping cart. The web site listing of classes includes the class number. This is needed to add courses to your shopping cart. Placing courses in your shopping cart does not enroll you in these classes. It simply permits you to more easily select courses more expeditiously during your enrollment appointment. Please note: the system will attempt to process your enrollment request in course catalog number order, thus attempting to enroll the entire shopping cart as one request during your first appointment (or priority second appointment) may not enroll you in courses in the order of your preference. To determine exactly which courses will be processed during your appointment, only place in your shopping cart that course (or those courses) for which you will enroll during that particular enrollment appointment
- Confirm that your preferred schedule is within the credit limits set for your division and complete a credit overload/underload request form if necessary.
- Confirm that your preferred schedule allows for a manageable exam period. Exam deviations are only given under limited circumstances. (Read more information regarding exam deviations).
- Speak with a faculty member and/or an academic advisor for course selection advice.
- Review the online advisement aids: https://www.law.uconn.edu/academics/curricular-interest-areas
- Know the current enrollment limits and spaces available in the courses in which you’re interested. You can do a "search for classes" on the studentadmin system. On this panel there is a check box labeled OPEN ONLY -if you leave this checked on, you will never see courses that have already filled up.

What to do During your Enrollment Appointment Time
- Log in to the PeopleSoft student administration system and access your shopping cart.
- Confirm the class(es) in which you wish to enroll during this appointment and click on finish enrolling. You will then be shown the enrollment status for each course selected. You may drop, swap, make additional course selections at any time during your appointment time from this panel.
- If there is a problem during your enrollment appointment you should email the Registrar’s Office (registrar@law.uconn.edu). You can only email us with a registration problem during your appointment time. Tell us what class you’re trying to add/drop/swap and what the problem is (tell us the error message you’re getting). We will
address these emails in the order in which they are received. We do not accept phone calls or walk in pleas for help at this time. We feel that this is the most fair way to handle student problems, as it ensures they are done so on a first come/first served basis, and does not offer an unfair advantage to the student who can get to campus over the student who cannot.

- Students may adjust their schedules at anytime during their enrollment appointment. Priority within each appointment is on a first come/first served basis. Students who miss their appointment, must wait until their next appointment time (or the open enrollment period) to select courses.

Course Scheduling, Enrollment Limits, and Waitlists
Course Scheduling and Enrollment Limits
To give priority to evening students for evening courses, a certain number of seats have been set aside during the priority registration period for evening students in evening courses. For each elective courses taught in both the evening division and the day division in an academic year, 50% of the places in the evening division course are allocated to evening division students who have the same registration priority as competing day division students. For each elective courses taught in the evening division but not in the day division in that academic year, 25% of the places are allocated to evening division students who have the same registration priority as competing day division students. Day division students who have the same registration priority may register for places allocated to evening division students but not claimed by an evening division student. To actualize this policy, the enrollment limits of evening courses have been temporarily lowered and are adjusted as the evening seats are filled by evening students. To permit students to enroll in courses of greater than 3 credits during the 1st appointment time, the credit loads of some courses have been temporarily lowered. For example: Clinic: Tax Clinic is in fact a 6 credit course, but is temporarily scheduled for 3 credits to permit priority registration.

Waitlists
Pay attention to the message you get when you sign-up for class that says: Success/Messages” generally means you've been added to a course waiting list and not actually enrolled on the course. Waitlists will be updated as time permits during the week of enrollment appointments, but most certainly immediately after that week. Students are automatically enrolled in courses from waiting lists as space opens up and are not notified of this adjustment to their schedule. Students must be check their schedule to see if they have been enrolled in waitlisted courses. It is therefore a good idea to remove yourself from a waiting list if you no longer remain interested in the course.

Enrollment Appointment Times by Division

<table>
<thead>
<tr>
<th>Year / Division</th>
<th>First Priority Enrollment Appointment</th>
<th>Second Priority Enrollment Appointment (ONLY IF FIRST APPOINTMENT IS NOT USED)</th>
<th>Final Enrollment Appointment</th>
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<tbody>
<tr>
<td></td>
<td>Begin Date/Time</td>
<td>End Date/Time</td>
<td>Credit Limit</td>
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<tr>
<td>LL.M. Students</td>
<td>10/26/15 12:45pm</td>
<td>10/26/15 11:59pm</td>
<td>One Enrolled and One Waitlisted Course</td>
</tr>
<tr>
<td>3L Day Students (3 Yr Day Division Program)</td>
<td>10/26/15 12:45pm</td>
<td>10/26/15 11:59pm</td>
<td>One Enrolled and One Waitlisted Course</td>
</tr>
<tr>
<td>4L Eve Students (4 Yr Eve Division Program)</td>
<td>10/26/15 12:45pm</td>
<td>10/26/15 11:59pm</td>
<td>One Enrolled and One Waitlisted Course</td>
</tr>
<tr>
<td>4L Day Students</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Enrolled Credits</th>
<th>Waitlisted Credits</th>
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</thead>
<tbody>
<tr>
<td>(4 Yr Day Division Program)</td>
<td></td>
<td></td>
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<tr>
<td>3L Eve Students (4 Yr Eve Division Program)</td>
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<tr>
<td>3L Day Students (4 Yr Day Division Program)</td>
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<tr>
<td>2L Day Students (3 Yr Day Division Program)</td>
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<td>2L Eve Students (4 Yr Eve Division Program)</td>
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<td>2L Day Students (4 Yr Day Division Program)</td>
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<td>1L Day Students (3 Yr Day Division Program)</td>
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<td>1L Day Students (4 Yr Day Division Program)</td>
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<td>1L Eve Students (4 Yr Eve Division Program)</td>
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<tr>
<td>Exchange Program Students</td>
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10/26/15 12:45pm 10/26/15 11:59pm
One Enrolled and One Waitlisted Course

10/27/15 12:45pm 10/27/15 11:59pm
Two Enrolled and Two Waitlisted Courses

10/28/15 12:45pm 10/28/15 11:59pm
12 Enrolled and 12 Waitlisted Credits

10/26/15 12:45pm 10/26/15 11:59pm
One Enrolled and One Waitlisted Course

10/27/15 12:45pm 10/27/15 11:59pm
Two Enrolled and Two Waitlisted Courses

10/28/15 12:45pm 10/28/15 11:59pm
12 Enrolled and 12 Waitlisted Credits

10/27/15 12:45pm 10/27/15 11:59pm
One Enrolled and One Waitlisted Course

10/27/15 12:45pm 10/27/15 11:59pm
Two Enrolled and Two Waitlisted Courses

10/28/15 12:45pm 10/28/15 11:59pm
12 Enrolled and 12 Waitlisted Credits

10/30/15 12:45pm 10/30/15 11:59pm
The Credit Limit for this One Appointment is: One Enrolled and One Waitlisted of each of the following: Stat/Reg course, Moot Court section, and Lawyering Process section.

1L Day Students are enrolled in their Constitutional Law and Property course sections by the Registrar’s Office.

10/30/15 12:45pm 10/30/15 11:59pm
The Credit Limit for this One Appointment is: One Enrolled and One Waitlisted of each of the following: Moot Court section, and Lawyering Process section.

1L Day Students are enrolled in their Constitutional Law and Property course sections by the Registrar’s Office.

1L Evening Students are not assigned an enrollment appointment. 1L Eve Students are enrolled in their required course sections by the Registrar’s Office.

Exchange Program students are not assigned an enrollment appointment. Exchange students should email their course selections to the Registrar’s Office or International Programs Office.