2014 Fall Registration Calendar

April 22-Aug. 18  Registration on the PAWS. Note: Registration is staggered in two groups, which are detailed below. Fees are due by noon Friday, Aug. 18, to Student Accounts.

Law appointment times begin at noon.

- The College of Law Registrars will register incoming first-year students.
- The registrars also will register second-year part-time students for Civil Procedure and Torts.
- All other students register themselves for classes.

April 22  Group One: Students who have 58 or more hours at the completion of spring 2014 and/or who have applied for fall 2014 graduation.

April 23  Group Two (and Group One): Students who will have 57 or fewer credit hours at the end of spring 2014.

Aug. 18  Fees due by noon in the Office of Student Accounts. If you miss this deadline, your courses will be dropped and you will be required to reregister during late registration. Students must reregister themselves. Students dropped for nonpayment of fees will not be reregistered for full courses without the permission of the professors.

August 18  Law classes begin, university classes begin on Monday, Aug. 25

Aug. 19-22  Late registration

Aug. 22  Fees are due by 5 p.m. for late registration and drop/add. Last day to add or drop classes and receive a full refund. See the Student Accounts web page for the refund schedule (URL on page 2)

Aug. 24-Oct. 15  Withdrawal period
Students withdrawing from a course will receive a grade of W. First-year students may not withdraw from any classes without consulting with the associate dean for academic affairs. No refunds will be given for partial withdrawals. Each registration adjustment will incur a $37.50 manual adjustment fee plus a $50 late fee.

Sept. 1  Labor Day, no classes

Oct. 14  Midpoint (nonhardship withdrawal)
Students withdrawing after this date will receive a grade of WF.

Nov. 24-29  Thanksgiving Break

Dec. 1  Last day of regularly scheduled classes

Dec. 2  Make-Up Classes

Dec. 3  Reading Day

Dec. 4-17  Examinations
REGISTRATION INSTRUCTIONS/TUITION PAYMENT WEB SITES

INSTRUCTIONS FOR ACCESSING REGISTRATION
http://registrar.gsu.edu/registration/registration-guide/

TUITION and FEES
http://sfs.gsu.edu/tuition-fees/what-it-costs/tuition-and-fees/

FINANCIAL AID
http://sfs.gsu.edu/the-financial-aid-process/

REFUND SCHEDULE
http://sfs.gsu.edu/tuition-fees/what-it-costs/withdrawal-refund-schedule/

Student Accounts must receive fees by noon Monday, Aug. 18, for regular registration and by 5 p.m. Friday, Aug. 22, for late registration.

Students must register AND pay the Monday, Aug. 18, deadline. If you miss this deadline, your courses will be dropped and you will be required to reregister during the late registration phase, Aug. 19-22. Students dropped for nonpayment of fees will not be able to reregister for courses that are full without the permission of professors.

Pay careful attention to the registration process; mistakes may result in your being registered for the wrong classes or your being charged additional fees. Students will not be given credit for courses they attend if they are not registered for said courses, nor will adjustments be made at the end of the semester for incorrect registration. Incorrect registration also precludes students inclusion in email discussion lists. It is the student’s responsibility to make certain that they are registered for the correct courses.

Other Helpful Information

• NORMAL COURSE LOADS, LIGHT-LOADS AND OVERLOADS (and what to do about them): For fall and spring semesters, full time is 12 hours and part time is 8-11 hours. Any deviation must be approved by the associate dean for academic affairs. Forms for overloads, light-loads or program-change forms are located on the third floor.

• COURSES WITH LIMITED ENROLLMENT: Courses listed as having a limited enrollment will usually be filled on a first-come; first-served basis. All courses offered have a limit, and are, therefore, subject to being filled. To better ensure your inclusion in a course you think will fill quickly, you are encouraged to register as early as possible. Course limits are based on (a) the pedagogical needs; and/or (b) the size of the room. If you would like to be considered for a course that is full, contact Tricia Rackliffe for further instructions.

• VARIABLE-HOUR COURSES: These courses are noted on the schedule with the symbol (+1). Courses without this symbol (and that is most of them) are not eligible for variable hour status. The decision on the number of hours must be made within the first week of class. See individual professors for details. No adjustment in credit hours will be made after Friday, Aug. 22.

• PREREQUISITES: Students may not enroll in courses for which they lack the prerequisites. The course descriptions in the College of Law Bulletin specify the prerequisites for each course. Unless otherwise indicated, the minimum prerequisites for each elective course is the completion of all first-year full-time courses. By the way, the computer let me is not an acceptable reason to ignore the prerequisite requirement.

• AUDITING COURSES: The decision to audit a course must be made during the registration period. No adjustment from credit to audit status or audit to credit status for a course will be
made after Saturday, Aug. 23. All audits must be approved by the professor of the course.

- **INDEPENDENT RESEARCH PROJECTS:** Any student desiring to register for an Independent Research project must obtain written approval from the associate dean for academic affairs no later than Friday, Aug. 22.

- **WRITING REQUIREMENT COURSES:** The Schedule of Classes lists some of the courses which may satisfy the requirement. If you have questions about whether a course will satisfy the writing requirement, contact the professor. You must complete the Writing Requirement Form, have the professor sign it and give it to Lauren or Tricia prior to graduation.

- **WITHDRAWALS:** If a student drops a course during the regular or late registration period, the dropped course(s) will not show up on the transcript. Courses dropped after the late registration period, but by the midpoint, will be considered “withdrawals” and a grade of W will be recorded on the transcript. Courses dropped after the midpoint will receive a WF.

- **Withdrawals after the midpoint** are granted only in cases of hardship. Failure to follow this procedure will result in the awarding of a WF instead of a W. A grade of WF is treated as an F for the purpose of computing the grade point average. Retaking the course will not expunge the WF from the student’s academic record. Students who find they must withdraw after the midpoint should make an appointment with the associate dean of academic affairs to discuss their hardship as soon as they become aware of the situation.

- **A NOTE TO NEW STUDENTS:** The Immunization Requirement must be completed before any registration can take place. If you have not completed this requirement, you will not be able to register for any courses. If you have questions about this, call the Immunization Office at 404-413-1930. The College of Law cannot remove immunization holds.

- **A NOTE TO GUEST STUDENTS:** Note that your period of attendance is stated in your acceptance letter. Guest students should also be aware that Georgia State University College of Law grades will not be available for transfer to your home institution until after **Wednesday, Jan. 21.** We do not give early grades to guest students.