



College of Law

# COLLEGE OF LAW FALL REGISTRATION - 2006 1<sup>st</sup> YEAR STUDENTS

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## Table of Contents

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General Information . . . . .	1
How To Check Your Registration Appointment . . . . .	1
Immunization Requirement . . . . .	2
Registration Calendar . . . . .	2
Required Courses for Which You Must Register..... . . . .	3
Fee Payment Info . . . . .	3
Fee Payment Deadlines . . . . .	4
Financial Aid . . . . .	4
Refunds & Withdrawals . . . . .	4
Registration Instructions . . . . .	5
GoSOLAR WEB Registration Instructions . . . . .	6-7
Fall 2006 Class Schedule . . . . .	Separate Attachment

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## GENERAL INFORMATION

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This is the Registration Packet for the **FALL SEMESTER of 2006**. This packet is provided to assist you in planning a schedule and with the registration process. It contains the Fall semester calendar, the course schedule, directions for Web Registration through GoSOLAR, a form to aid you in the registration process, important dates, deadlines for submitting forms, and other materials you will find invaluable, and which we will expect you to know.

You must register **AND PAY BY THE DEADLINE**. (Fee deadline: **August 11, 2006 by 5:00pm**) If you miss this deadline, your courses will be dropped and you will be required to re-register during the late registration phase.

**Although we do make an effort not to distribute packets to non-eligible students, receipt of this packet should not be construed as an offer of continued enrollment if you are not eligible to enroll.**

**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, please call the Immunization Office at (404) 651-1171. The College of Law cannot remove immunization holds.

**A NOTE TO GUEST STUDENTS:** Please 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 February 5, 2007*. **WE DO NOT GIVE EARLY GRADES FOR GUEST STUDENTS.**

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## HOW TO CHECK YOUR REGISTRATION APPOINTMENT

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- 1) Log on to <https://www.gosolar.gsu.edu/>
- 2) Click on [student.gosolar.gsu.edu](http://student.gosolar.gsu.edu)
- 3) Click on GoSolar at the top of the page.
- 4) Enter your SSN and your six-digit PIN and click the Login button at the bottom of the page..
- 5) You will see a list of options. Click on Registration Menu.
- 6) This will take you to another list of options. Choose Check Registration Status and Appointment Times. You will see a list of registration times and dates.
- 7) DO NOT click on Add/Drop/Withdraw Classes to check your appointment. This WILL NOT give you your correct appointment time.

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## IMMUNIZATION REQUIREMENT

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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, please call the Immunization Office at (404) 651-1171. The College of Law cannot remove immunization holds nor can we register students who have immunization holds.

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## REGISTRATION/CURRICULUM CALENDAR - FALL 2006

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JUNE 19	Registration on the GoSolar web site opens at 12:00 noon for incoming first year law students.
AUG 11	<b>FEE DEADLINE</b> - The System closes at 5:00 on the last day of registration. <b>Fees due in the Office of Student Accounts on Friday, August 11, 2006 by 5:00p.m.</b>
AUG 14	Orientation and classes begin for first-year students.
AUG 21	Classes begin.
AUG 21-25	Late Registration and Drop/Add. An appointment is not required. Late fee applies to students registering for the first time or those who were dropped for non-payment of fees. <b>Fees are due in the Office of Student Accounts by 5:00 p.m. each day. Fees not paid by the end of the day will result in classes being dropped.</b>
AUG 25	Last day for 100% refund.
SEPT 4	Labor Day Holiday; no classes.
OCT 18	Midpoint (non-hardship withdrawal deadline)
NOV 22	Thanksgiving Holiday -University Open - No Classes
NOV 23-25	Thanksgiving Holiday - University Closed- No Classes.
DEC 1	Last day or regularly scheduled classes.
DEC 4-20	EXAMS
DEC 16	University Commencement (Fall)

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## FOR WHAT DO I REGISTER?

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You are classified as a first year law student, better known as a 1L. While you can choose which section you prefer, you don't have a choice of which classes to take. You must take all of the courses listed for your program. Think of this as boot camp for lawyers. You are either a full-time student, which means you **MUST** register for 15 hours, or you are a part-time student, which means you **MUST** register for 9 hours. The two first-year programs and courses are listed below. You must register for everything listed in either the full-time or part-time programs during your first year. **Students who have been accepted as part-time may NOT register for the full time program. Students who have been accepted as full-time may NOT Register for the part time program.**

### 1ST-YEAR FULL-TIME: 15 HOURS

Civil Procedure I .....	3
Contracts I .....	3
Property I .....	3
Torts I .....	3
RWA I .....	2
Legal Bibliography .....	1

### 1ST-YEAR PART-TIME: 9 HOURS

Contracts I .....	3
Property I .....	3
Legal Bibliography .....	1
RWA I .....	2

You must register for each of these courses separately using the computer numbers on the class schedule. Computer numbers are the 5-digit numbers that begin with 8 (EX: Law 5000/**82986**). You will notice that some first year courses offered during the day let you choose between two sections. If you have a preference for one section over another, it is important to register early to ensure your place in the section you want. Otherwise, you will be placed in whichever section has more space. For example, if you prefer to have RWA in the morning instead of the afternoon, you should register early for a morning section. If you wait until later in the registration period and there is no space in the morning section, you will be placed in the afternoon section. If this is necessary, your schedule may be re-arranged to accommodate the change.

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## FEE PAYMENT OPTIONS

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The Board of Regents determines the fee structure for Georgia State University. All questions concerning fees and refunds should be directed to the Office of Student Accounts only. Fee information is available from the Office of Student Accounts at 404/651-2362 or on the web at

**<http://www.gsu.edu/~wwwreg/Fees.htm>**

Students must correctly register and pay by the last regularly scheduled registration date for the classes which they attend. 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 e-mail discussion lists. It is the student's responsibility to make certain that they are registered for the correct courses.**

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## FEE PAYMENT DEADLINES

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**STUDENT ACCOUNTS MUST RECEIVE FEES BY 5:00 PM August 11, 2006  
FOR REGULAR REGISTRATION  
AND BY 5:00 PM AUGUST 25, 2006 FOR LATE REGISTRATION AND DROP/ADD.**

Students who fail to meet the fee deadline(s) will lose all classes for which they are registered and will need to register again during a later phase. Students dropped for non-payment of fees after registering during Late Registration will not be re-registered. Tuition & Fees can be paid on-line at the GoSOLAR website, by mailing a check to the mailing address listed below or using the Drop Box Depository listed below.

**To pay tuition via GoSOLAR:** Login to GoSOLAR at <https://www.gosolar.gsu.edu/> From this site go to the STUDENT ACCOUNTS MENU and then click on the link to PAY TUITION & FEES.

**Mailing Address:** P.O. Box 4029 • Atlanta, GA 30302-4029 • Phone: 404-651-2362 • Fax: 404-651-1267

**Drop Box Depository:** (1) across from payment windows in Sparks Hall, (2) for student payments of check or money order, (3) for return of signed promissory notes and loan counseling documentation.

### ***THEY DO NOT SEND BILLS***

Bills are not sent. They don't send bills. They never have. They never will.

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## A NOTE ABOUT FINANCIAL AID

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The Office of Financial Aid is located in Room 102 on the first floor of Sparks Hall. They also have a website at <http://www.gsu.edu/~wwwfia/index.html>. All questions concerning Financial Aid should be directed to the Office of Financial Aid at (404) 651-2227.

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## REFUNDS

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A 100% refund will be granted for any courses dropped on or before the first day of classes. Refunds are not granted for partial withdrawals (dropping only some of the classes while remaining enrolled in others) after August 25.

**For information regarding refund dates when withdrawing from all classes, please consult the website for Student Accounts at [http://www.gsu.edu/es/tuition\\_and\\_fees.html](http://www.gsu.edu/es/tuition_and_fees.html)**

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## WITHDRAWALS

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If a student drops a course during the regular registration period, or the Late Registration/Drop-Add period, the dropped course(s) will not show up on the transcript. Courses dropped after the Late Registration/Drop-Add period (August 25), but by the midpoint (October 18), will be considered "withdrawals" and a grade of "W" or "WF" at instructor's discretion will be recorded on the transcript. Courses dropped after the midpoint will receive a "WF". Withdrawals after this point 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 (55) 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 College of Law Associate Dean to discuss their hardship as soon as they become aware of the situation.

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## REGISTRATION INSTRUCTIONS

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**ORGANIZE YOUR MATERIAL AND PLAN YOUR SCHEDULE:** Make sure you have all Independent Research forms and any other variance forms approved before attempting to register. Courses for which 2nd year full-time, 2nd year part-time, and 3rd year part-time students must register are listed on the attached curriculum outline page.

- **FILL OUT THE WORKSHEET:** Fill in the enclosed Registration worksheet with the appropriate numbers and symbols. The computer numbers for law courses are found on the class schedule; they are the 5-digit numbers which begin with 8.

**EXAMPLE:**

Course number -----> **7065/83767** <- Computer number  
Course title -----> **Anti-Trust Law**  
Instructor -----> **Marvin (3)** <--- Number of credit hours  
(3 hours unless otherwise indicated)

- **IMPORTANT:** Please note the course key in small type at the bottom of the class schedule. It indicates course information such as limited classes and writing requirement indicators.

If you are registering for an Independent Research course, the computer will ask you to enter the number of hours. This information will be on your Independent Research form which should already have been approved by the Associate Dean.

- **REGISTER BY GoSOLAR:** Follow one of the procedures detailed on pages 4 and 5. Please consult the enclosed registration calendar for times and dates of system availability. Follow the steps on the attached worksheet.
- **PAYMENT OF FEES:** The Registration System will tell you the amount of fees you owe. **You will not be mailed an invoice prior to fee payment.** You must pay your fees by the indicated deadlines or your schedule will be canceled.
- **HOLDS:** Before attempting to register, students should check to see if there are any registration holds placed upon them by the Law Library, Pullen Library, Student Accounts, Financial Aid, or any other University office. Transfer and guest students should have already cleared their Immunization Requirement with the Immunization Office. It is the responsibility of the student to clear any existing holds. Students who have not cleared holds or completed the Immunization Requirement during the regular registration period will be charged the late fee.

## WEB REGISTRATION THROUGH GoSOLAR WORKSHEET AND INSTRUCTIONS

Fill in the blanks with your schedule and follow the instructions below. The computer will ask you to provide the computer numbers and, if you are taking a variable hour course such as Independent Research, the number of hours. The spaces for recording course name and instructor are provided to help you identify courses, since computer numbers don't mean much to anyone except the computer.

Computer #	Hours	Course Number & Name	Instructor
Ex. <u>83767</u> #	__ __ * __ #	<u>Law 7065 - Anti-Trust Law</u>	<u>Marvin</u>
__ __ __ __ __ #	__ __ * __ #	_____	_____
__ __ __ __ __ #	__ __ * __ #	_____	_____
__ __ __ __ __ #	__ __ * __ #	_____	_____
__ __ __ __ __ #	__ __ * __ #	_____	_____
__ __ __ __ __ #	__ __ * __ #	_____	_____
__ __ __ __ __ #	__ __ * __ #	_____	_____

**To access the registration system functions via *Web for Student* from home or office:**

- Log on to [www.gosolar.gsu.edu](http://www.gosolar.gsu.edu) via a web browser.
- Click on *student.gosolar.gsu.edu*
- Click on *GoSOLAR* at the top of the page.
- Click on the *User ID* box and enter your social security number as the User ID.
- Click or tab to the *PIN* box and enter your date of birth, the MMDDYY format as the six-digit PIN number. When you log on for the very first time, the system will ask you to change your default date of birth PIN to a personal PIN. If you have changed your PIN, enter your current personal PIN.
- After entering your USER ID and PIN, click on *LOGIN*.
- During your first session, you will also be required to provide a security question and answer. This security feature will enable you to reset your PIN in case you have forgotten it. Type in a question and an answer. Click *Submit*.
- From the System Main Menu, select the *Registration Menu* to continue into the registration system. This menu lists available registration functions.
- Select the appropriate function and continue.

**TO USE THE REGISTRATION SYSTEM FUNCTIONS, you must select/submit a term.** The Registration Menu will allow you to choose functions to register, add/drop courses, enter credit hours for variable credit classes, and/or look up or search for available classes. This menu will also allow you to select an option to review your class schedule in either of two formats (by time and day or with course details).

**TO REGISTER,** click on *Registration: Select a Term and Add/Drop Classes*. If you are already registered and wish to make changes to your schedule, use this same option. REMEMBER TO ENTER THE CRN (COURSE REFERENCE NUMBER). DO NOT USE SUBJECT, COURSE, OR SECTION NUMBERS.

**TO ADD A CLASS,** select a Term and click *Submit*. Enter the CRN in the Add Class table. YOU MUST CLICK ON THE SUBMIT CHANGES BOX TO COMPLETE THE ADD PROCESS.

**TO DROP A CLASS**, click on the *arrow on the drop-down list in the Action Column*. You may only drop a course during a regularly scheduled registration phase. If the **drop** action is available, it will appear as a option in the drop-down list box. If drop action is not available, then you must withdraw from the course; check the drop dates on the academic calendar. **YOU MUST CLICK ON THE SUBMIT CHANGES BOX TO COMPLETE THE DROP CLASS PROCESS.**

**TO WITHDRAW FROM A CLASS**, click on the *arrow on the drop-down list in the Action Column*. After late registration, you may not drop a class and may only withdraw. If the **withdraw** action is available, it will appear as an option in the drop-down list box. If the action is not available, check the last date to withdraw on the academic calendar. **YOU MUST CLICK ON THE SUBMIT CHANGES BOX TO COMPLETE THE DROP CLASS PROCESS.**

**VARIABLE CREDIT CLASSES** require that you select the Change Variable Credit Hours option to enter the correct number of credits. **THE REGISTRATION SYSTEM WILL AUTOMATICALLY REGISTER YOU FOR ONLY THE MINIMUM NUMBER OF CREDITS FOR THE COURSE.**

**VERIFY YOUR STATUS IN EACH CLASS** by reviewing the information in the Status box to the right of each course title after submitting changes. **YOU MUST SUBMIT ALL CHANGES PRIOR TO LEAVING THE REGISTRATION SCREEN.**

**SEARCHING FOR CLASS INFORMATION** offers several options. To initiate a search, select search criteria and click on the *Get Classes* button.

**NEVER LEAVE YOUR COMPUTER WITHOUT CLICKING ON THE EXIT BUTTON ON THE BLUE BAR IN THE UPPER RIGHT CORNER AND CLOSING THE BROWSER.**

*This will protect your record information from access by others.*

**Remember to check the fee deadline dates for each registration phase listed in the REGISTRATION/CURRICULUM CALENDAR - FALL 2006 section**

**If you have a registration question or problem, call 404/651-1610 or 404/651-1974**