College of Law

COLLEGE OF LAW
SPRING REGISTRATION - 2006

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Important Numbers:

College of Law	404/651-2048
Tricia Rackliffe	404/651-4166
Benita Matthews (Financial Aid)	404/651-2675
University Registrar	404/651-2383
Dean's Office	404/651-2035
Associate Dean's Office	404/651-2044
Faculty Receptionist	404/651-2096
Immunization Office	404/651-1171
Student Accounts	404/651-2362
Auxiliary Services/Parking	404/651-2150
GoSOLAR Web Questions	404/651-1610 or 404/651-1974

GENERAL INFORMATION

This is the Registration Packet for the **SPRING 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. Registration will be staggered, with third year students (those who will graduate in June 2006 and those who have received their second ranking) going first (and taking all of the good stuff).

You will be able to register for classes using any computer which is connected the Internet. You have two options for payment of fees: 1) VISA or MasterCard; 2) Pay in person at Student Accounts. Please see the section on fee payment for details. Please note that we do not send bills or invoices. We are a state institution and real tightwads when it comes to postal expenditures.

You do not have to register for all of your courses in a single registration session. You may register and pay for courses during a session and, if you decide to add to or change your schedule, you may again access the system to register for additional courses. You may also drop courses during any registration period. If you go to the website to register additional courses, you need not re-register for courses for which you have already registered. You must register **AND PAY BY THE DEADLINE**. (Fee deadline: **January 3, 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, when late fees will apply.

If you have Internet access, you can connect to GoSOLAR via the Georgia State University home page at https://www.gosolar.gsu.edu/webforstudent.htm

If you encounter any problems using the registration systems, let us know as soon as possible. If the problems are of a mechanical nature (inappropriate responses from the computer, etc.) contact (404) 651-1610 or (404) 651-1974 and inform the Registrar's personnel of the problem. Please remember that they will not be able to assist you if you have an academic problem, such as filled courses, a lack of authorization to take a course, or similar difficulties. For this type of problem, contact Tricia Rackliffe (651-4166) at the College of Law Office of Student Services. **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.

A NOTE TO GUEST STUDENTS: Please note that your period of attendance is stated in your acceptance letter. Registration packets are mailed to students with activity in the previous year. 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 6, 2006.*** **WE DO NOT GIVE EARLY GRADES FOR GUEST STUDENTS.**

REGISTRATION/CURRICULUM CALENDAR - SPRING 2006

Oct.31-Dec. 23	Registration on the GoSOLAR Website. Please note that Registration is staggered. The Registration periods are detailed below. **Fees are due to Student Accounts (Rm 100 Sparks Hall) on January 3, 2006 by 5:00p.m.** You are responsible for paying fees by the deadline because we do not send bills. Registration appointments will be generated by October 21st. GoSOLAR will allow you to check your appointment day and time before registration officially begins. The systems are available from 9:00 A.M. to 12:00 A.M. on weekdays an 9:00 A.M. to 10:00 P.M. on weekends.
Oct. 31	Group One - Students who have 60 or more hours at the completion of Fall 2005(and/or who have applied for Spring 2006 graduation). 9:00a.m. to 12:00 a.m.
Nov. 1	Group Two (and Group One) - Students who will have 31 or more credit hours at the end of Fall 2005. 9:00 a.m. to 12:00 a.m. Guest students may also register at this time.
Nov. 2	Group Three (and Groups One and Two) - First year students, second-year part-time students and everyone else who does not fall into one of the above two categories. 9:00a.m. to 12:00 a.m.
Oct. 31-Dec. 23	Registration continues and open to ALL continuing students. A registration appointment is required. The system is available from 9:00a.m. until midnight on weekdays and 9:00a.m. until 10:00p.m. on weekends. The System closes at 5:00 on the last day of registration. **Fees due in the Office of Student Accounts on Tueday, Janaury 3, 2005 by 5:00p.m.**
Jan. 9	Classes begin.
Jan. 7-13	Late Registration (open for all eligible students). An appointment is not required. The system is available from 9:00a.m. until midnight on weekdays and 9:00a.m. until 10:00p.m. on weekends. The System closes at 5:00 on the last day of registration. **Fees due in the Office of Student Accounts on January 13, 2006 by 5:00p.m.**
	*50.00 late fee for all initial registrations during this period.
Jan. 13	Last day for 100% refund.
Jan. 16	MLK Day; no classes.
March 6-10	Spring Break, no classes
March 15	Midpoint (non-hardship withdrawal deadline)
April 24	Last day or regularly scheduled classes.
April 27- May 11	EXAMS
May 13	University Commencement (Spring)

REGISTRATION INSTRUCTIONS

- **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**: Fee payment options are listed in detail on page 7. 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.	8 3 7 6 7 #	__ __ * __#	Law 7065 - Anti-Trust Law	Marvin
	__ __ __ __ __#	__ __ * __#	_____	
	__ __ __ __ __#	__ __ * __#	_____	
	__ __ __ __ __#	__ __ * __#	_____	
	__ __ __ __ __#	__ __ * __#	_____	
	__ __ __ __ __#	__ __ * __#	_____	
	__ __ __ __ __#	__ __ * __#	_____	

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

- Log on to www.gosolar.gsu.edu via a web browser.
- Click on the *Web for Student*.
- Click on *Login to GoSOLAR*.
- 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 - SPRING 2006 section

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

FINDING A TERMINAL

You can use your own terminal if you have one, or with a GSU ID you can use a terminal in one of the labs listed below:

109 Library South

This is an open-access lab open 24-hours a day on a space available basis. Verify availability by calling 651-2686. This lab will **not** be staffed by the Registrar's Office, however, a consultant is available in 292 Kell Hall during the published hours of operation.

228 Sparks Hall

This is the Office of the Registrar's 12-station GoSOLAR lab open on a space-available basis during the registration period. It is not available on weekends. This lab *may* be staffed by Registrar's Office.

1st Floor of Urban Life Building

There are two new alcoves containing computers just past, and on each side of the 1st floor elevators.

120 Kell Hall

This is an open access lab open on a space available basis. Verify hours by calling 651-2686. This lab will **not** be staffed by the Registrar's Office.

North Metro Center microcomputer lab

This is an open-access lab. Call 551-7310 to verify hours during registration. This lab will **not** be staffed by the Registrar's Office.

REQUIRED COURSES

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

2ND-YEAR FULL-TIME: 15 HOURS

Constitutional Law	3
Evidence	4
Electives	8

2ND YEAR PART-TIME: 9 HOURS

Civil Procedure I	3
Torts I	3
Constitutional Law	3

3RD-YEAR PART-TIME: 9 HOURS

Evidence	4
Electives	6

NORMAL COURSE LOADS, LIGHT-LOADS AND OVERLOADS (***and what to do about them***): The full-time program is 12-16 hours. The part-time program is 8-11 hours. Any deviation must be approved by the Associate Dean. 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. Questions regarding enrollment for the **Tax Clinic** should be directed to Professor Ron Blasi or his assistant at (404) 651-1412.

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.

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, if any, for each course. Unless otherwise indicated, the minimum prerequisites for each elective course is the completion of all first-year full-time courses. The **College of Law *Bulletin*** is available on the COL's website at **law.gsu.edu**.

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 **January 11, 2006.** 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 no later than **January 11, 2006**.

WRITING REQUIREMENT COURSES: Before graduation, each student must complete a course that satisfies the legal writing requirement. The Schedule of Classes lists the courses which may satisfy the requirement. If you have questions about whether a course will satisfy the writing requirement, please contact the individual professor. You must complete the Writing Requirement Form, have the professor sign it and give it to Brian or Tricia prior to graduation.

FEE PAYMENT OPTIONS

The Board of Regents determines the fee structure for Georgia State University. All questions concerning fee 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/~wwwfas/matriculationandtuition.html

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.**

LATE REGISTRATION FEES: Students who fail to register during the regular registration period (see registration calendar) will be required to pay a late registration fee of $50.00.

FEE PAYMENT DEADLINES

STUDENT ACCOUNTS MUST RECEIVE FEES BY 5:00 PM January 3, 2006
FOR REGULAR REGISTRATION
AND BY 5:00 PM January 13, 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. A late fee will be charged to all who register and pay for the first time during Late Registration & Drop/Add. Students who were dropped from classes for non-payment of fees will be charged the late fee if registering during Late Registration & Drop/Add.

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/ (see instructions on page 4). 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.

A NOTE ABOUT FINANCIAL AID

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.

REFUNDS

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 January 14.

For information regarding refund dates when withdrawing from all classes, please consult the website for Student Accounts at https://www.gosolar.gsu.edu/webforstudent.htm and click on GoSOLAR Guide - Spring 2006

WITHDRAWAL INFORMATION

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, but by the midpoint, 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".