College of Law

COLLEGE OF LAW
SUMMER REGISTRATION - 2007

Table of Contents

General Information.. 1
Registration Calendar. 2
Registration Instructions. 3
GoSOLAR WEB Registration Instructions. 4-5
Study Abroad Programs. 6
New Summer Course. 6
Courses with Limited Enrollment. 6
Financial Aid Information 7
Fee Payment Options & Deadlines 7
Withdrawal Information.. 7

Important Numbers:

College of Law	404/651-2048
Tricia Rackliffe	404/651-4166
Lauren St. Clair	404/651-4164
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 **SUMMER SEMESTER of 2007**. This packet is provided to assist you in planning a schedule and with the registration process. It contains the Summer 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 August 2007 or February 2008) going first (and taking all of the good stuff).

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. You must register **AND PAY BY THE DEADLINE**. (Fee deadline: **May 14, 2007 by 11pm**) If you miss this deadline, your courses will be dropped and you will be required to re-register during the late registration phase. There is no guarantee that you will be able to re-register for the same classes if those classes are full.

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 (404-651-4166) or Lauren St. Clair (404-651-4164), 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. Immunization holds can only be removed by the Immunization Office. 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. 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 August 5, 2007.*** **WE DO NOT GIVE EARLY GRADES FOR GUEST STUDENTS.**

REGISTRATION/CURRICULUM CALENDAR - SUMMER 2007

Registration for the Law School will begin on Monday, March 5.

March 5	Group One - 12:00 p.m. - Registration is open to students who will have 60 or more credit hours at the completion of the Spring 2007 semester and/or students who have applied for Summer 2007 or Fall 2007 graduation.
March 6	Group Two - 12:00 p.m. - Registration is open to students who will have 59 or fewer credit hours at the completion of the Spring 2007 semester.
May 11	College of Law Hooding Ceremony
May 14	Summer law classes begin. Yahooooo!
May 14	FEE DEADLINE - Fees are due to Student Accounts by 11:00 p.m. Students who have not paid for classes by this date will be dropped and must re-register during Late Registration.
May 15	No Registration
May 16-19	Late Registration and Drop/Add are available through GoSOLAR. Late Fee applies to students registering for the first time or those who were dropped for non-payment of fees. **Fees are due by 5:00 in Student Accounts each day. Fees not paid by the end of the day will result in classes being dropped.**
May 29	Memorial Day - No classes; University closed.
June 14	Midpoint of classes - Last day to withdraw from a course and receive a "W." Withdrawals after this point receive a grade of "WF" unless the student can demonstrate circumstances which would constitute a hardship.
July 2	Last Day of regularly scheduled classes.
July 3	Make-up classes.
July 4	Independence Day - University closed
July 5	Reading Day.
July 6- 17	Exams. No personal plans may be made at this time. You know you have exams. It may be a cliche but Resistance is Futile.
September 1	Deadline to submit graduation application forms for Spring 2008.

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.

- **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 5.

EXAMPLE:

Course number ----------> **7451/51974** <- Computer number
Course title ----------> **Sales**
Instructor ----------> **Stephens (2)** <--- 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 5 & 6. 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 8. 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.	5 1 9 1 7 #	__ __ * __#	Law 7451 Sales	Stephens
	__ __ __ __ __#	__ __ * __#		
	__ __ __ __ __#	__ __ * __#		
	__ __ __ __ __#	__ __ * __#		
	__ __ __ __ __#	__ __ * __#		
	__ __ __ __ __#	__ __ * __#		
	__ __ __ __ __#	__ __ * __#		

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

- Log on to **https://www.gosolar.gsu.edu/webforstudent.htm** via a web browser.

- 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 - Summer 2007 section

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

SUMMER STUDY ABROAD PROGRAMS

AUSTRIA - PROFESSOR RAY LANIER - Both of these courses are offered in connection with the Summer Academy in International Commercial Arbitration in Austria, Italy, Hungary and the Czech Republic. All questions regarding this program should be directed to Professor Lanier at 404-651-2096 or LAWERL@Langate.gsu.edu. The two courses for which students must register are:

LAW 7276/52187 - 3 hrs - Seminar in International Commercial Arbitration

LAW 7131/52186 - 3 hrs - Seminar in Comparative Law

Matriculation fees are in addition to any fees associated with the program. Students must register themselves and pay for these courses in addition to any fees associated with the program. Students must be registered for both courses to receive credit.

RIO DE JANEIRO - PROFESSOR COLIN CRAWFORD - All questions regarding this program should be directed to Professor Colin Crawford at 404-651-2096 or lawcxc@langate.gsu.edu.

Matriculation fees are in addition to any fees associated with the program. Students must pay for these courses in addition to any fees associated with the program.

NEW COURSE: LAW 7599

THE FUTURE OF LEGAL EDUCATION: COMPARATIVE PERSPECTIVES

Limited enrollment. Consent of the instructor required. This is a one-time course is linked to the College of Law's 25th Anniversary International Conference on the Future of Legal Education to be held in Spring 2008. Students will learn about the history and structure of American legal education and then evaluate reform proposals by studying innovative law schools in the United States and other countries. A central text will be the 2007 Report of the Carnegie Foundation for the Advancement of Teaching: Educating Lawyers: Preparation for the Profession of Law. Students may apply for an additional 1-2 credit hours of Independent Research in order to write a proposed chapter for the book to be published from the proceedings of the 2008 Conference. A limited number of travel grants will be available for Independent Research students to visit law schools overseas that are the subject of their proposed book chapter and to work with their potential co-authors on the faculty of those schools. The course will be taught in two segments: Summer 2007 and Fall 2007. The summer segment will prepare students to present Independent Research proposals. Approved Independent Research students will then be encouraged to conduct their fieldwork before Fall 2007 and present their findings in the Fall segment. Students who do not conduct fieldwork will complete their papers using conventional research resources. The course grade will be based on the draft paper submitted at the end of the Summer segment, the final paper submitted at the end of the Fall segment, and on class participation. 2 Credit Hours total for Summer and Fall..

COURSES WITH LIMITED ENROLLMENT

Courses listed as having a limited enrollment will usually be filled on a first-come first-served basis. No sign-up sheets or waiting lists will be kept unless the professor wishes to select students. 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 professor's request; and/or (b) the size of the room. Questions regarding entrance to a full class should be directed to the professor. Permission to enter a full class must be obtained from the professor.

WRITING REQUIREMENT COURSES: Before graduation, each student must complete a course that satisfies the legal writing requirement. The Schedule of Classes lists some of the courses which may satisfy the requirement. There is no definitive list of courses which meet the writing requirement. If you have questions about whether a course will satisfy the writing requirement, please contact the individual professor. You must complete and have the professor sign the Writing Requirement Form prior to graduation.

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/es/financial_aid.html. Any questions regarding financial aid must be directed to that office. Benita Matthews is the person who generally deals with law students. Her telephone number is 404/651-2675.

A NOTE ABOUT COURSE DESCRIPTIONS AND PREREQUISITES

Course descriptions and class prerequisites are listed in the College of Law Bulletin. In addition, the Bulletin is on the Web. Course descriptions and prerequisites on the web may be found at:

http://law.gsu.edu/registrar/bulletin/coursedescriptions.php

Questions regarding course prerequisites for classes may also be directed to the professor. The telephone number to reach the faculty is (404) 651-2096.

FEE PAYMENT OPTIONS/REFUND SCHEDULE

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/es/tuition_and_fees.html. The refund schedule may aso be found at that URL.

STUDENT ACCOUNTS MUST RECEIVE FEES BY 5:00 PM MAY 14, 2007
FOR REGULAR REGISTRATION
AND BY 5:00 PM EACH DAY 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. Students dropped for non-payment of fees are not guaranteed a spot in their originally scheduled classes.

THEY DO NOT SEND BILLS

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

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 the instructor's discretion will be recorded on the transcript. Courses dropped after the midpoint (June 14) will receive a "WF". Withdrawals after this point are granted only in cases of hardship, and additional forms must be submitted. 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.