

COLLEGE OF LAW - SPRING REGISTRATION - 2012

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| Nov. 1 – Jan. 6 | Registration on the PAWS web site. The Registration periods are detailed below. Fees are due to Student Accounts by Friday, January 6, 2012 at 5:00p.m. You are responsible for paying fees by the deadline. ALL LAW APPOINTMENT TIMES BEGIN AT 12:00 NOON. REGISTRATION FOR FIRST YEAR FULL AND PART-TIME STUDENTS WILL BE HANDLED BY THE COLLEGE OF LAW'S OFFICE OF THE REGISTRAR. Tricia and Lauren will be registering you just like we did for Fall. We will also register the second-year part-time students for their Civil Procedure and Torts sections (they will register themselves for their remaining classes). |
| Nov. 1 | Group One - Students who will have 60 or more hours at the end of the Fall 2011 semester or who have applied for Spring or Summer 2012 graduation. |
| Nov. 2 | Group Two - Students who will have 59 or fewer credit hours at the end of Fall 2011. Guest students may also register at this time. |
| Nov. 3- Jan. 6 | Registration continues and is open to all continuing law students. Registration closes at 5:00 pm on the last day of registration (January 6, 2012). |
| Jan. 6, 2012 | Fees due in the Office of Student Accounts by 5:00p.m. If you miss this deadline, your courses will be dropped and you will be required to re-register during the late registration phase. Students dropped for non-payment of fees will not be re-registered for full courses without the permission of the professors. |
| Jan. 9 | Classes begin. |
| Jan. 9-13 | Late Registration and Drop/Add open for all eligible students. Registration closes at 5:00 pm on the last day of late registration (January 13, 2012). |
| Jan. 13 | Fees due in the Office of Student Accounts on January 13, 2012 by 5:00p.m. Last day for 100% refund. |
| Jan. 15 | Withdrawal period begins. Students withdrawing from courses receive a W. |
| Jan. 16 | MLK Day; no classes. |
| February 24 | Midpoint (non-hardship withdrawal deadline) |
| Feb. 27-Mar 4 | Spring Break, no classes |
| April 23 | Last day of regularly scheduled classes. |
| April 26- May 10 | EXAMS |
| May 11 | College of Law Hooding Ceremony |
| June 11 | Spring grades due from faculty |
| June 22 | Official Spring Graduation Date for College of Law |

REGISTRATION INSTRUCTIONS/TUITION PAYMENT WEB SITES

INSTRUCTIONS FOR ACCESSING REGISTRATION:

http://www.gsu.edu/registrar/registration_guide.html

TUITION PAYMENT:

http://www.gsu.edu/studentaccounts/tuition_and_fees.html

FINANCIAL AID WEB SITE:

<http://www.gsu.edu/financialaid/>

STUDENT ACCOUNTS CALENDAR:

<http://www.gsu.edu/studentaccounts/calendar.html>

REFUND SCHEDULE:

http://www.gsu.edu/studentaccounts/withdrawal_refund_schedule.html

FEE PAYMENT DEADLINES:

**STUDENT ACCOUNTS MUST RECEIVE FEES BY 5:00 PM January 6, 2012
FOR REGULAR REGISTRATION
AND BY 5:00 PM January 13, 2012 FOR LATE REGISTRATION.**

Students must register **AND PAY BY THE DEADLINE**. (Fee deadline: **January 6, 2012 at 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 (January 9-13). Students dropped for non-payment of fees will not be able to re-register for courses that are full without the permission of the 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 student's' inclusion in e-mail discussion lists. It is the student's responsibility to make certain that they are registered for the correct courses.**

GENERAL INFORMATION

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. 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. Please see individual professors if you have questions regarding their enrollment policies.

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. By the way, "The Computer let me" is not an acceptable reason to ignore the prerequisite requirement. The **College of Law Bulletin** is available on the COL's website at:

http://law.gsu.edu/resources/registrar/College_of_Law_Bulletin_2011-2012.pdf

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 13, 2012**. 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 13, 2012**.

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, please 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 College of Law Associate Dean 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, please call the Immunization Office at (404) 413-1930. 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 January 19, 2012*. **THE FACULTY DOES NOT GIVE EARLY GRADES FOR GUEST STUDENTS.**