

Spring Semester 2018

Registration Guidelines and Procedures

Point Allocation

Each 3L will be allotted **65 points** and each 2L **50 points** to allocate during the Point Allocation Process for Spring Semester 2018. The **Point Allocation Period begins on Wednesday, November 8th at 9:00 a.m. and ends on Friday, November 10th at 4:00 p.m.** The timing of your point allocation within the designated period is unimportant. No advantage is gained by allocating first. However, you **must** make your point allocations before the **4:00 deadline on Friday, November 10th.**

Point Allocation Histories will be available online for your reference. However, you should not place undue weight or rely exclusively on these, as points needed for a given course may depend on factors that vary from year to year.

Points may be allocated in any fashion you choose, but **among no more than 5 courses.** In addition, points are not transferrable to other students, nor can they be “saved” for another registration period.

Point Allocation must be carried out through your My Georgia Law portal. Once you have selected your courses and allotted points, simply **click “Submit,”** and then **print a copy of the screen for your records before you log out.** Please **make sure that the course/call numbers for your classes are correct.**

Once made, all Point Allocation submissions are final — you will not be permitted to make any changes. So, please ensure that your allocations are correct before submitting.

Registration Based on Point Allocation

Those students who are eligible to enroll in a given course based on their point allocations will be notified through the My Georgia Law portal by **Tuesday, November 14th.** **Early course registration will begin on Friday, November 17th and will end on Friday, December 1st at 4:00 p.m.** **Registration priority based on the Point Allocation Eligibility List will expire at 4:00 p.m. on Friday, December 1st.** Students who have not registered by this time will thereafter be treated as if they had not participated in the Point Allocation Process.

Other Registration Rules

Students may register for a **maximum of 18 credits.** There are **no exceptions.**

Professors are not authorized to grant permission to students to enroll in a course that is closed. All students must register for courses in the normal registration process. Student class rolls are monitored and compared with the Eligibility List. **If you register for a course for which you are not eligible, you will be required to drop it.**

Late Registration/Schedule Adjustment Period

The **Late Registration/Schedule Adjustment Period** for enrollment in classes that are **still OPEN** will begin on **Monday, December 4th**. The period will end on **Monday, January 8th, 2018 at 4:00 p.m.** Because the Law School's registration process does not operate on a first-come, first-served basis, if an open course ends up oversubscribed, a lottery will be held in order to determine which students receive the available seats.

Courses Outside the Law School

Up to six hours of credit for graduate-level courses outside the Law School may be applied toward the J.D. degree. Registration for such courses requires permission of the Associate Dean for Academic Affairs. Students must demonstrate the relevance of an outside course to their legal education and/or career plans. Student requests must be made to the Associate Dean in writing or by email no later than **4:00 p.m. on Friday, December 1st**. The request must include the course name, number and description, as well as an explanation of why the student wishes to take the course and how it relates to his or her legal education and/or career objectives.

Drop/Add Period

Classes will begin on **Tuesday, January 9th** and the **Drop/Add Period** will begin at **9:00 a.m.** on that same day. The **Drop/Add Period** will end on **Monday, January 15th**.

Courses **closed** at the beginning of Drop/Add **will remain closed for the semester**.

Once the Drop/Add Period ends, all student schedules will be considered final. Further adjustments are left to the discretion of the Associate Dean for Academic Affairs and will only be permitted in exceptional circumstances.

Special Notice to Clinic/Externship Students: If you are enrolling in a clinic or externship course, you will not be permitted to change the number of credits that you are seeking following the expiration of the Drop/Add Period. **These courses are set up as allowing registration for variable credit hours, so when registering for these courses in Athena you MUST select the correct number of credit hours for your individual registration preferences.**

Withdrawal

The deadline for withdrawal from a course is **Thursday, March 19**. Absent exceptional circumstances, after that date, students withdrawing will receive a grade of WF.

Warning Regarding “Flags”

Registration eligibility via Athena may be affected by the entry of a “**flag**” on your record by a campus office resulting from your failure to fulfill an obligation (e.g., failure to pay a parking ticket or other University-related fine or bill). **You should investigate whether you have any such flags well in advance of the December 1st registration deadline.**

A flag must be removed by the appropriate University official before you can register. Failure to remove a flag by December 2nd may result in the forfeiture of any registration priority earned in the Point Allocation Process.

Questions

Contact **Paula McBride, Law School Registrar, 542-5123, mcbride1@uga.edu** if you have any questions.