

# Spring Semester 2014

## 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 2014. The **Point Allocation Period begins on Tuesday, November 12 at 9:00 a.m. and ends on Friday, November 15 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 15.**

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.**

**All Point Allocation submissions are final—they cannot be changed.** 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 19. Early course registration will begin at 9:00 a.m. on November 19 and will end on Monday, December 16 at 4:00 p.m.** Registration priority based on the Point Allocation Eligibility List will expire at **4:00 p.m. on Monday, December 16.** 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 17 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 are ineligible to register for a course, you will be dropped.

## **Late Registration/Schedule Adjustment Period**

The **Late Registration/Schedule Adjustment Period** for enrollment in classes that are **still OPEN** will begin on **Friday, December 20 at 9:00 a.m.** The period will **end on Monday, January 6, 2014 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.

## **Drop/Add Period**

Classes will begin on **Tuesday, January 7** 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 13.**

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.**

## **Withdrawal**

The deadline for withdrawal from a course is **March 20.** After that date, students withdrawing will receive a grade of WF, except in cases of "hardship" as defined by the University.

## **Warning Regarding "Flags"**

Registration eligibility via OASIS 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 16 registration deadline.**

A flag must be removed by the appropriate University official before you can register. Failure to remove a flag by December 16 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](mailto:mcbride1@uga.edu)** if you have any questions.