# University of Georgia School of Law
# Registration Guide
# Fall 2022

## Table of Contents

**STEP 1 – MARCH**: **Assess what you have completed and what you have left to complete. Make sure you are aware of and on-track to complete all graduation requirements.**

1.  **Login to [Athena](#) and look at your unofficial transcript.**
    a.  [How to Access your Unofficial Transcript in Athena](#)

2.  **Check your unofficial transcript against graduation requirements, listed in full in the [Student Handbook, Part 1, General Requirements for the Juris Doctor Degree.](#)**
    a.  88 credit hours, 6 full-time semesters, and 2.0 GPA minimum required for JD
        i.  Credit hour requirement varies for dual degree programs – dual degree students should reference the credit hour requirements of their dual degree program.
    b.  Required Coursework:
        i.  First Year Courses
        ii.  The Law & Ethics of Lawyering
        iii.  Writing Requirements
            1.  2L Drafting Requirement
                a.  Students must complete a 2L Drafting qualifying course in SU22, FA22, or SP23.
                b.  2L Drafting courses are assigned through the 2L Drafting selection process.
                    i.  Complete the 2L Drafting selection process between 9:00 am on Wednesday, April 6 and 4:00 pm Friday, April 8.
                    ii.  See [Complete 2L Drafting Requirement Selection](#) for full instructions.
                c.  View the list of 2L Drafting Requirement Qualifying Courses in the [Student Handbook, Part 1, Upper Level Writing Requirements (F16 or later)](#).
                d.  Courses satisfying the 2L Drafting Requirement are indicated on the Course List and sent via email.
            2.  Capstone Writing Requirement
                a.  Students must complete the Capstone Writing Requirement to graduate.
                    i.  The Capstone Writing Requirement requires students to produce an analytical writing project of at least 20 double-spaced pages. This can be satisfied via journal participation or an upper-level course that identifies as satisfying the Capstone Writing requirement.
                    ii.  Students must upload their completed Capstone Writing Requirement qualifying project to the My Georgia Law portal under the "Capstone Writing Requirement" tab in the top menu in order to fulfill the requirement.
                    iii.  View the list of Capstone Qualifying Courses in the [Student Handbook, Part 1, Upper Level Writing Requirements (F16 or later)](#).
                    iv.  Courses satisfying the Capstone Writing Requirement are indicated on the Course List.
        iv.  Practical Skills Requirement
            1.  A minimum of 6 credit hours of practical skills requirement coursework must be completed to graduate.
                a.  View the list of Practical Skills qualifying courses in the [Student Handbook, Part 1, Practical Skills Requirement](#).

2. The first 2L Drafting Requirement course you take to satisfy the 2L Drafting Requirement satisfies the **2L Drafting Requirement only**, **and *cannot be "double-counted"* as practical skills hours**. However, if you take another drafting class AFTER you have satisfied the 2L Drafting Requirement, then you CAN count those hours toward the practical skills hours.

3. Capstone Writing Requirement courses *can be "double counted"* as practical skills hours if the course is also listed as practical skills.

**STEP 2 – March through April 12: Review the schedule of courses and compile a draft schedule. Consider all schedules – Summer, Fall and Spring! Use the following information to help you plan and prepare.**

1. **Summer 2022, Fall 2022, and Spring 2023 class schedules and exam schedules are available on the [Class Schedules & Registration page](#).**
   a. "Class Schedule" = weekly grid
   b. "Course List" = list format (includes CRN numbers)
   c. [Exam Conflicts and Exam Rescheduling](#)
   d. [Course Descriptions](#) (includes pre-requisite information)
      i. The course's professor may sometimes waive prerequisites or co-requisites. Contact professors directly to request a waiver.
   e. [Faculty Profiles](#)

2. **Credit Hours**
   a. Fall 2022 & Spring 2023: Min = 12, Max = 18
   b. Summer 2022: Min = 1, Min for Financial Aid = 3, Max = 8

3. **Many Summer 2022 Courses Available Online**
   a. Summer courses require the payment of tuition; scholarships do not apply in summer.
   b. Financial aid may be available for students who enroll in three or more credit hours during the summer term. Complete the [Summer Financial Aid Request](#) if you want to receive student loans for summer. Contact the [Financial Aid Office](#) for more information.
   c. [Distance Hour Credits Hour Limitation](#)

4. **[Faculty Insights for Choosing Courses Videos](#)**

5. **The MPRE and the Bar Examination***
   a. Many students report that completing Law & the Ethics of Lawyering *prior* to taking the MPRE exam is helpful.
      i. You can find upcoming MPRE dates on the [NCBE website](#).
   b. [Subjects Test on the Georgia Bar Exam](#), see Part B, Section 6

6. **[Supervised Research and Independent Projects](#)**
   a. [Supervised Research Form](#)
   b. [Independent Project Form](#)

7. **[Clinics, Externships, & Experiential Learning Programs](#)**

*All information provided regarding the MPRE and Bar Examination is subject to change. Check the website(s) of individual state bars often for the most up-to-date and accurate information.*

**Step 3 – March through May 20:** **Register for Summer Courses (if applicable).**

1. **If after completing Step 2 you have decided to enroll in Summer 2022 courses, register for them in Athena before Friday, May 20.**
    a. Before registering, review the information listed under Summer 2022 "Class Schedule" on the Class Schedules & Registration page.
    b. Refer to Register for Classes in Athena for full instructions on how to correctly add courses in Athena.

2. **There is no point allocation or other course selection process for summer courses – summer courses are assigned on a first-come, first-served basis.**
    a. Summer courses typically do not fill.
    b. In the event that a summer course becomes over-enrolled, the Law Registrar, Dr. Paula McBride (mcbride1@uga.edu) will contact enrolled students with more information.

**Step 4 – April 6 to April 8: Complete 2L Drafting Requirement Selection (Rising 2Ls only).** To view all 2L Drafting Requirement qualifying courses view the View the list of 2L Drafting Requirement Qualifying Courses in the Student Handbook, Part 1, Upper Level Writing Requirements (F16 or later). 2L Drafting Requirement course qualifying info also on Course List and sent via email.

**Summer 2022 2L Drafting Requirement Courses**

     a. Students who are enrolled in a Summer 2022 2L Drafting course prior to completing 2L Drafting Requirement Selection should indicate that when completing the selection.

     b. Students who are considering taking a Summer 2022 2L Drafting course, but are not yet registered, should complete the 2L Drafting Requirement selection process in full.

          i. You are still able to register for a Summer 2022 2L Drafting Requirement course after 2L Drafting Requirement selection.

     c. Any student who completes their 2L Drafting Requirement during the Summer 2022 semester *will be required to drop any Fall 2022 or Spring 2023 2L Drafting course to which they were assigned*. Students may take only one 2L Drafting Requirement course offered during their 2L year, including Summer 2022.

2. **How to Complete the 2L Drafting Requirement Selection Process**

     a. **The 2L Drafting Requirement Selection period begins at 9:00 am on Wednesday, April 6 and ends at 4:00 pm Friday, April 8.**

     b. Students must complete the 2L Drafting Requirement Selection process before the 4:00pm deadline on Friday, April 8. Those who do not complete the process will be assigned a Fall 2022 or Spring 2023 2L Drafting course without consideration of their preferences.

     c. The timing of your 2L Drafting Requirement Selection within the designated period is unimportant. Completing the selection process "first" garners no advantage.

     d. Login in to the My Georgia Law portal from a laptop or desktop computer, and click on the 2L Drafting Requirement Selections tab in the top menu.

*Please note that the all screenshots shown are only examples. They do not reflect correct information regarding course availability or 2L Drafting Requirement Selection Results.*

     e. Review the options at the top of this screen and mark the options that apply to you.

i.   Students that indicate they are registered for a Summer 2022 2L Drafting Requirement Course
will then click "Submit" and complete the 2L Drafting Requirement selection process.

## 2L Writing Requirement Selection

View    Results

A full list of 2L Writing Requirement qualifying courses can be found here:

**I am enrolled in a Summer 2017 2L Writing Requirement qualifying course. ***

○ Yes
○ No

Submit

f.   Then, drag and drop the course names to arrange them from your most preferred at the top to your
least preferred at the bottom. After you complete the ranking, click Submit.

**Drag & drop courses to list in order from most to least preferred**

⚠  * Changes made in this table will not be saved until the form is submitted.

⊹  FA 2017 - Document Drafting: Survey*

⊹  FA 2017 - Document Drafting: Litigation (online)

⊹  SP 2018 - Document Drafting: Contracts*

⊹  FA 2017 - Writing for Judicial Clerkships*

⊹  SP 2018 - Document Drafting: Motions*

⊹  FA 2017 - Document Drafting: Special Topics in Estate Planning*

⊹  FA 2017 - Appellate Advocacy

⊹  FA 2017 - Internal Investigations

⊹  SP 2018 - Contract Drafting for Startups and New Ventures (online)

⊹  SP 2018 - Document Drafting: Compromise & Settlement

⊹  SP 2018 - Document Drafting: Employment Documents

Submit

g.  You should see a screen similar to the one below. Take a screen shot and save it for your records. If you have any trouble with this process, please contact the Law School's IT Department at lawit@listserv@uga.edu or 706-542-0895.

## Submission #11

View    Edit    Delete

Download PDF                                                          Previous submission    Next submission

### Submission information

Form: 2L Writing Requirement Selection
Submitted by asklut
Fri, 2017-03-17 12:01
172.19.88.116

**I am enrolled in a Summer 2017 2L Writing Requirement qualifying course.** No

**I plan to be off the Athens campus in the Fall 2017 semester participating in a Semester in Practice or internship/externship program.** No

**I plan to be off the Athens campus in the Spring 2018 semester participating in a Semester in Practice or other internship/externship program.** No

**Drag & drop courses to list in order from most to least preferred**

| |
|---|
| FA 2017 - Document Drafting: Survey |
| FA 2017 - Document Drafting: Litigation (online) |
| SP 2018 - Document Drafting: Contracts |
| FA 2017 - Writing for Judicial Clerkships |
| SP 2018 - Document Drafting: Motions |
| FA 2017 - Document Drafting: Special Topics in Estate Planning |
| FA 2017 - Appellate Advocacy |
| FA 2017 - Internal Investigations |
| SP 2018 - Contract Drafting for Startups and New Ventures (online) |
| SP 2018 - Document Drafting: Compromise & Settlement |
| SP 2018 - Document Drafting: Employment Documents |

h.  Log into the My Georgia Law portal to view the results of the 2L Drafting Requirement selection process once they are available.
    i.  Results will become available on or before 5:00pm Wednesday, April 13. An announcement will be sent via list serv when results are available.
i.  Depending on the results of the 2L Drafting Requirement selection process, you may need to go back and adjust your draft schedule.
j.  Any student who experiences a change in circumstance that *require*s adjusting their 2L Drafting Requirement course assignment should contact Paula McBride (mcbride1@uga.edu).

**Step 5 – April 13 to April 15**: Complete Fall Point Allocation.

**The Point Allocation Period begins at** <mark>9:00 am Wednesday April 13 and ends at 4:00 pm Friday, April 15</mark>.

**The timing of your point allocation within the designated period is unimportant. No advantage to allocating first. However, you must make your point allocations before the 4:00 pm deadline on Friday, April 15.**

1. **Class of 2024 receives 50 points to allocate. Class of 2023 receives 65 points to allocate.**
   a. Points are not transferrable to other students nor can they be saved for another registration period.
   b. You can bid points on up to 5 courses.
   c. You cannot bid "0" points on a course.
   d. You do not need to allocate points for your assigned 2L Drafting Requirement.
   e. You do not need to allocate points for any course for which you have been given permission to participate in through application and/or alternate selection process.

2. **Best resources to consult when considering how to allocate your points:**
   a. Historical Point Allocation Information
      i. Point allocation from the previous Fall (Fall 2021), listed on the Class Schedules & Registration page.
      ii. Point allocation back to 2009
      iii. The number of points any given course will require for permission to enroll vary from year-to-year. **PREVIOUS POINT ALLOCATION INFORMATION A GUIDE – NOT A GUARANTEE**!
   b. Peer Mentors and advice of other upper-class students
   c. Rule of thumb – bid the most points on small classes, high-demand classes, and classes that you are most interested in taking. It is easy to become wrapped up in the strategy of point allocation – consult the resources listed, use your good judgment, and let the chips fall as they may.

3. **Follow the instructions below carefully. Once you submit your point allocation in My Georgia Law it is final and cannot be changed!**

*Please note that the all screenshots shown are only examples. They do not reflect correct information regarding course availability or true point allocation results.*

4. **Login to the My Georgia Law portal between 9:00 am Wednesday, April 13 and 4:00 pm Friday, April 15 and allocate your points.**
   a. Click the "Point Allocation" tab in the top menu.

b. Select the courses that you wish to allocate points for from the drop-down menu.

# POINT ALLOCATION

**Fall 2017 - Test Student - current 1L**

Please review the Registration Guidelines and Procedures for instructions.

See also: Point Allocation History for Fall Semester 2016

JURI 4210 : 28129 - Corporations - Sachs ▼

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JURI 4085 : 28106 - Advanced Legal Research - Cahill / Burnett
JURI 4085 : 28107 - Advanced Legal Research - Watson / Joyner
JURI 4087 : 36834 - Business Law Research - Striepe
JURI 4088 : 41814 - Writing for Judicial Clerkship - Schewedler
JURI 4090 : 39745 - Property (Upper) - Milot
JURI 4180 : 39746 - Constitutional Law I (Upper) - Sawyer
JURI 4190E : 41590 - Constitutional Law II - Levin
**JURI 4210 : 28129 - Corporations - Sachs**
JURI 4211 : 28130 - Business Negotiations - Morgan
JURI 4215 : 28131 - Anatomy of an M&A Deal - Wilson
JURI 4225 : 39724 - Business Reorganization in Bankruptcy - Levengood
JURI 4250 : 28229 - Evidence - Dennis
JURI 4280 : 28232 - Trusts & Estates I - Hall
JURI 4300 : 28565 - The Law and Ethics of Lawyering - Brown
JURI 4300 : 39725 - The Law and Ethics of Lawyering - Hall
JURI 4320 : 36904 - Administrative Law - Barnett
JURI 4360 : 36907 - Bankruptcy - Baradaran
JURI 4384 : 36908 - Accounting & Finance for Lawyers - Chapman / Kelly
JURI 4430 : 36912 - Copyright Law - Shipley

Submit

c. Assign points and click "Submit".

# POINT ALLOCATION

**Fall 2017 - Test Student - current 1L**

Please review the Registration Guidelines and Procedures for instructions.

See also: Point Allocation History for Fall Semester 2016

| JURI 4210 : 28129 - Corporations - Sachs ▼ | 12 |
| JURI 4250 : 28229 - Evidence - Dennis ▼ | 14 |
| JURI 4360 : 36907 - Bankruptcy - Baradaran ▼ | 6 |
| JURI 5622 : 39851 - Public Health Law - Khan ▼ | 8 |
| JURI 4430 : 36912 - Copyright Law - Shipley ▼ | 10 |

**Points Remaining** (click number to update): 0

Submit

d. **Print the confirmation page or take a screen shot and save it.** Check and make sure that CRN numbers, JURI numbers, course names, and professor names are correct.

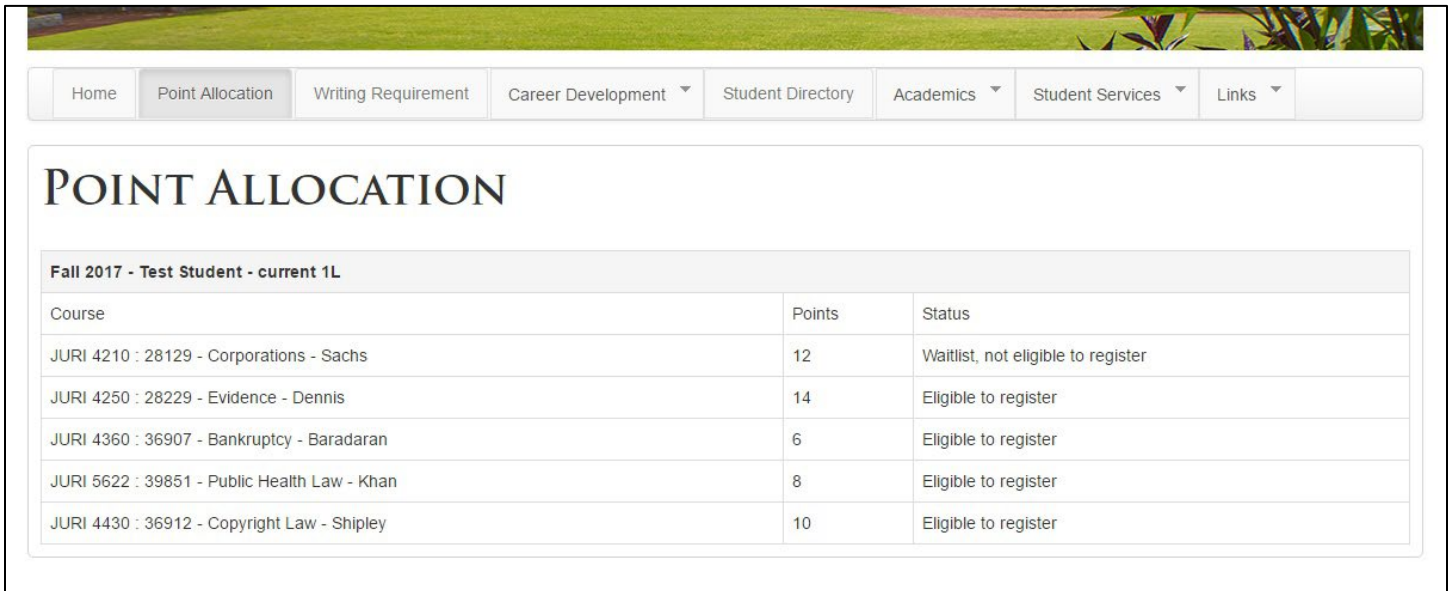| Home | Point Allocation | Writing Requirement | Career Development ▾ | Student Directory | Academics ▾ | Student Services ▾ | Links ▾ |
|---|---|---|---|---|---|---|---|

## POINT ALLOCATION

**Fall 2017 - Test Student - current 1L**

Thank you. Your point allocation has been submitted.

| Course | Points |
|---|---|
| JURI 4210 : 28129 - Corporations - Sachs | 12 |
| JURI 4250 : 28229 - Evidence - Dennis | 14 |
| JURI 4360 : 36907 - Bankruptcy - Baradaran | 6 |
| JURI 5622 : 39851 - Public Health Law - Khan | 8 |
| JURI 4430 : 36912 - Copyright Law - Shipley | 10 |

**Step 6 – April 18 to April 21: View Point Allocation Results and Open Classes**

*Please note that the all screenshots shown are only examples. They do not reflect correct information regarding course availability or true point allocation results.*



1. **Point allocation results will become available in the My Georgia Law Portal on or before April 20. An announcement will be sent via listserv when results are available. Click the "Point Allocation" tab in the top menu.**
   a. When you view your point allocation results, one of three results will show:
      i. "Eligible to Register" = you allocated enough points to "win" a spot in that class. You are permitted to enroll in that class during Registration.
      ii. "Waitlist, not eligible to register" = you did not allocate enough points to "win" a spot in this class. You are not permitted to enroll in that class during Registration. You are on the waitlist.
      iii. "Not eligible to register" – means you did not allocated enough points to "win" a spot in this class nor did you allocate enough points to be placed on a waitlist.

2. **"OPEN" classes are classes that did not fill during point allocation. YOU MAY ADD ANY "OPEN" CLASS DURING REGISTRATION, REGARDLESS IF YOU ALLOCATED POINTS TO THE "OPEN" CLASS.**
   a. Look at the Course List for info on which classes are "OPEN". Course List on the Class Schedules and Registration page. The last column lists:
      i. "Closed" or "Permission Only" = either filled during point allocation or require special permission to register.
      ii. "OPEN" = you can add that class during registration without any additional permissions during registration
         1. Most students do not "Win Bid" on every class for which they allocate points. Use "OPEN" classes to replace those courses for which you are not eligible to register for through point allocation.

**Step 7 – April 22 to May 20:** Register for Fall Courses.

**Registration begins Friday, April 22 and ends at 4:00 pm Friday, May 20.**

**The timing of your registration within the designated period is unimportant. No advantage to registering first.**

**However, you must register before the 4:00pm deadline on Friday, May 20. If you do not register for your classes in Athena prior to the deadline eligibility based on point allocation expires. No exceptions.**

1. **Gather CRN numbers for the courses you plan to register for from the** relevant Course List, listed on the Class Schedules & Registration page.
   a. CLINICAL COURSES HAVE 2 RELEVANT CRN NUMBERS. One for lecture/seminar portion of the course, and one for the clinical/work placement portion. YOU MUST REGISTER FOR BOTH CRNS. YOU MUST REGISTER EQUALLY FOR BOTH CRNS.
      i. For example, you cannot register for 2 hours of the lecture/seminar CRN and 3 of the clinical/work placement CRN - you must register for 2.5 and 2.5. Total number of hours will vary, but no matter how many hours, THEY MUST BE SPLIT EQUALLY.
      ii. Athena will show the default credit hours for most clinical courses as 1 credit hour. You must ADJUST THE CREDIT HOURS IN ATHENA. See: https://reg.uga.edu/enrollment-and-registration/registration/Adjusting_Credit_Hours_on_a_Variable_Hour_Course.pdf

2. **Check the Course Schedules and Updates page for changes/updates to the schedule you may have missed.** Occasionally courses are added or dropped from the schedule. It is unusual for a course to be removed once posted on the schedule, but is possible in rare circumstances.

3. **Login to Athena and Register for Classes.**
   a. Go to www.athena.uga.edu. Click "Login to Athena".
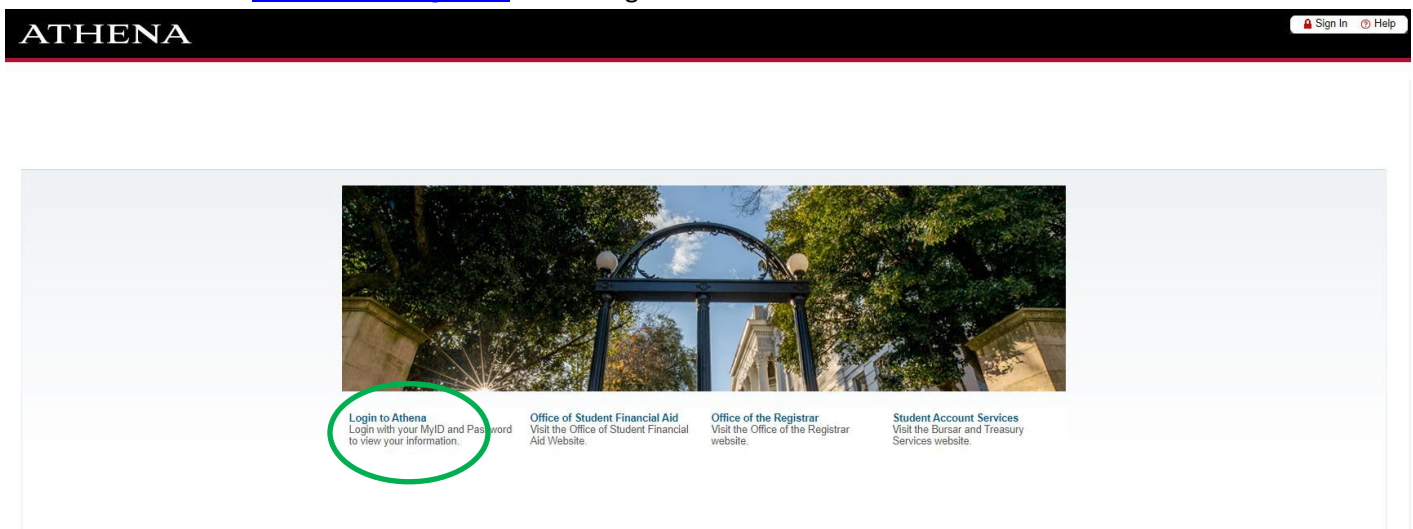


   a. Enter your UGA MyID (same as the beginning part of your email address) and password (same as your UGA email password) and login.

b.  Click "Student" tab to be taken to the Student Services menu, then click on the "Student & Registration" section header to have all options drop down.

c.  Select "Registration".

d.  Check for "Flags" or "Holds". Flags and holds result from failure to fulfill an obligation (e.g., failure to pay a parking ticket or other University-related fine or bill. A flag must be removed by the appropriate University official before you can register. You can check for flags and holds by clicking on the "Prepare for Registration" section.

e.  To register click "Register for Classes".

f.   Select the correct term and click "continue".

g.  Search for courses. It is HIGHLY recommended that you **DO NOT search courses by JURI number**. Please search for classes using the CRN number located on the course list. Please note that there may be multiple CRNs for the same JURI course (these indicate different sections for JD, LL.M., MSL, or other student classifications). Searching by JURI number can easily result in an incorrect registration! By searching and enrolling by CRN number, you can ensure you are selecting the correct section.

h.  Click "Add" next to the course for which you would like to enroll. **Please note that you will NOT actually be registered for the course until you select the "SUBMIT" button at the bottom of the screen.

i.  You can continue to drop and add courses at any time during the Registration, Schedule Adjustment, and Drop/Add periods.

    i.  If you are attempting to add an "OPEN" class and you receive an error message, contact the Law Registrar, Dr. Paula McBride (mcbride1@uga.edu) for assistance.

    ii. Rely on the information listed in the Course List regarding # spots available in a class, not Athena. Information in Athena regarding spots available in a course is not applicable or accurate.

j.  For FULL instructions on how to navigate Athena and register for classes – please see the Athena Tutorials and FAQs at https://reg.uga.edu/general-information/athena-upgrades/faq/

**<span style="color:red">Step 8 - May 23 to August 22</span>: Schedule Adjustment and Drop/Add**

1. **Schedule Adjustment: May 22 – August 16**
    a. If you failed to register during Registration, or want to make adjustments after Registration, you make adjustments at this time.
    b. Make sure to check the updated Course List on the Class Schedules & Registration page and the Course Schedules & Updates Page before attempting to make any adjustments.
    c. Only those courses listed as "OPEN" on the updated Course List when Schedule Adjustment begins can be added.
        i. If you attempt to add a course listed as "OPEN" and you receive an error message, contact the Law Registrar, Dr. Paula McBride at mcbride1@uga.edu.
        ii. <mark>Rely on the information listed in the Course List regarding # spots available in a class, not Athena. Information in Athena regarding spots available in a course is not applicable or accurate</mark>.

2. **Drop/Add: August 16 – August 22**
    a. You may drop classes and add OPEN classes just as you would during Schedule adjustment.
    b. Your schedule is final after August 22.

**INFO:** **Waitlists and Lotteries.**

1. **Waitlist priority is based upon points bid. You are automatically added to the waitlist for classes for which you bid points but did not "Win Bid" during Point Allocation. Waitlists are maintained for courses which fill during point allocation until the end of Drop/Add.**
    a. If a spot becomes available in a closed course, the Law School Registrar Office will contact the next student on the waitlist at their UGA e-mail address, and that student has 24 hours to confirm that they would like to register for the course for which they were previously waitlisted.
    b. If a student fails to respond to that e-mail or the student responds declining a spot in the course, the spot will be offered to the student who is next on the waitlist.
    c. Waitlists are run manually by the Law Registrar, and are not run automatically through Athena.
    d. Do not harass Dr. McBride or Ms. Amanda Fox regarding waitlists – they will contact you.
    e. Professor permission **does not override a waitlist**.
    f. Contact the Law Registrar, Dr. Paula McBride ([mcbride1@uga.edu](mailto:mcbride1@uga.edu)) and request to be added to a waitlist for a closed course that you did not bid points on. You will be added to the bottom of that course's waitlist.

2. **Lotteries happen when a course that was "OPEN" going into Registration, Schedule Adjustment, or Drop/Add overfills during that period. Lotteries are rare.**
    a. Students who bid points on a course and added that course during Registration are not included in lotteries – they are guaranteed a spot in the course.
    b. If a lottery has to take place, it will happen soon after the Registration Period and/or Schedule Adjustment period ends.
    c. If you are required to drop a class you will be contacted by the Law Registrar, Dr. Paula McBride.