University of Georgia School of Law
Registration Guide
Fall 2021

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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 Writing Requirement
                a. Students must complete a 2L Writing Requirement qualifying course in SU21, FA21, or SP22.
                b. 2L Writing Requirement courses are assigned through the 2L Writing Requirement selection process.
                    i. Complete the 2L Writing Requirement selection process between 9:00am on Wednesday, March 31 and 4:00pm Friday, April 2.
                    ii. See Complete 2L Writing Requirement Selection for full instructions.
                c. View the list of 2L Writing Requirement Qualifying Courses in the Student Handbook, Part 1, Upper Level Writing Requirements (F16 or later).
                d. 2L Writing Requirement course qualifying info also on Course List and sent via email.
            2. Capstone Writing Requirement
                a. Students must complete at least one Capstone Writing Requirement qualifying course to graduate.
                    i. Capstone Writing Requirement qualifying courses require an analytical writing project of at least 20 double-spaced pages.
                    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. Capstone course qualifying info also on 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 Writing Requirement course you take to satisfy the 2L Writing Requirement satisfies the 2L Writing Requirement only, and *cannot be "double-counted"* as practical skills hours. However, if you take another drafting class AFTER you have satisfied the 2L Writing 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: Review the schedule of courses and compile a draft schedule. Consider all schedules – Summer, Fall and Spring!

1. **Summer 2021, Fall 2021, and Spring 2022 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 2021 & Spring 2022: Min = 12, Max = 18
    b. Summer 2021: Min = 1, Min for Financial Aid = 3, Max = 8

3. **Many Summer 2021 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. **Course Concentrations**
    a. You are not required to complete any specific course concentration. They are a helpful reference if you are interested in a particular area of law, as the corresponding concentration will represent the majority of classes offered in that area of law.
    b. Choose the concentration you are interested in from the menu; then click "Search for Courses".

5. **Faculty Insights for Choosing Courses Videos**

6. **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

7. **Supervised Research and Independent Projects**
    a. Supervised Research Form
    b. Independent Project Form

8. **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.*

Register for Summer Courses (if applicable).

1. **If after completing Step 2 you have decided to enroll in Summer 2021 courses, register for them in Athena before Monday, May 24 (first day of Summer 2021 course meetings).**
    a. Before registering, review the information listed under Summer 2021 "Class Schedule & Registration Guidelines" 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.

Complete 2L Writing Requirement Selection. To view all 2L Writing Requirement qualifying courses view the View the list of 2L Writing Requirement Qualifying Courses in the Student Handbook, Part 1, Upper Level Writing Requirements (F16 or later). 2L Writing Requirement course qualifying info also on Course List and sent via email.

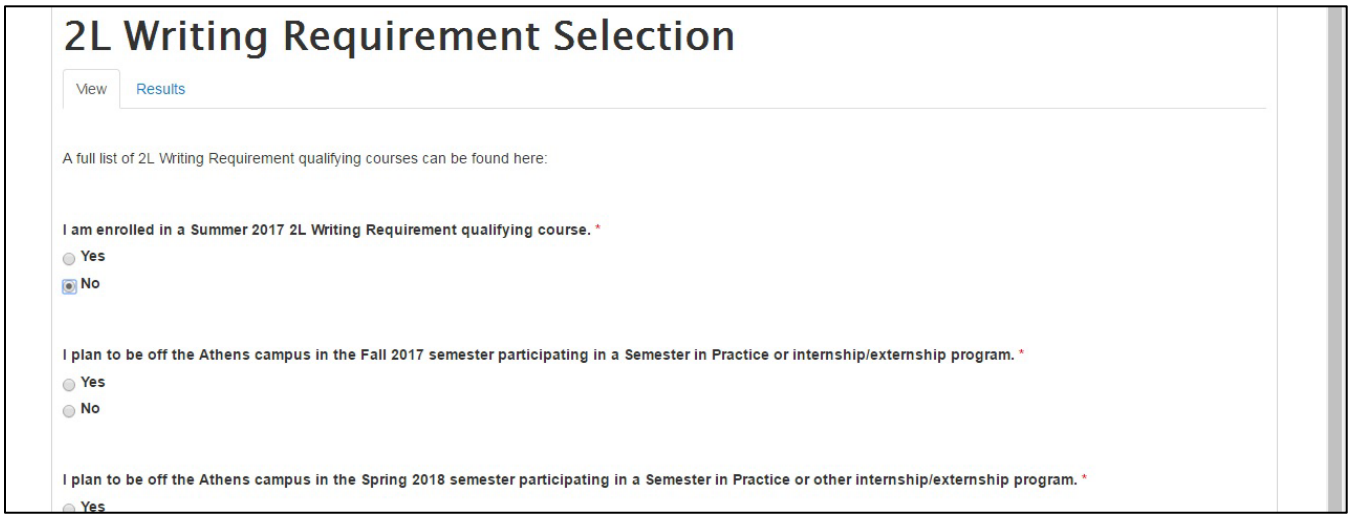
Summer 2021 2L Writing Requirement Courses

a. Students who are enrolled in a Summer 2021 2L Writing Requirement qualifying course prior completing 2L Writing Requirement Selection should indicate that when completing the selection.
b. Students who are considering taking a Summer 2021 2L Writing Requirement course, but are not yet registered, should complete the 2L Writing Requirement selection process in full.
    i. You are still able to register for a Summer 2021 2L Writing Requirement course after 2L Writing Requirement selection.
c. Any student who completes their 2L Writing Requirement during the Summer 2021 semester will be required to drop any Fall 2021 or Spring 2022 2L Writing Requirement qualifying course to which they were assigned. Students may take only one 2L Writing Requirement course offered during their 2L year, including Summer 2021.

2. **How to Complete the 2L Writing Requirement Selection Process**
    a. **The 2L Writing Requirement Selection period begins at 9:00am on Wednesday, March 31 and ends at 4:00pm Friday, April 2.**
    b. Students must complete the 2L Writing Requirement Selection process before the 4:00pm deadline on Friday, April 2. Those who do not complete the process will be assigned a Fall 2021 or Spring 2022 2L Writing Requirement qualifying course without consideration of their preferences.
    c. The timing of your 2L Writing 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 Writing Requirement Selections tab in the top menu.

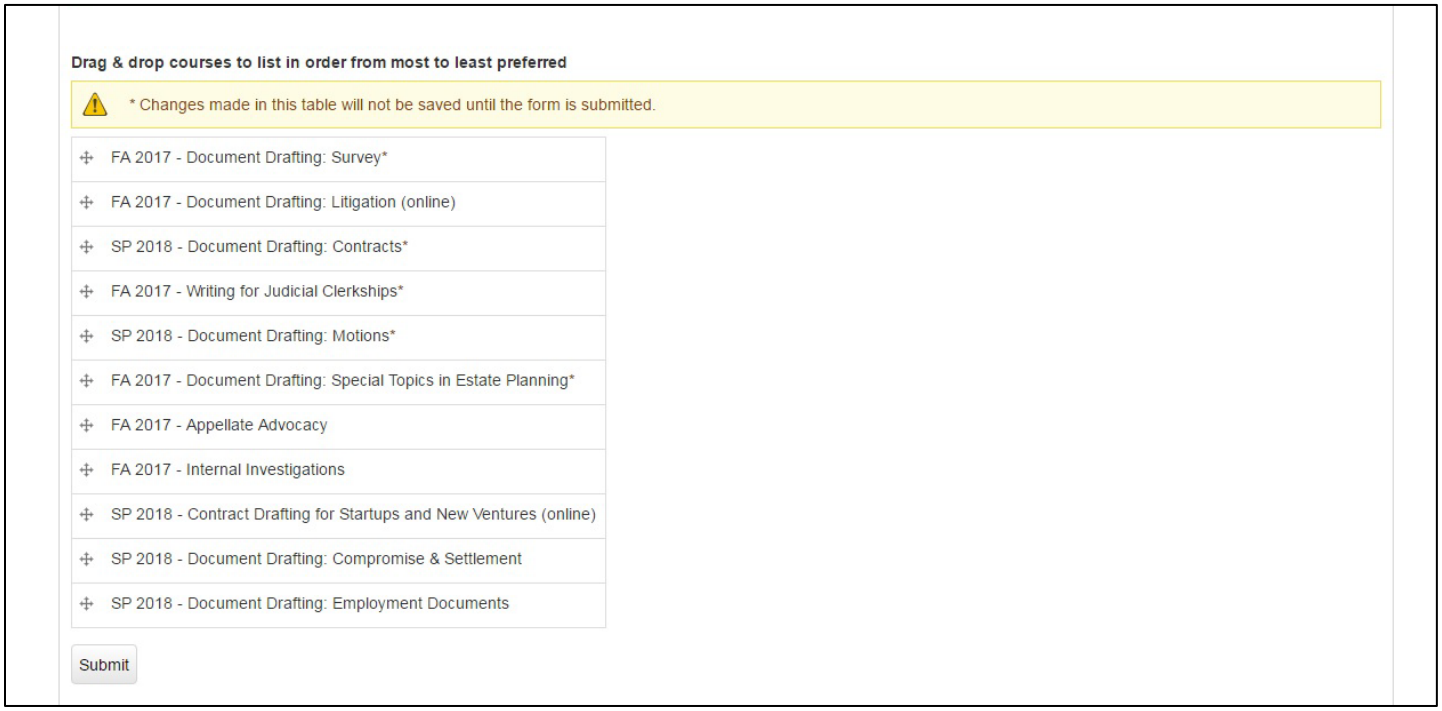
Please note that the all screenshots shown are only examples. They do not reflect correct information regarding course availability or 2L Writing Requirement Selection Results.

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

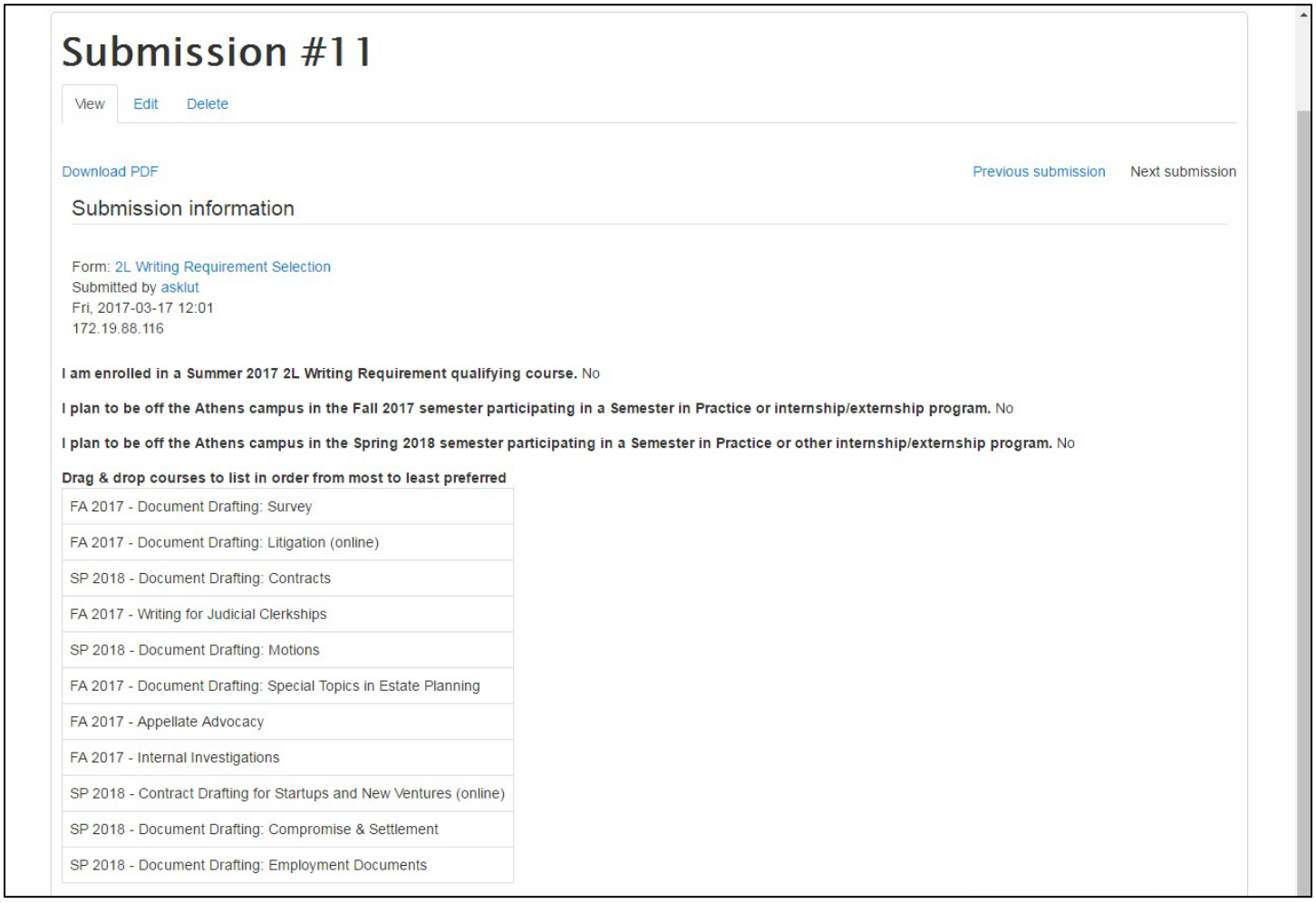


i. Students that indicate they are registered for a Summer 2021 2L Writing Requirement Course will then click “Submit” and complete the 2L Writing Requirement selection process.

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.



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 Writing Requirement selection process once they are available.
    i. Results will become available on or before 5:00pm Wednesday, April 7. An announcement will be sent via list serv when results are available.

i. Depending on the results of the 2L Writing Requirement selection process, you may need to go back and adjust your draft schedule.

j. Any student who experiences a change in circumstance that r*equire*s adjusting their 2L Writing Requirement course assignment should contact Paula McBride (mcbride1@uga.edu).

Complete Fall Point Allocation.

The Point Allocation Period begins at 9:00am Wednesday April 7 and ends at 4:00pm Friday, April 9.

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 4:00pm deadline on Friday, April 9.

1. **Class of 2023 receives 50 points to allocate. Class of 2022 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 Writing 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.

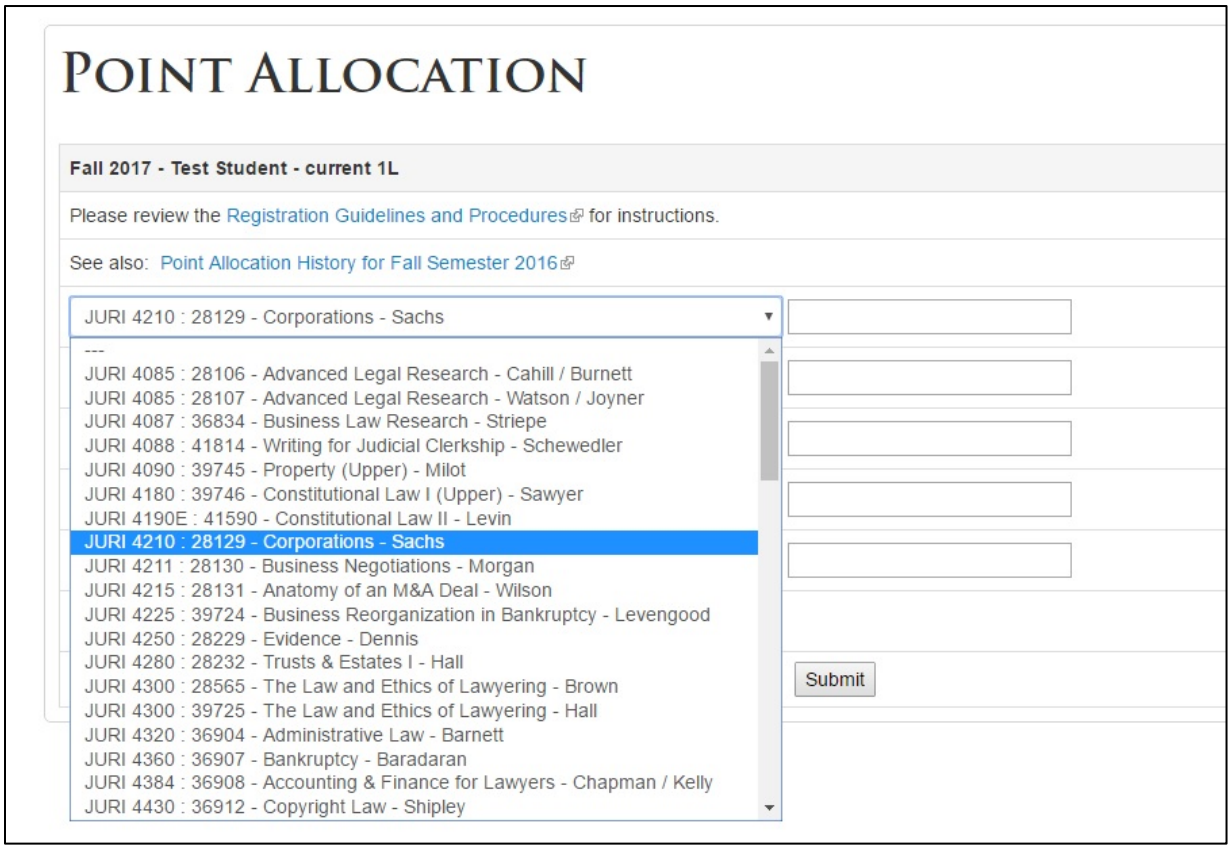
2. **Best resources to consult when considering how to allocate your points:**
    a. Historical Point Allocation Information
        i. Point allocation from the previous Fall (Fall 2020), listed on the Class Schedules & Registration page under "Fall 2021".
        ii. Point allocation back to 2009
        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!**

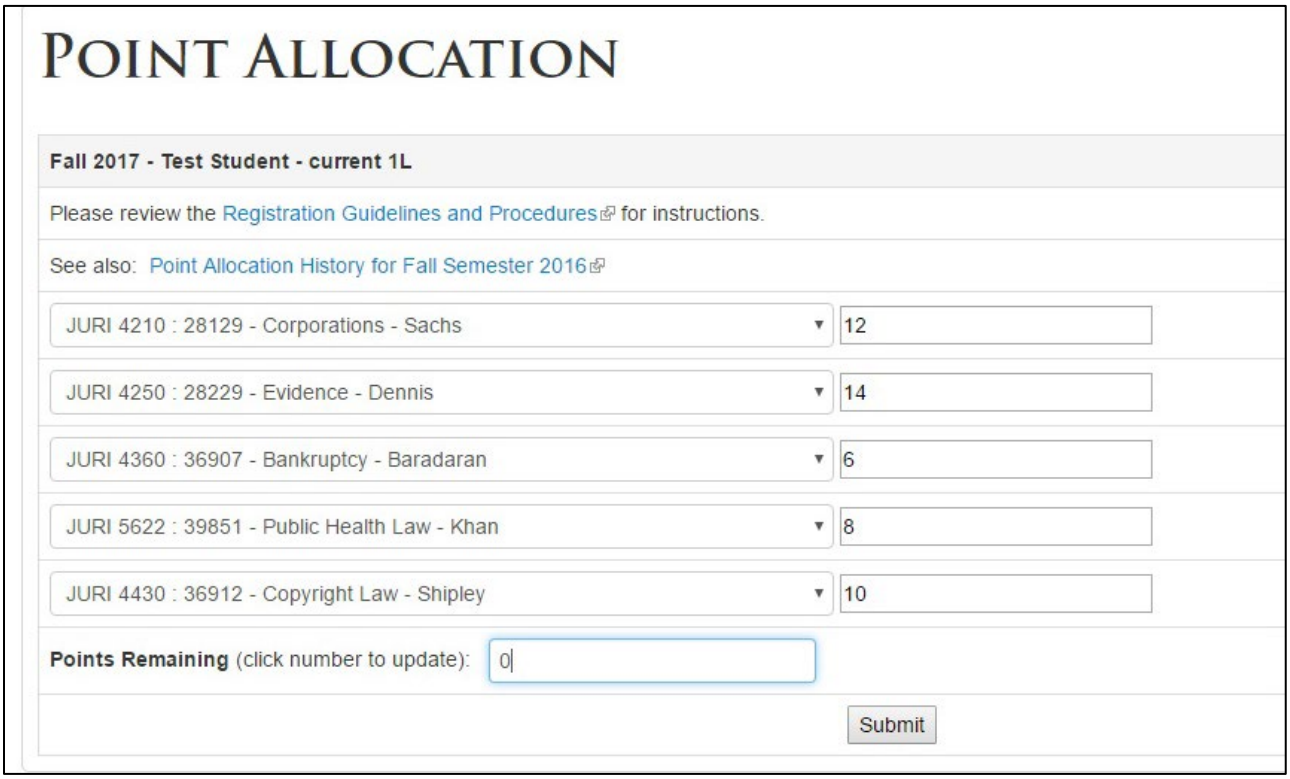
Please note that the all screenshots shown are only examples. They do not reflect correct information regarding course availability or true point allocation results.

4. **Login to the My Georgia Law portal between 9:00am Wednesday, April 7 and 4:00pm Friday April 9 and allocate your points.**
    a. Click the "Point Allocation" tab in the top menu.

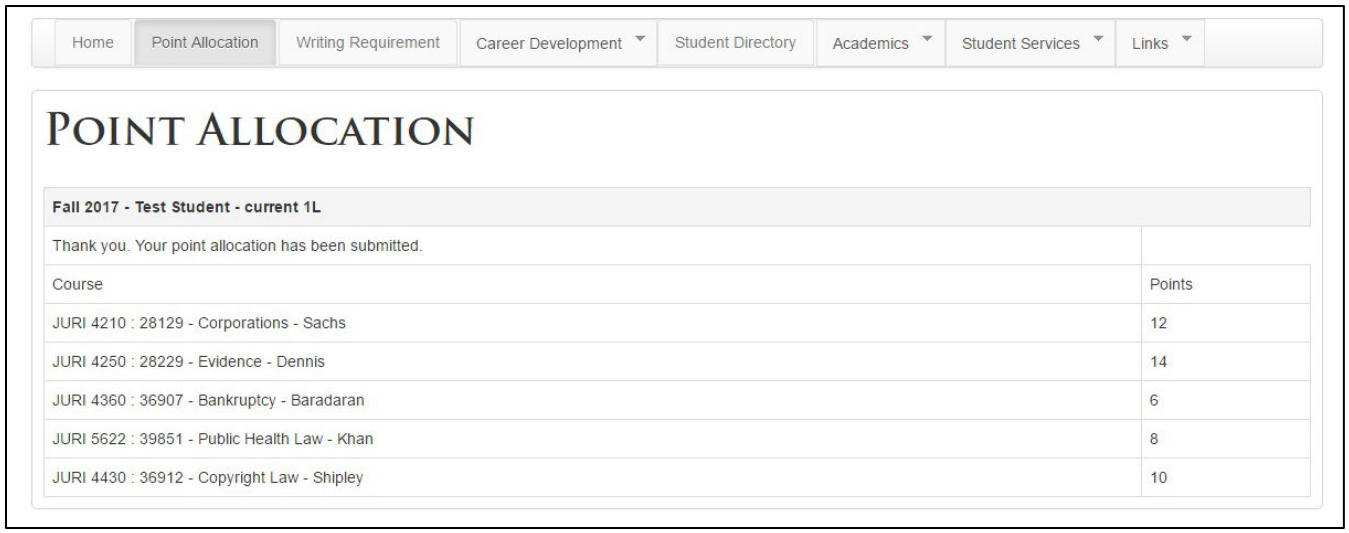
b. Select the courses that you wish to allocate points for from the drop-down menu.



c. Assign points and click “Submit”.

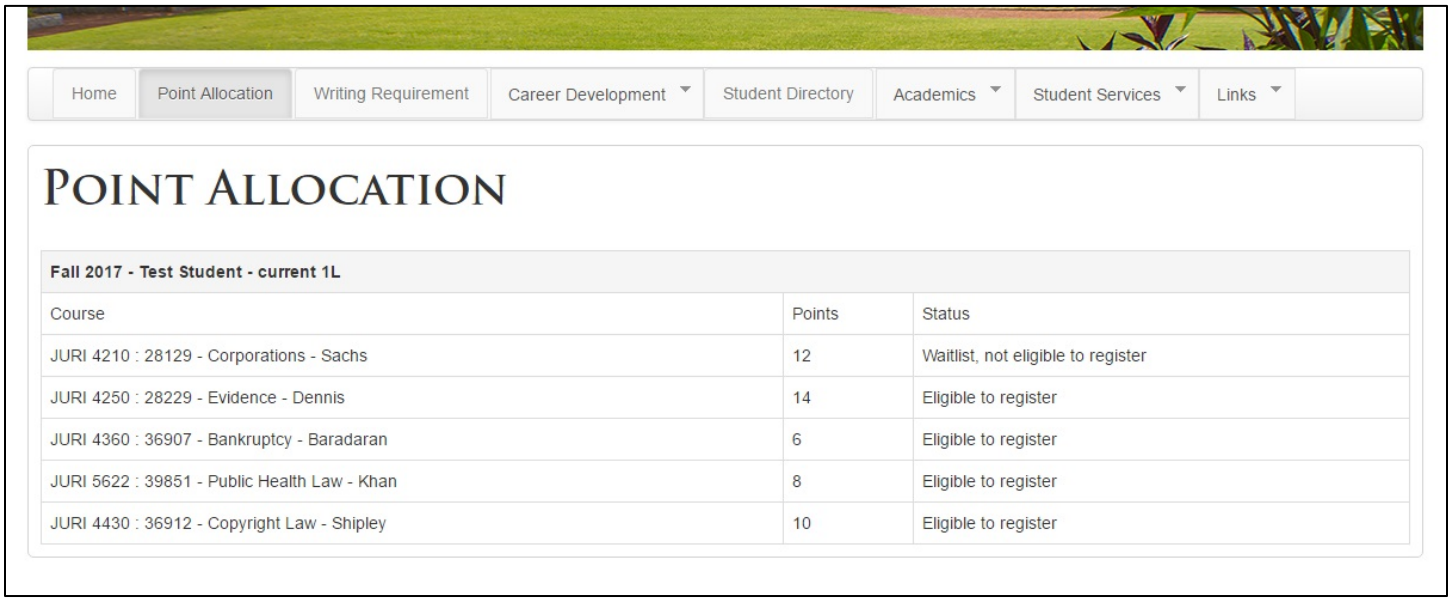


d. **Print the confirmation page or take a screen shot and save it.** Check and make sure that CRN numbers, JURI numbers, course names, and professor names are correct.



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 16. 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.

Register for Fall Courses.

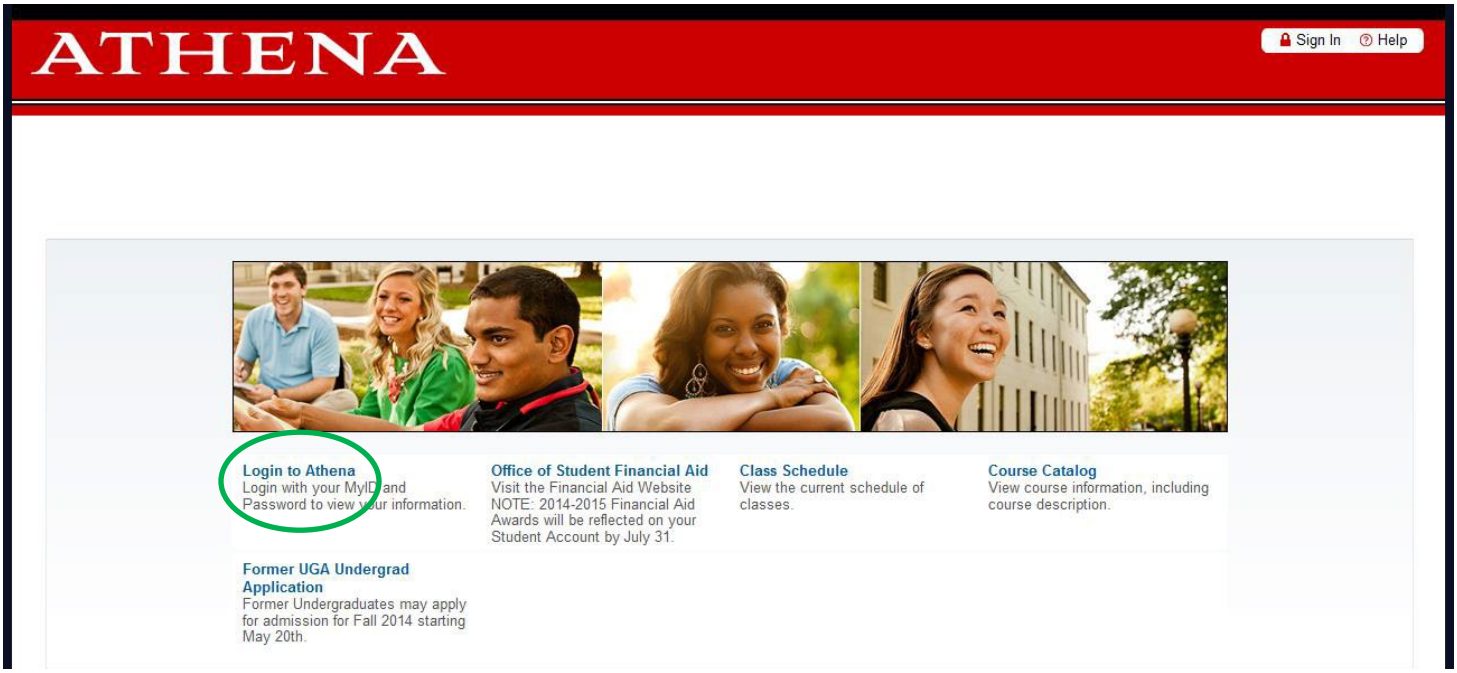
Registration begins Friday, April 16 and ends at 4:00pm Friday, May 14.

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 14. 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.

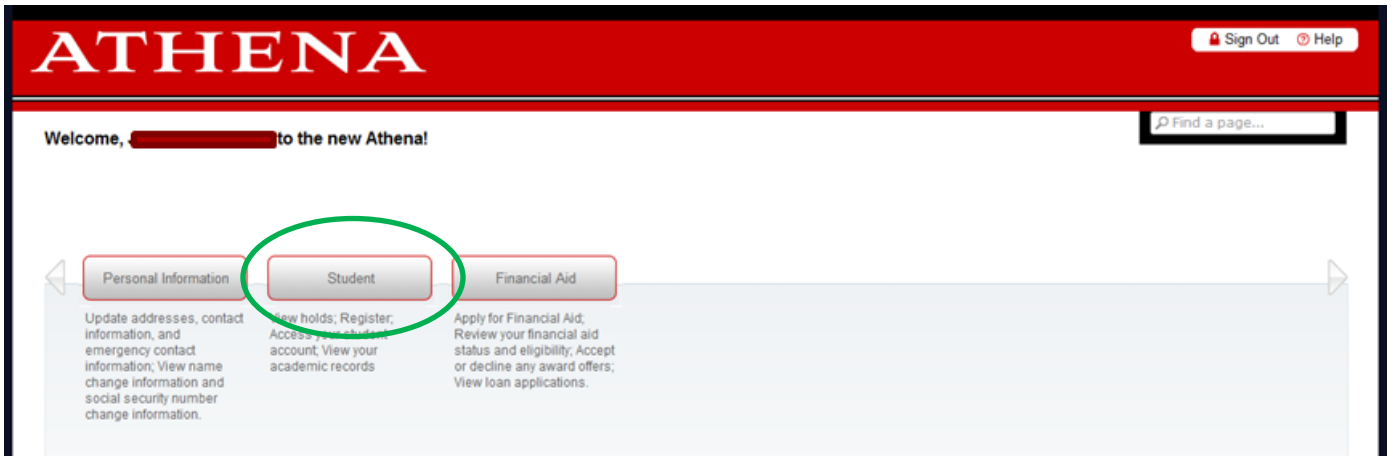
2. **Check the Course Schedules and Updates page for changes/updates to the schedule you may have missed.**

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

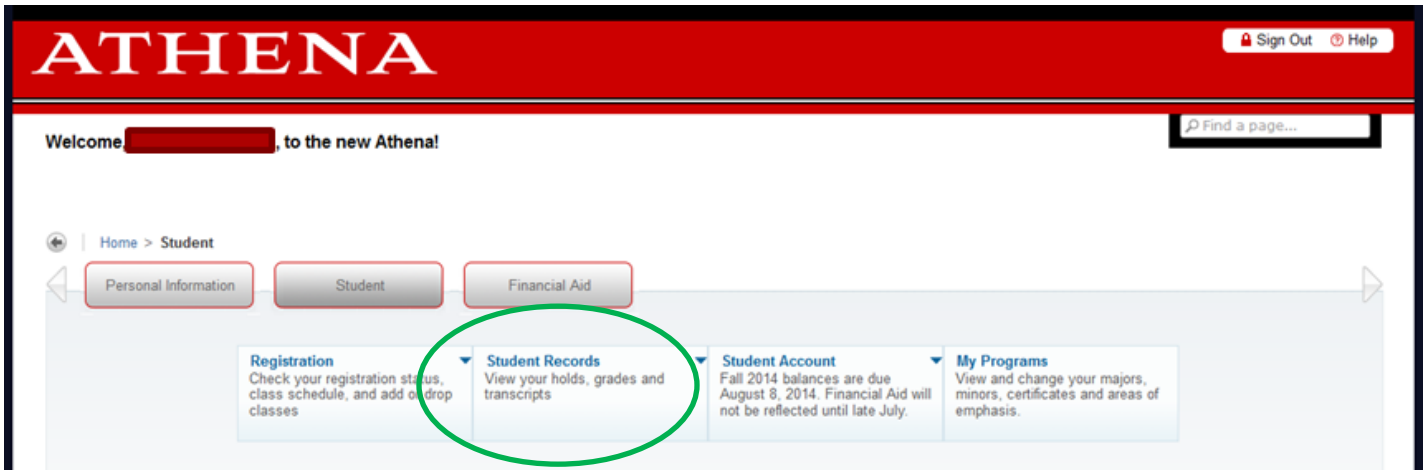


    a. Enter your UGA MyID (same as the beginning part of your email address) and password (same as your UGA email password) and login.

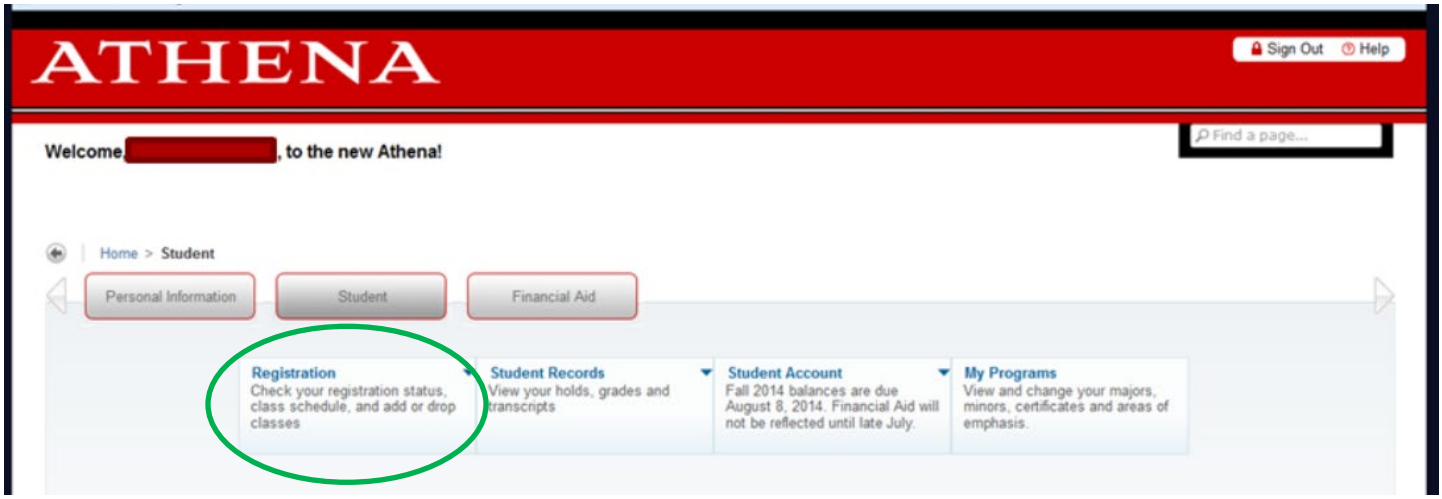
b. Click “Student”.



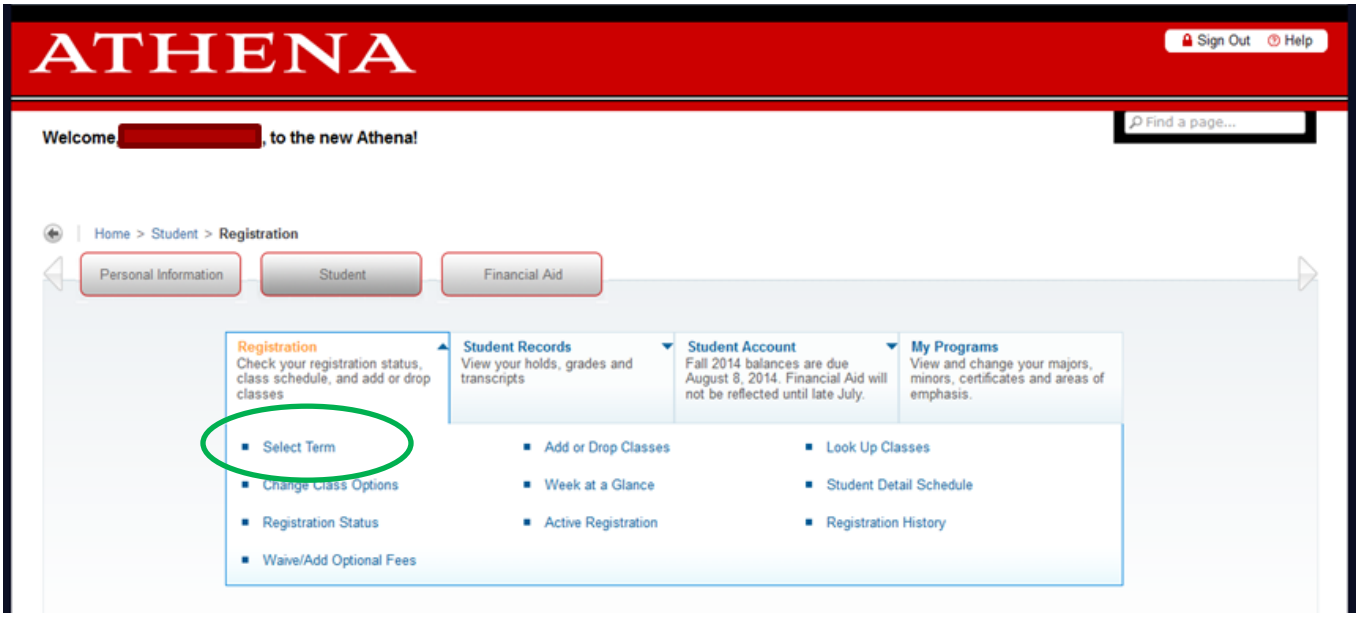
c. Check for “Flags”. Flags result from failure to fulfill an obligation (e.g., failure to pay a parking ticket or other University-related fine or bill. A flag must be removed by the appropriate University official before you can register. You can check for flags by clicking on the “Student Records” tab in the main Student menu.



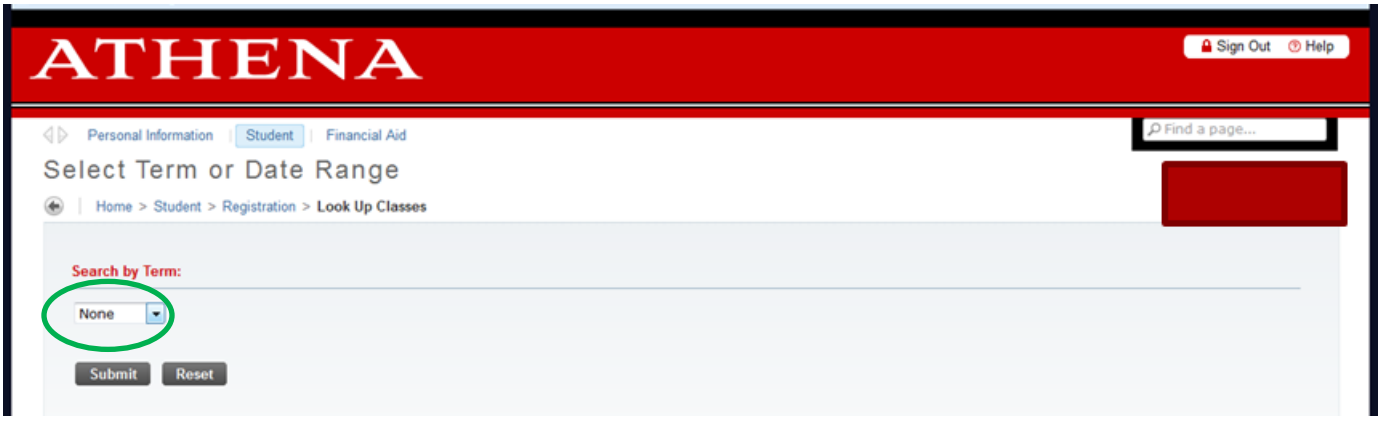
d. Click “Registration”.



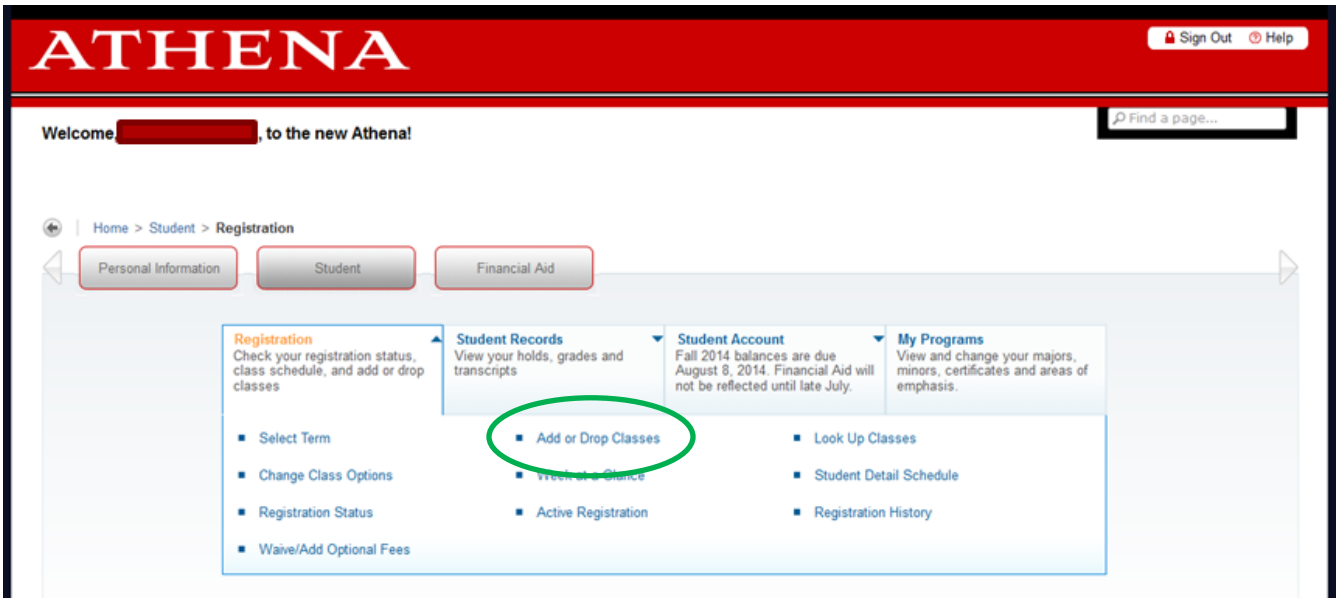
e. Click “Select Term”.



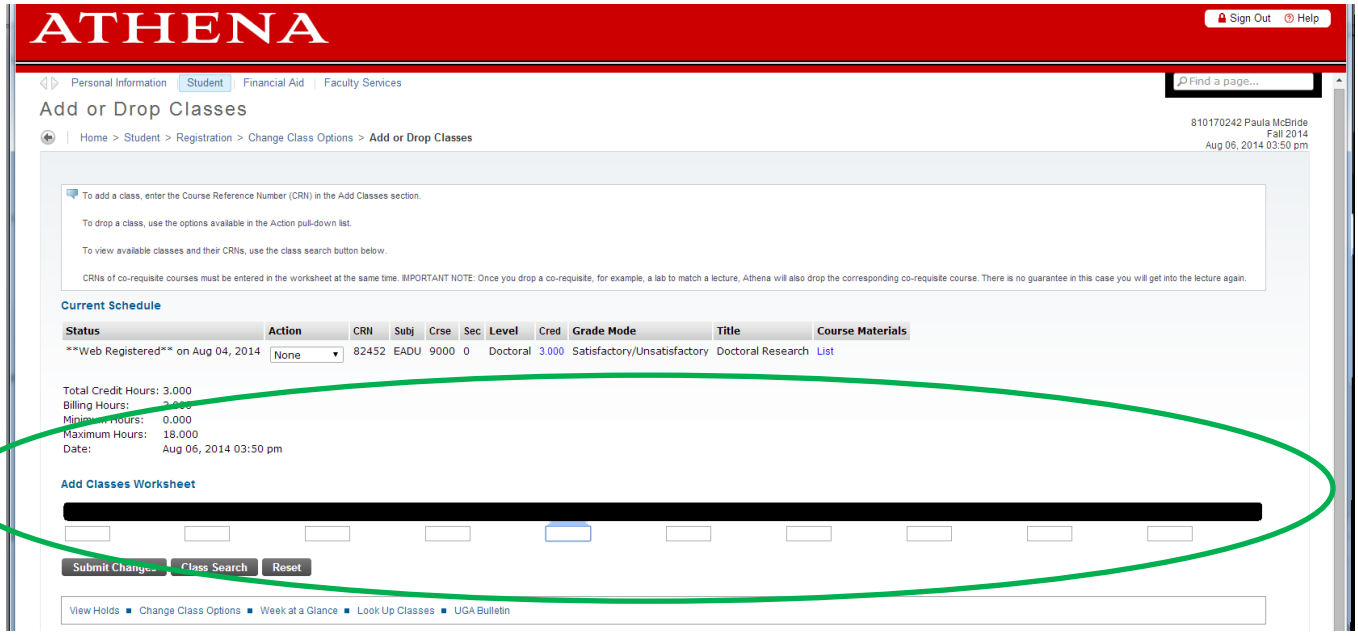
f. Select the appropriate term; click “Submit”.



g. Click “Add or Drop Classes” in the Registration menu.

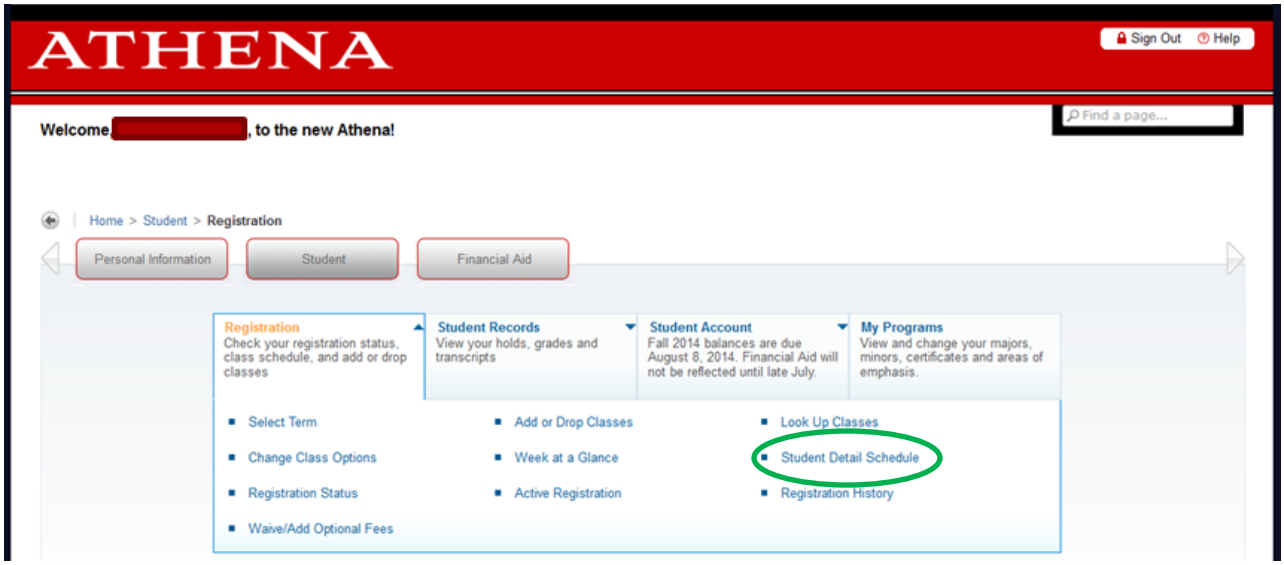


h. Then enter the CRN numbers of each class you want to add for that term in the boxes at the bottom of the screen under the "Add Classes Worksheet" header, click "Submit Changes". **DO NOT SEARCH COURSES BY JURI NUMBER, ENTER CRN NUMBERS**. Searching by JURI number can easily result in an incorrect registration!



i. You can continue to drop and add courses on the above screen 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 always up to date.

j. When you are done adding classes, go back to the Registration menu. Click "Student Detail Schedule" to double check that your schedule is correct. Print this page or take a screen shot for your records.



Schedule Adjustment and Drop/Add

1. **Schedule Adjustment: May 21 – 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.
    d. Please rely on the information listed in the updated Course List regarding spots available in a course rather than the information reflected in Athena. Information regarding availability in Athena is not always up to date.

2. **Drop/Add: August 17 – August 23**
    a. You may drop classes and add OPEN classes just as you would during Schedule adjustment.
    b. Your schedule is final after August 23.

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 Registrar (Dr. Paula McBride) 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 regarding waitlists – she will contact you.
    e. Professor permission does not override a waitlist.
    f. Contact the Law Registrar, Dr. Paula McBride (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.