



October 29, 2024

Dear JD Students:

This letter contains important information about registration for spring classes, which will open on Thursday, November 14<sup>th</sup> for all upper-level students. Students graduating in 2025 as well as part-time evening students will have the opportunity to register at 8:30 am and other students can register starting at 12:30 pm. Courses are available for registration on a first-come, first-serve basis. You will be able to make changes to your registration through the add/drop period, which closes on January 27, 2025.

The registration materials, including the schedule and course descriptions are available at: <https://wne.edu/law/registrar/doc/Course%20Schedules/Current%20Course-Schedule.pdf>

Though we make every effort to avoid changes to the schedule after registration has begun, sometimes rare and unanticipated circumstances require a change to a course's availability, instructor, time and date, or format. In the event of such a change, affected students will be notified and we will work with you to adjust your schedule.

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To register please go to: <https://selfservice.wne.edu/student>. To login simply use your University ID/PW (the same as your email ID/PW).

Approvals. Generally, students do not need faculty or administrative approvals in order to register for their selected courses. However, there are some exceptions:

- Overloads. You do need the approval of the associate dean to register for an overload of courses. The associate dean can approve a one-credit overload in situations involving necessity and where the student has an academic record indicating the ability to handle extra work. Consult the [bursar's policy](#) regarding the impact of overloads on tuition, as this has recently changed.
- LL.M or other courses outside our JD program. You will need the associate dean's approval to register for any courses outside our JD program, including the law school's LL.M courses. Approval for LL.M courses will be granted based on space available in the course after LL.M students have completed their registration, approximately two weeks prior to the start of the semester. The Associate Dean will consider approval requests made prior to this time by confirming that the selected course is appropriate for J.D. students and that any prerequisites have been satisfied. Students who have received this preliminary approval will be registered pending availability two weeks prior to the start of the semester.

- Courses for which you previously registered. You will need to contact the registrar to register for any course for which you registered previously but did not complete due to withdrawal or for which you received a failing grade.
- Advisor approvals. Except for those on academic warning, students do not need an advisor's approval to register. A notice to this effect sometimes appears in self-service early in the semester because that is an automatic feature of the system. However, we disable that notification when these registration instructions are published, for all but those students on academic warning.
- Academic warning approvals. Students on academic warning must see Dean Dion for approval of their proposed schedules. After this meeting has occurred, Dean Dion will complete the advisement process and you will be able to register once the registration window opens.

Forms. The registrar's website hosts forms that students need to complete and submit to register for independent studies, clinics and externships, research assistantships, teaching assistantships, and other special courses. <https://wne.edu/law/registrar/forms> Please use these forms according to the instructions on that webpage.

- Exception: if you have been selected to serve

1. Successful completion of 88 credits, 64 of which are earned in courses that meet in regularly scheduled law school classes. Credits earned in independent studies, law review and moot court, and courses in joint-degree programs do not count towards the 64-credit requirement.
2. Minimum cumulative G.P.A. (grade point average) of 2.30 or above.
3. Successful completion of all required courses. Our required courses are: Advanced Legal Analysis I & II, Business Organizations, Civil Procedure, Criminal Law, Constitutional Law, Contracts, Evidence, Income Tax *or* Legislative and Admin. Process, Introduction to Law, Introduction to the Legal Profession, Lawyering Skills I and II, Professional

Second-year part-time day students should register for whatever remaining foundational classes (e.g., Constitutional Law) they have not yet taken.