

# Spring 2017 Registration

Registration requests must be submitted through the Online Registration System between 8am and 11:59pm on:

**Rising 3Ls: Tuesday, November 1**  
**Rising 2Ls, MCL, LLM, SJD, PhD: Wednesday, November 2**

Students who fail to submit a registration request on their assigned day will be required to register during Drop/Add, January 9-18, 2016. A late registration fee will be assessed for students who fail to register during their scheduled registration period in November.

## Registration Details

### 1. Registration

#### a. Pre-Registration

Submit your Registration Request through the online Registration Request system (LORS) on your assigned day. The website address will be distributed through an email message prior to your registration appointment.

A few days later, the Recorder will grant students permission to register for their selected courses in One.IU.

To view which classes you have been given permission to register for you may log back into the Online Registration System or visit:

Go to One.IU → Student Center → View Class Permissions

#### b. Registration

**All students MUST to visit One.IU to register for their classes.**

**To register for classes:**

Go to One.IU → Student Center → Register & Drop/Add

**Student permission to add will expire after about one week**

**\*\*\*\*Any seats not added by the published deadline will be forfeited to students on the waitlist\*\*\*\***

After adding permitted classes, **STUDENTS MAY NOT MAKE CHANGES IN THEIR SCHEDULE ON ONE.IU.** The Law School will have an in-house drop/add period for the Spring semester Monday, January 9 – Wednesday, January 18. Any drop requests submitted after Wednesday, January 18 will be assigned the grade of “W” and a declining refund scale will commence.

Class level seniority applies for most courses and seminars, provided that registration requests are placed on the assigned day. There is no priority for submitting your Registration Request early in the day. If over-subscription in a writing course, seminar, or skills course occurs, students who have not satisfied this requirement will have priority, based on graduation date.

- c. Rising 3Ls have priority for Trial Advocacy sections for the Fall semester and are advised to take it then; 2L students will have priority for all available spots in Trial Advocacy in the Spring semester, provided they have taken Evidence.

- d. Please see the course description and prior updates regarding permission to enroll in the clinics and externships for credit.
- e. The Law School does not acknowledge the University waitlists for classes. The Recorder keeps the only official waitlists for Law courses. Students may log into the LORS to view their waitlist status.
- f. Students are responsible for closely monitoring their email in the hours and days after registration in case the Recorder has questions regarding course requests. In most cases, a student will only have one day in which to reply regarding a possible class choice.
- g. **TAKING OUTSIDE COURSES:** Students must complete a Request for Non-Law Course Approval form (<http://www.law.indiana.edu/what/professional-careers/student-affairs/assets/non-law-class.pdf>). Dean Matthews's approval is required for registration. Students are then responsible for registering themselves for the non-Law course: The Law School is not responsible for registration or withdrawal from non-Law courses.
- h. Permission to register for B600 (Directed Reading), B706 (Research), B707 (Directed Research), or B710 (Independent Clinical Project) will not be granted until the faculty supervisor's approval has been received. A signed Permission Form (<http://www.law.indiana.edu/what/professional-careers/student-affairs/>) is required. Students may submit a registration request for any of these classes during Pre-Registration, but a faculty supervisor's approval must be received before permission to register will be granted in One.IU.
- i. Auditors will only be allowed if space is available after all those wishing to enroll for credit are registered. Permission to audit a course will not be granted until the instructor's signature on a Special Permission Form (<http://www.law.indiana.edu/what/professional-careers/student-affairs/assets/special-permission.pdf>) has been received. Auditors are not permitted to participate in class discussion. Please note that auditing a course costs \$25 per credit hour in addition to the flat rate tuition.

## 2. GRADUATION REQUIREMENTS

- a. **RESEARCH:** A **research seminar** in which students must demonstrate proficiency in legal research and writing through the execution of a complex research project that involves problem definition, research of facts and authority, creation of an argument, and completion of a substantial written product. This requirement may be commenced and completed during either the second or third year of law school.
- b. **WRITING:** A **writing course** is generally defined (for these purposes) as a course for which papers are used as a significant tool of instruction and evaluation. The specifics of the number, timing, length, and content of papers can be gained from the course description or from the instructor. An exam may be part of the evaluation process for these courses (consult the course description and exam schedule).
  - i. On occasion, with special decanal approval, the writing requirement may be satisfied by the completion of a B706 research project in the third year only.
- c. **SKILLS:** Students must complete one or more course certified by the faculty as offering substantial instruction in 'other professional skills' generally regarded as necessary for effective and responsible participation in the legal profession.

- d. Graduation requirements include both satisfactory completion of 88 hours of credit and six semesters of residency. Faculty policy requires a minimum credit load of twelve (12) hours per semester, unless permission for good cause is obtained from Dean Matthews to reduce below 12 hours. Part-time employment will not be regarded as an acceptable reason for credit hour reduction. 3Ls in their last semester may take less than 12 (down to 10 hours) if that reduced number is all that is needed to graduate. No student is permitted to register for more than 16 credits to hold space in extra courses. If a student has legitimate academic objectives for taking more than 16 credits or less than 12 credits, advance permission must be secured from Dean Matthews.

### 3. PAYMENT OF FEES

- a. To hold your registration, you must pay fees by January 10, 2017. A graduated late payment fee will be assessed to all accounts of all students whose payments are not received in the Office of the Bursar by January 10, 2017. Please note, if you have pending financial aid sufficient to cover your spring tuition bill in full, you should not be assessed late fees.
- b. LATE PAYMENT FEE POLICY: University policy requires timely payment for all charges owed to Indiana University, including but not limited to, tuition and fees, Residence Hall and Health Center charges, library and parking fines, and late fees. Any payment to the University that is not received by the due date is subject to a late fee of 1.5% of the unpaid amount (with a \$2.00 minimum). Thereafter, should any portion of an account remain unpaid, a late fee will continue to be assessed each month according to the above schedule.
- c. January Tuition Statement: The Bursar should send you an email by December 21, 2016 to indicate when your January Bill is available to view on-line. That notification will be sent to your IU Email address. **Registration will be blocked by the University if a student has an outstanding bill for any amount.**
- d. CANCELLATION OF REGISTRATION FOR NONPAYMENT OF FEES: If you do not receive a bill, please contact the Office of the Bursar ((812) 855-2636, [bursar@indiana.edu](mailto:bursar@indiana.edu)). **Failure to receive the bill will not be accepted as a reason for missing the payment deadline of January 10, 2017.**