

COLLEGE OF LAW

Fall Registration Calendar - 2016

April 19 - August 15 Registration on the PAWS Website. Please note that Registration is staggered in two groups. The Registration periods are detailed below. **Fees are due to Student Accounts on August 15, 2016 by 5:00p.m.**

LAW APPOINTMENT TIMES BEGIN AT 12:00 NOON. REGISTRATION FOR INCOMING FIRST YEAR STUDENTS WILL BE DONE BY THE COLLEGE OF LAW REGISTRARS. WE WILL ALSO REGISTER SECOND YEAR PART-TIME STUDENTS FOR CIVIL PROCEDURE AND CON LAW. ALL OTHER STUDENTS WILL REGISTER THEMSELVES FOR THEIR CLASSES.

April 19 Group One - Students who have 57 or more law hours (joint degree hours do not count in this total) at the completion of Spring 2016 and/or who have applied for Fall 2016 graduation.

April 20 Group Two (and Group One) - Students who will have 56 or fewer law hours (joint degree hours do not count in this total) at the end of Spring 2016.

August 15 Fees due in the Office of Student Accounts by 5:00 p.m.
If you miss this deadline, your courses will be dropped and you will be required to re-register during the late registration phase. Students must re-register themselves. Students dropped for non-payment of fees will not be re-registered for full courses without the permission of the professors

August 15 Law classes begin (University classes begin on August 22. Law classes begin on August 15)

August 16-19 Late Registration.

August 19 Fees are due for Late Registration and Drop/Add.

August 19 Last day to add or drop classes and receive a 100% refund. Please see the Student Accounts web page for the refund schedule (URL on page 2)

August 20-October 11 Withdrawal period. Students withdrawing from a course will receive a grade of W. First year students may not withdraw from any classes without consulting the College of Law Associate Dean. No refunds will be given for partial withdrawals. Each registration adjustment will incur a \$37.50 manual adjustment fee plus a \$50.00 late fee. So pay your fees and don't get dropped.

September 5 Labor Day - no classes

October 11 Midpoint (non-hardship withdrawal). Students withdrawing after this date will receive a grade of WF.

November 21-26 Thanksgiving break

November 28 Last day of regularly scheduled classes.

November 29 Make Up Classes

November 30 Reading Day

DECEMBER 1 - 14 EXAMS

REGISTRATION INSTRUCTIONS/TUITION PAYMENT WEB SITES

INSTRUCTIONS FOR ACCESSING REGISTRATION:

http://www.gsu.edu/registrar/registration_guide.html

TUITION PAYMENT:

http://www.gsu.edu/studentaccounts/tuition_and_fees.html

FINANCIAL AID WEB SITE:

<http://www.gsu.edu/financialaid/>

REFUND SCHEDULE:

http://www.gsu.edu/studentaccounts/withdrawal_refund_schedule.html

FEE PAYMENT DEADLINES:

**STUDENT ACCOUNTS MUST RECEIVE FEES BY 5:00 PM August 15, 2016
FOR REGULAR REGISTRATION
AND BY 5:00 PM August 19, 2016 FOR LATE REGISTRATION.**

Students must register **AND PAY BY THE DEADLINE**. (Fee deadline: **August 15, 2016 at 5:00pm**. If you miss this deadline, your courses will be dropped and you will be required to re-register during the late registration phase. Students dropped for non-payment of fees will not be able to re-register for courses that are full without the permission of the professors. Students must re-register themselves. The Registrar's Office will not automatically re-register students dropped for non-payment.

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Please note that late and manual registration fees apply for any registration adjustment (including re-registering for dropped classes) after August 19.

Pay careful attention to the registration process; mistakes may result in your being registered for the wrong classes, or your being charged additional fees. **Students will not be given credit for courses they attend if they are not registered for said courses, nor will adjustments be made at the end of the semester for incorrect registration. Incorrect registration also precludes students' inclusion in e-mail discussion lists. It is the student's responsibility to make certain that they are registered for the correct courses. Check the PAWS system for correct registration. BrightSpace is NOT the place to look to check if you are registered for all of your classes.**

GENERAL INFORMATION

NORMAL COURSE LOADS, LIGHT-LOADS AND OVERLOADS (*and what to do about them*): For fall and spring semesters, full-time is 12 hours and part-time is 8-11 hours. Any deviation must be approved by the Associate Dean. Forms for overloads, light-loads or program-change forms are located on the fourth floor.

COURSES WITH LIMITED ENROLLMENT: Courses listed as having a limited enrollment will usually be filled on a first-come first-served basis. All courses offered have a limit and are, therefore, subject to being filled. To better ensure your inclusion in a course you think will fill quickly, you are encouraged to register as early as possible. Course limits are based on (a) the pedagogical needs; and/or (b) the size of the room.

VARIABLE-HOUR COURSES: These courses are noted on the schedule with the symbol (+1). Courses without this symbol (and that is most of them) are not eligible for variable hour status. The decision on the number of hours must be made within the first week of class. Please see individual professors for details. **No adjustment in credit hours will be made after August 15, 2016.**

PREREQUISITES: Students may not enroll in courses for which they lack the prerequisites. The course descriptions in the **College of Law Bulletin** specify the prerequisites for each course. Unless otherwise indicated, the minimum prerequisites for each elective course is the successful (grade of D or better) completion of all first-year full-time courses.

By the way, “the Computer let me” is not an acceptable reason to ignore the prerequisite requirement. The College of Law Bulletin is available on the COL's website at:
<https://insidelaw.gsu.edu/document/bulletin/>

AUDITING COURSES: The decision to audit a course must be made during the registration period. No adjustment from credit to audit status or audit to credit status for a course will be made after **August 15, 2016**. All audits must be approved by the professor of the course.

INDEPENDENT RESEARCH PROJECTS: Any student desiring to register for an Independent Research project must obtain written approval from the Associate Dean no later than **August 15, 2016**.

WRITING REQUIREMENT COURSES: The Schedule of Classes lists some of the courses which may satisfy the writing requirement. If you have questions about whether a course will satisfy the writing requirement, please contact the professor. You must complete the Writing Requirement Form, have the professor sign it and submit it to the Office of the Law Registrar prior to graduation.

WITHDRAWALS: If a student drops a course during the regular or Late Registration period, the dropped course(s) will not show up on the transcript. Courses dropped after the Late Registration period, but by the midpoint, will be considered "withdrawals" and a grade of "W" will be recorded on the transcript. Courses dropped after the midpoint will receive a "WF".

Withdrawals after the midpoint are granted only in cases of hardship. Failure to follow this procedure will result in the awarding of a WF instead of a W. A grade of WF is treated as an F for the purpose of computing the grade point average. Retaking the course will not expunge the WF from the student's academic record. Students who find they must withdraw after the midpoint should make an appointment with the College of Law Associate Dean to discuss their hardship as soon as they become aware of the situation.

A NOTE TO NEW STUDENTS: The Immunization Requirement must be completed before any registration can take place. If you have not completed this requirement, you will not be able to register for any courses. If you have questions about this, please call the Immunization Office at (404) 413-1930. The College of Law cannot remove immunization holds.

A NOTE TO GUEST STUDENTS: Please note that your period of attendance is stated in your acceptance letter. Guest students should also be aware that Georgia State University College of Law grades *will not be available for transfer to your home institution until after January 27, 2017*. **WE DO NOT GIVE EARLY GRADES FOR GUEST STUDENTS.**