

## LAW STUDENT REGISTRATION INFORMATION FOR THE SPRING 2015 SEMESTER

Students Graduating 2015– Registration Begins: **8:00a.m., Wednesday, November 5, 2014**

Students Graduating 2016 – Registration Begins: **8:00a.m., Wednesday, November 12, 2014**

All Other Students- Registration Begins: **8:00a.m., Wednesday, November 19, 2014**

**Fall 2014 Starters will not participate in the online registration process. As a first year student, your schedule will be completed by the Registrar.**

### CURRICULUM COUNSELING SESSION

- ✚ A curriculum counseling session will be held for upper-level students on Tuesday, October 28 at 12:30p.m in the Courtroom. **This counseling session is optional.**
- ✚ A curriculum counseling session will be held for Summer 2014 Starters on Thursday, October 30 at 12:30p.m in the Courtroom. **This counseling session is mandatory.**

### REGISTRATION PROCEDURES

1. Login to Porches at <http://porches.udayton.edu> with your LDAP/Novell username and password. Go to the **Flyers First (Academics)** tab and under **Registration Tools** select **View Holds**. Remember, **unresolved holds will prohibit you from registering.**
2. Login to Porches at <http://porches.udayton.edu> with your LDAP/Novell username and password, go to the **Flyers First (Academics)** tab and under **Registration Tools**, select **Search and Register for Classes**.
3. In the **Search by Term** area, choose the specific Law Term, e.g., Spring 2015- Law.
4. In the **Subject** area, highlight/select **Law**; in the **Course Level** area, highlight/select **Law**. Scroll down and click on **Class Search**.
5. There are two registration methods:
  - a. **Add all courses to a worksheet (similar to a shopping cart):** Make sure you have the most current Spring 2015 Course List. Locate your preferred course/section and click the box next to the preferred CRN (4-digit course registration number located underneath the course number) to add it to your worksheet. Once you've selected all of the courses you want to take, submit your schedule.  
This method allows you to build an entire schedule at once; only after submission do you see potential registration errors and closed classes.
  - b. **Search and register for courses one at a time:** Make sure you have the most current Spring 2015 Course Schedule. Click the **Register** button each time you select a course. This method of registering ensures that you will have a seat in the class if no other errors or section

closings prevent you from registering. This method is recommended when you are aware that space in a particular course is limited or close to being full.

6. If you get closed out of a course, you can request to be added to the closed course list by sending an email to the Registrar's Office website at [LawOffofReg@udayton.edu](mailto:LawOffofReg@udayton.edu). Ms. Mary Beth Miller is in charge of managing that list and she will place your name on the list in the order in which the email was received. You will be contacted by Ms. Miller, via email, when/if a seat opens up for you.

Students may change their classes online **prior to the first day of the term** in Porches by selecting the **Add or Drop Classes** link under the **Registration Tools** channel.

**Students are responsible for monitoring their own progress in completing requirements for graduation.** This can be accomplished by checking your DegreeWorks account. You can get to that page either through Porches or by visiting the Registrar's webpage and clicking on the DegreeWorks link. Once you get into DegreeWorks, you must click 'Run Audit' in order to get your updated report.

If you have any questions after viewing your audit, do not hesitate contacting me.