LAW STUDENT REGISTRATION INFORMATION
FOR THE SPRING 2018 SEMESTER

Students Graduating 2018– Registration Begins: 8:00a.m., Wednesday, November 15, 2017

Students Graduating 2019 – Registration Begins: 8:00a.m., Tuesday, November 21, 2017

Fall 2017 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 Summer 2017 Starters on Tuesday, November 7 at 12:00p.m in the Courtroom. **This counseling session is mandatory**.

- A curriculum counseling session will be held for upper-level students on Thursday, November 9 at 12:30p.m in the Courtroom. **This counseling session is optional**.

REGISTRATION PROCEDURES

1. **Check Holds & Time Ticket Status:** Log-in to Porches at http://porches.udayton.edu with your LDAP/Novell username and password. In blue shaded column, click the **Flyers Student Services** tab and under **Student Tools/Registration** select **Registration Status.** This is to check your time ticket and holds. Remember, **unresolved holds will prohibit you from registering**.

2. **Registration Instructions:** Login to Porches at http://porches.udayton.edu with your LDAP/Novell username and password, go to the **Flyers Student Services** tab and under **Student Tools/Registration**, select **Search and Register for Classes**.

3. In the **Search by Term** area, choose the specific Law Term, e.g., Spring 2018- Law and click **Submit**.

4. In the **Subject** area, highlight/select **Law**. Scroll down and click on **Course 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 2018 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 <u>after</u> 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 2018 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 waitlist by sending an email to the Registrar's Office website at 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 **until Thursday, January 4** 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 viewing your degree requirements on the registrar webpage. Also, the Registrar will complete an audit for you.

If you have any questions after viewing your audit, do not hesitate contacting the Law School's Registrar's Office.