

## LAW STUDENT REGISTRATION INFORMATION FOR THE SUMMER & FALL 2018 SEMESTER

Students Graduating 2019– Fall Registration Begins: **8:00a.m., Wednesday, March 28, 2018**

Students Graduating 2020 – Fall Registration Begins: **8:00a.m., Wednesday, April 4, 2018**

Summer 2018 online registration for all students will begin Monday, March 26, 2018 at 8:00a.m. on a first-come, first-serve basis.

### CURRICULUM COUNSELING SESSION

- ✚ A curriculum counseling session will be held for Fall 2017 Starter students on Monday, March 19 at 12:00p.m in the Courtroom. **This counseling session is mandatory.**
- ✚ A curriculum counseling session will be held for upper-level students on Wednesday, March 21 at 12:00p.m in Courtroom. **This counseling session is optional.**

### REGISTRATION PROCEDURES

1. Login to Porches at <http://porches.udayton.edu> with your LDAP/Novell username and password. Go to the **Flyer Student Services** tab and under **Student Tools/Registration** select **Registration Status**. This will show whether you have holds and time tickets for registration. 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 **Flyer 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., Fall 2018, Summer 2018- **Upper Level**.
4. In the **Subject** area, highlight/select **Law** 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 Summer & Fall 2018 Course Schedule. Locate your preferred course/section and click the box next to the preferred CRN (5-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 Summer & Fall 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 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 in Porches by selecting the **Add or Drop Classes** link under the **Student Tools/Registration** channel. The deadline to complete adds/drops online are listed below for each term:

- Summer 2018 Semester: Thursday, May 3
- Fall 2018 Semester: Thursday, August 23

After those dates, students will be able to add/drop courses through the Law School's Registrar's Office by emailing Ms. Mary Beth Miller your requests. Once the semester begins, any drops will be subjected to the refund sliding scale. You can view that information at the following link:

<https://udayton.edu/law/registrar/refunds.php>

**Students are responsible for monitoring their own progress in completing requirements for graduation.**

**Degree Requirements/Audit for Fall 2017 Starters:**

[https://udayton.edu/law/registrar/degree\\_requirements.php](https://udayton.edu/law/registrar/degree_requirements.php)