

CAPITAL UNIVERSITY LAW SCHOOL
Summer & Fall 2014 Registration Instructions

Please Read All Registration Instructions Carefully.

Your specific registration time slot will be e-mailed to your Capital e-mail account.

CLASS LEVEL (as of spring term 2014)	GRADUATION DATE	REGISTRATION DATE / TIME(S)
<ul style="list-style-type: none"> • Current 3rd year part-time day* • Current 3rd year evening* • Current 2nd year full-time day* 	<p>ONLY:</p> <ul style="list-style-type: none"> • September 2014 grads <i>and</i> • January 2015 grads <i>(this does <u>not</u> include May '15 grads)</i> 	<p>Monday, April 7, 2014:</p> <ul style="list-style-type: none"> • 9 - 10 am, <i>and</i> • 11:45 am - 12:45 pm
<ul style="list-style-type: none"> • Current 3rd year evening* • Current 3rd year part-time day* 	<ul style="list-style-type: none"> • May 2015 grads 	<p>Tuesday, April 8, 2014:</p> <ul style="list-style-type: none"> • Noon
<ul style="list-style-type: none"> • Current 2nd year full-time day* 	<ul style="list-style-type: none"> • May 2015 grads 	<p>Wednesday, April 9, 2014:</p> <ul style="list-style-type: none"> • 12 - 1 pm, <i>and</i> • 2:15 – 3:00 pm
<ul style="list-style-type: none"> • Current 2nd year evening* • Current 2nd year part-time day* 	<ul style="list-style-type: none"> • January 2016 grads • May 2016 grads 	<p>Thursday, April 10, 2014:</p> <ul style="list-style-type: none"> • Noon
<ul style="list-style-type: none"> • Current 1st year full-time day* 	<ul style="list-style-type: none"> • January 2016 grads • May 2016 grads 	<p>Friday, April 11, 2014:</p> <ul style="list-style-type: none"> • 9 - 9:30 am, <i>and</i> • 3 - 5 pm
<ul style="list-style-type: none"> • Current 1st year evening* • Current 1st year part-time day* 	<ul style="list-style-type: none"> • May 2017 grads 	<p>You will be registered by the Office of Records and Registration. See page 2 additional details.</p>
OPEN REGISTRATION	<p>Begins Monday, April 14, 2014 at noon Visiting students should contact Records and Registration to register.</p>	

Your specific registration time slot will be e-mailed to your Capital e-mail account.

EMPLOYMENT AND DISCLOSURE FORMS

- Employment and Disclosure forms **MUST BE SUBMITTED ONLINE BY WEDNESDAY, APRIL 2, 2014**, OR YOU WILL NOT BE ABLE TO REGISTER.
- **ALL STUDENTS will be on a registration hold until these forms have been completed and submitted.**

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As a current 1st year evening or current 1st year part-time day student, you will be registered by the Office of Records & Registration for summer and fall 2014 classes. You will be automatically enrolled in the courses below after you have completed the Employment and Disclosure form.

CLASS LEVEL (as of spring term 2014)	SUMMER 2014 COURSES	FALL 2014 COURSES
1st year evening	The only classes you may take in summer 2014 are your two required courses: 1. Criminal Law <i>and</i> 2. Legal Writing III	The only three classes you may take in fall 2014 are: 1. Civil Procedure: Jurisdiction 2. Constitutional Law I <i>and</i> 3. Evidence
1st year part-time day	You may choose to take Criminal Law in the summer 2014 term. Please contact the Office of Records and Registration if you wish to enroll in this course.	The only three classes you may take in fall 2014 are: 1. Civil Procedure: Jurisdiction 2. Property I <i>and</i> 3. Constitutional Law II

ACTION ITEMS

EMPLOYMENT AND DISCLOSURE FORMS

- Employment and Disclosure forms **MUST BE SUBMITTED ONLINE BY WEDNESDAY, APRIL 2, 2014**, OR YOU WILL NOT BE ABLE TO REGISTER.
- **ALL STUDENTS will be on a registration hold until these forms have been completed and submitted.**

ATTENTION CURRENT FIRST-YEAR EVENING AND PART-TIME DAY STUDENTS

The Office of Records & Registration will not register you until you have submitted an Employment & Disclosure form.

UNDER/EXCESSIVE CREDIT HOURS

Any FULL-TIME DAY student registered for more than 16 credit hours must seek permission from the Associate Dean by completing a *Change in Registration Form* before the end of the first week of classes. The form is available from the Office of Records and Registration.

SUMMER CREDIT HOUR LIMITS

- Full-time day students who are not working are permitted to take no more than eight (8) credit hours in the regular period and eight (8) credit hours in the intensive period.
- Part-time day and evening students are permitted to take no more than six (6) credit hours in the regular period and six (6) credit hours in the intensive period.

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FALL CREDIT HOUR LIMITS

- Full-time day students must be registered for at least 12 and no more than 16 credit hours in the regular period.
- Part-time day and evening students must be registered for at least eight (8) and no more than 11 credit hours in the regular period.

Students are permitted to be under-enrolled to the point of four (4) credits for the final term in which they are graduating, provided that they will have met the total of 89 credit hours necessary for graduation at the conclusion of that term. They may take no fewer than four (4) credits. Financial aid will be based on the number of credit hours taken, as long as at least four (4) credit hours are taken.

REPEAT COURSE

If you are repeating a required course, you **MUST** schedule an academic advising meeting with Assistant Dean DiSanza before your scheduled registration time for the upcoming semester(s).

CHANGING DIVISIONS

If you have received approval to switch divisions (day to evening/evening to day) for Summer 2014 or Fall 2014, you **MUST** report to the Office of Records & Registration to register by Friday, March 28 to ensure your priority time is correct based on your **CURRENT** (Spring 2014) status.

*******IMPORTANT NOTICE*******

Under policies adopted by the Law School Council, all students who have earned less than a 2.000 cumulative grade point average at the end of their first academic program year or thereafter, will be academically dismissed. In order to petition for reinstatement, a student must have at least a 1.900 cumulative grade point average. Any student who fails to achieve a 1.900 grade point average will be academically withdrawn from all enrolled courses. Any student so withdrawn from Capital University Law School will be entitled to a full refund of future term enrolled tuition.

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DATES TO REMEMBER

Wed., April 2, 2014 by 6:00 pm. Deadline for Employment and Disclosure Forms On-line Submission
Mon., April 7, 2014 Summer and Fall 2014 Advanced Priority Registration Begins
Mon., April 14, 2014 at noon Open Registration Period Begins
Tues., May 27, 2014 Summer 2014 Classes Start / Summer 2014 Add/Drop Period Begins
Mon., June 2 (**Online Only**) Summer 2014 Add/Drop Period Ends
Through end of 1st day of class Last Day to Drop Intensive Course and Receive a Refund*
Wednesday before an intensive course starts Last day to add that intensive course
Mon., August 25, 2014 Fall 2014 Classes Start / Add-Drop Period Begins
Sun., September 7 (**Online Only**) Fall 2014 Add Period Ends
Sun., September 14 (**Online Only**) Fall 2014 Drop Period Ends

BASIC GRADUATION REQUIREMENTS

All graduating students are responsible for meeting the basic graduation requirements which include:

- All required courses
- Satisfaction of the perspective requirement
- Satisfaction of the upper-class writing requirement, and
- A total of 89 credit hours

See the Manual of Policies & Procedures for more detailed requirements.

* Add/Drop Info for Summer Intensive Course:

- May be added up until the Wednesday before the class meets.
- To receive a full refund must be dropped online (WebAdvisor) by 11:59 p.m. on the first day of scheduled class meeting.
- Drops after midnight of the first day of scheduled class meeting will result in no refund and a "W" (withdrawn) on the transcript.
- Failure to drop or withdraw by the conclusion of the course will result in no refund and a failing grade of "E" on the transcript.