

## FALL 2009 PRE-REGISTRATION

### **INSTRUCTIONS:**

On Tuesday, April 7, at 9:00 a.m., pre-registration for fall 2009 courses will begin. There will be an initial window of 3 hours for each lottery group. Once you have pre-registered, you may continue to add/drop courses continuously up through the first week of classes.

Each group will begin based upon the last digit in the student ID, beginning with those ending in "3". The priority order is: (1) 4<sup>th</sup>-year part-time, 3<sup>rd</sup>-year full-time, and LLM students; (2) 3<sup>rd</sup>-year part-time, 2<sup>nd</sup>-year full-time; and (3) 2<sup>nd</sup>-year part-time. The first group will begin at 9:00 a.m. on Tuesday, April 7, with new groups being added at 12:00 p.m., 3:00 p.m. and 6:00 p.m. A new group will begin the next morning, Wednesday April 8, at 10:00 a.m. and new groups will be added at 1:00 p.m. and 4:00 p.m. The next group will begin Thursday at 10:00 a.m. and new groups will be added at 1:00 p.m. and 4:00 p.m. (a schedule is attached and lists each lottery group, within priority).

Pre-registration for the second priority group will begin on Tuesday, April 14 at 9:00 a.m. and additional groups will be added at 12:00 p.m., 3:00 p.m. and 6:00 p.m. and continues on Wednesday, April 15, beginning at 10:00 a.m. with new groups added at 1:00 p.m. and 4:00 p.m. The next group will begin on Thursday, April 16 at 10:00 a.m. with additional groups added at 1:00 p.m. and 4:00 p.m. The final group will begin Friday, April 17 at 9:00 a.m. with additional groups added at 11:00 a.m., 1:00 p.m., 3:00 p.m. and 5:00 p.m. Please check the attached schedule to be certain of the time of your registration based upon the last digit of your 7 digit AU ID number.

Students may continue to make course changes and add/drop courses throughout the registration period and through the first week of classes. (August 24-Sept. 1). All second year students must take Criminal Procedure (LAW-508) and may choose any section. Part-time second-year students must also register for section 1 of Constitutional Law.

Sufficient spaces will be held in evening sections of classes with multiple sections for part-time students through April 30 (part-time students WILL get into evening sections of their required courses). If a class closes, it will remain closed to all except students graduating in May. That class will remain reserved for these students through June 6.

All students who have been admitted to clinics must register on-line for their clinics. Clinics and clinic seminar course numbers are listed on the fall schedule on the web. Permission is required for clinics, but students who have been admitted will already have permission and be able to register on-line.

## **PREPARE...**

The web portal is <http://my.american.edu>. You must know your EagleNet ID and password to gain access to the registration process. Be aware that your password will expire every 60 days, so you may need to renew it to proceed. If you cannot remember your password or your password has expired, you may reset it through the web or contact the Help Desk at 202-885-2550.

**You must clear any stops on your account before registering.** You may check these stops on your snapshot on <http://my.american.edu> (**View STOPS**). These include financial, parking, library, immunization, in-session billing address, visa, etc. You should check with appropriate offices to clear these stops.

All international students must check with the International Student Services Office on the main campus (Butler Pavilion 410 – Tel: 202-885-3350) to be cleared for registration. **Non-degree, SJD, transfer students and students who have taken a semester off should check with the registrar's office for registration.**

## **SELECT CLASSES...**

Check the course schedule carefully:

<http://www.wcl.american.edu/registrar/coursesapp/searchcourse.html> (click on 'fall 2009' at the top) and prepare a conflict-free schedule of courses. Take the time to make your course selection prior to logging on to the web site. The portal will time out after 10 minutes, so it will help to have all the course numbers of your classes prior to logging on. The web registration will allow conflicting classes; however, students cannot receive credit for any class that overlaps with another. It is essential that you change one of these classes to avoid conflicts. Permission is required for registration for externship, clinic and independent studies. Instructor permission may also be required for some other courses.

If you are a full-time student and wish to register for more than 16 credits, you will need prior approval from the registrar's office. Part-time students may take a maximum of 11 credits.

## **REGISTER...**

Go to <http://my.american.edu> and log on using your Eaglenet ID and password. If you need help, click on the link provided.

Go to "Course Registration" in the listing on the right-hand side. Then, under "Personalized Links", log onto "WCL Course Registration". If the portal has a large number of users, you will receive a message asking you to wait and remain in the "queue". You will also be reminded not to click on "SUBMIT" more than once.

You will be asked to AGREE or DISAGREE with the initial statement of Student Responsibility, and then another statement on Parking Policy. If you AGREE, you may proceed to registration; if you DISAGREE, you will be unable to register.

Proceed to the section in green on the left – REGISTER/ADD COURSES.

Carefully enter data for each block. You must enter “Law” in the first block, then the course number (three digits), then course section (usually “001” or “002”) in the next block, then choose the semester (Fall 2009) and, finally, the grade type. Graded courses may not be taken Pass/Fail. You must enter this information for EACH COURSE you choose.

Once you have entered all course information, **click on SUBMIT one-time only.** Warning: clicking on SUBMIT more than once may cause you to be thrown out of the queuing process and you will have to begin again. You are strongly urged to print out your schedule once you have completed the process to be absolutely certain of your class schedule.

### **FALL 2009 SEMESTER**

#### **PRIORITY AND LOTTERY GROUPS** **(by class status as of fall 2009)**

##### **Priority Group #1 – 4th-year part-time, 3<sup>rd</sup>-year full-time, LLM**

Tuesday, April 7	9:00 a.m.	(ID numbers ending in 3)
	12:00 p.m.	(ID numbers ending in 7)
	3:00 p.m.	(ID numbers ending in 1)
	6:00 p.m.	(ID numbers ending in 4)
Wed., April 8	10:00 a.m.	(ID numbers ending in 6)
	1:00 p.m.	(ID numbers ending in 9)
	4:00 p.m.	(ID numbers ending in 8)
Thurs., April 9	10:00 a.m.	(ID numbers ending in 0)
	1:00 p.m.	(ID numbers ending in 5)
	4:00 p.m.	(ID numbers ending in 2)

##### **Priority Group #2 - 3<sup>rd</sup>-year part-time, 2<sup>nd</sup>-year full-time**

Tues., April 14	9:00 a.m.	(ID numbers ending in 3)
	12:00 p.m.	(ID numbers ending in 7)
	3:00 p.m.	(ID numbers ending in 1)
	6:00 p.m.	(ID numbers ending in 4)

Wed., April 15      10:00 a.m.    (ID numbers ending in 6)  
                             1:00 p.m.    (ID numbers ending in 9)  
                             4:00 p.m.    (ID numbers ending in 8)

Thurs. April 16      10:00 a.m.    (ID numbers ending in 0)  
                             1:00 p.m.    (ID numbers ending in 5)  
                             4:00 p.m.    (ID numbers ending in 2)

**Priority Group #3 - 2<sup>nd</sup>-year part-time**

Fri., April 1<sup>st</sup>      9:00 a.m.    (ID numbers ending in 3 and 7)  
                             11:00 a.m.    (ID numbers ending in 1 and 4)  
                             1:00 p.m.    (ID numbers ending in 6 and 9)  
                             3:00 p.m.    (ID numbers ending in 8 and 0)  
                             5:00 p.m.    (ID numbers ending in 5 and 2)