

ADVANCE REGISTRATION FOR SPRING 2010:

On Tuesday, November 10th, at 9:00 a.m., pre-registration for spring 2010 courses will begin. There will be an initial window of 3 hours for each lottery group.

Each group will begin based upon the last digit in the student ID, beginning with those ending in “9”. The priority order is: (1) 4th-year part-time, 3rd-year full-time, and LLM students; (2) 3rd-year part-time, 2nd-year full-time; and 2nd-year part-time. The first group will begin at 9:00 a.m. on Tuesday, Nov. 10th, 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, November 11th, 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, November 12th at 10:00 a.m. with new groups 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, November 17th 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 again on Wednesday, November 18th, 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, November 19th at 10:00 a.m. with new groups added at 1:00 p.m. and 4:00 p.m. The final group will begin Friday, November 20th 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 register for ANY section of Legal Ethics and, once a student has registered, he/she may continue to make course changes and add or drop courses from the time of the initial registration through the first week of classes.

Sufficient spaces will be held in evening section of classes that have more than one section for part-time students through December 4 at noon (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 December 4 at noon.

PREPARE...

You must clear any stops on your account before registering. You may check these stops on your snapshot on <https://my.american.edu/>. (View STOPS). These include financial, parking, library, immunization, 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.

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 <https://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 (Spring 2010) 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.

SPRING 2010 SEMESTER

PRIORITY AND LOTTERY GROUPS

Priority Group #1 – 4th-year part-time, 3rd-year full-time, LLM

Tuesday, Nov. 10	9:00 a.m.	(ID numbers ending in 9)
	12:00 p.m.	(ID numbers ending in 2)
	3:00 p.m.	(ID numbers ending in 0)
	6:00 p.m.	(ID numbers ending in 6)
Wed., Nov. 11	10:00 a.m.	(ID numbers ending in 5)
	1:00 p.m.	(ID numbers ending in 8)
	4:00 p.m.	(ID numbers ending in 4)
Thurs., Nov. 12	10:00 a.m.	(ID numbers ending in 1)
	1:00 p.m.	(ID numbers ending in 7)
	4:00 p.m.	(ID numbers ending in 3)

Priority Group #2 - 3rd-year part-time, 2nd-year full-time

Tuesday, Nov. 17	9:00 a.m.	(ID numbers ending in 9)
	12:00 p.m.	(ID numbers ending in 2)
	3:00 p.m.	(ID numbers ending in 0)
	6:00 p.m.	(ID numbers ending in 6)
Wed., Nov. 18	10:00 a.m.	(ID numbers ending in 5)
	1:00 p.m.	(ID numbers ending in 8)
	4:00 p.m.	(ID numbers ending in 4)
Thurs., Nov. 19	10:00 a.m.	(ID numbers ending in 1)
	1:00 p.m.	(ID numbers ending in 7)
	4:00 p.m.	(ID numbers ending in 3)

Priority Group #3 – 2nd-year part-time

Friday, Nov. 20	9:00 a.m.	(ID numbers ending in 9 and 2)
	11:00 a.m.	(ID numbers ending in 0 and 6)
	1:00 p.m.	(ID numbers ending in 5 and 8)
	3:00 p.m.	(ID numbers ending in 4 and 1)
	6:00 p.m.	(ID numbers ending in 7 and 3)

NOTES ON THE WAITLIST PROCESS:

A Wait List process will be again be available for the spring 2010 pre-registration period. It will begin during pre-registration once a class closes and will be available through the end of the add/drop period in January 2010.

If a class you would like to take is already closed when you register, you can add yourself to the waitlist for the class by marking the 'Waitlist?' box with a 'Y' in the portal's registration system and completing the entire registration transaction. You will receive a confirmation screen that lists all classes for which you are registered or waitlisted.

Classes with active waitlists will be noted on the course schedule at: <http://www.wcl.american.edu/registrar/coursesapp/searchcourse.html> (click on 'spring 2010'), where it will also show the limit for courses and the number of students currently enrolled.

The new waitlist process is scheduled to run notifications of admission to classes at 11:00 a.m. every Monday through Thursday until the beginning of the spring term (excluding the holidays listed below). **You will have until 11:00am the day after you receive permission to register to add the class to your schedule.**

The wait list will NOT run the update process on the following holidays:
Thanksgiving: November 26 and 27
Christmas and New Year's: December 23, 24 and 25, and December 30, 31 and January 1, 2010.

If a space becomes available for you, your status will change from 'Active' to 'Permission to Register' on your 'My Waitlisted Sections' page in the my.american.edu portal. We encourage you to check this page frequently. You should also receive an e-mail from WCL.Waitlist informing you that a space has become available.

Please be aware that if you forward your AU GMAIL account to another e-mail account, the waitlist e-mails may get caught in your spam folder.

Once your waitlist status changes to 'Permission to Register,' you may add the course to your schedule following the same course registration process you used to originally register for summer or fall courses. **You will have until 11:00am the day after you receive permission to register to add the class to your schedule.**

If you miss your opportunity to register for a course, you may add yourself back to the waitlist. You will move to the end of the waitlist queue. *Available spots for students WILL NOT be held longer than the normal one-day permission period.*

