

STUDENT REQUEST FORM FOR ADMINISTRATIVE APPROVAL



DATE _____ YEAR/DIV 1 2 3 4 / FT PT
 NAME _____ STUDENT NUMBER _____
 DAY PHONE _____ ADDRESS _____

PLEASE INDICATE THE NATURE OF YOUR REQUEST BELOW. All requests pertaining to the registration process --lottery system, section changes, add/drop B must be addressed to the WCL registrar's office.

Letter of Good Standing H _____ * indicate address and purpose	Divisional Shift I _____ * see statement on back
Credit Overload I _____ *16-17 semester hours	Non-WCL Law Credit H _____ * credit from another law school
Non-Law Credit H _____ *an AU graduate course	Other _____ *please indicate below

Please state your request clearly and concisely below; continue on back if necessary. Attach all necessary supporting documents.

***** FOR ADMINISTRATIVE USE ONLY *****

APPROVE _____	LETTER _____
DENY _____	APPOINTMENT _____
REFER TO _____	LOGGED _____

MORE INFORMATION IF NECESSARY _____

NOTES: _____

DATE OF ACTION: _____

H Completed form returned to Registrar
 I Completed form to Dean of Students

SEE OTHER SIDE

ATTENTION STUDENTS REQUESTING DIVISIONAL SHIFTS

There are several consequences which flow from a change to part-time status of which students should be aware. These consequences occur as of the effective date of the divisional shift regardless of the duration of the shift! They are as follows:

- (1) No part-time student may receive need-base tuition assistance from WCL. Upon becoming part-time, a full-time student forfeits this assistance.
- (2) Part-time students must register for the evening sections of any course that has both day and evening sections.
- (3) When registering for any course, all students' registration preferences are determined by the lottery, thus a part-time student will not have preference over a full-time student if they are in the same year.

Also, students should ensure, especially when changing divisions, that they are in compliance with both ABA and WCL residency requirements. This is particularly true for part-time students who shift to the full-time division at the end of their first year of part-time study and intend to graduate in three (3) years. To do so these students must take courses in two (2) summer sessions. All questions concerning these requirements should be directed to the registrar or the dean of students.