

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

PLEASE NOTE THE FOLLOWING:

- (1) No part-time student may receive need-base tuition assistance from WCL. Upon becoming part-time students, full-time students forfeit this assistance.
- (2) Part-time students must register for the evening sections of Civil Procedure and Property (2nd year).
- (3) When registering for any course, registration priority is determined by the anticipated graduation date; thus a part-time student will not have preference over a full-time student graduating in the same year.
- (4) When changing divisions, students must comply with both ABA and WCL residency requirements. This is particularly important for part-time students who shift to the full-time division after their first year of part-time study. Those who do so and intend to graduate in 3 rather than 4 years must take courses in 2 separate summer sessions. Questions concerning these requirements should be directed to the registrar or the dean of students.
- (5) Students who wish to switch to part-time status from full-time status or *vice versa* for only 1 or 2 terms should request permission for overloads or permission to take fewer than the required full-time load of 12 credits rather than for a divisional shift.