WASHBURN UNIVERSITY SCHOOL OF LAW

ENROLLMENT INFORMATION

SPRING and SUMMER 2024
November 3, 2023 to January 26, 2024

Advance Registration for Spring (including the January intersession) and Summer (including the May intersession) 2024 is available to students on the web as indicated in the Classification Schedule below. Students who are currently enrolled for Fall 2023 courses may participate. If you are eligible, you can enroll online through your MyWashburn account after your specified date below. **Enrollment opens at 12:01 a.m. on your assigned day.**

NOTE: For registration purposes, a student's classification will be based on the number of credit hours the student has **completed** at Washburn Law and any transfer hours that have been posted. **Courses in progress will NOT be counted.** J.D. students will have priority enrolling over non-J.D. students.

CLASSIFICATION SCHEDULE for SPRING and SUMMER 2024
November 3 through November 16, 2023

Third Year Anywhere	**BEGINNING on November 3**
> 58 CREDIT HOURS	**BEGINNING on November 6**
> 43 and < 58 CREDIT HOURS	**BEGINNING on November 8**
> 31 and < 43 CREDIT HOURS	**BEGINNING on November 10**
> 14 and < 31 CREDIT HOURS	**BEGINNING on November 13**
< 14 CREDIT HOURS	**BEGINNING on November 15**
LL.M. and M.S.L. students	**BEGINNING on November 17**
OPEN REGISTRATION*	**BEGINNING on November 20**

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*OPEN REGISTRATION is for former students returning to Washburn Law, for attorneys wanting to audit a course, and for new students wanting to visit at Washburn Law. Students new to Washburn Law must complete an Application for Admissions form and be eligible for admissions before they can enroll.
http://www.washburnlaw.edu/students/forms/_docs/visitingstudent.pdf

ENROLLMENT INSTRUCTIONS

Determine your course selections and include alternate courses. Write the CRN (Course Reference Number) down. See the Course Details and Advice document for CRNs.

CRN	Subject and Course Number	Credits	Day/Time	Room	Exam? Day/Time

Obtain your Registration PIN (Personal Identification Number). This will be e-mailed to you before spring/summer registration. (When registering on the web, you will be asked for your Alternate PIN, which is the same as the Registration PIN.)

REGISTERING FOR COURSES
1. **Log in to MyWashburn** (http://my.washburn.edu)
2. Select **Student Academics Tab** at top of screen.
3. In the left column, under Registration/Student Information, click the **Registration Dashboard** link.
4. Optional, check if you are able to register
   a. Click the **Prepare for Registration** link
   b. Select the term you want to register for from the drop-down menu
   c. Click the **Continue** button
   d. If you have any holds, you will need to take care of them before you can register (click the **Explanation of** Holds tab for more information)
   e. To return to the **Registration** Dashboard, click the **Registration link at the top left**
5. Click the **Register for Classes** link
6. Review the **Promissory Note**
7. Select the **term** you want to register for from the drop-down menu
8. Enter your **Alternate PIN** (emailed to you) and click the **Continue** button
9. **CRN Method**
   a. Enter a **CRN** in the box
   b. If you need to enter more, click the **Add Another CRN** link
   c. Repeat these steps until all CRNs are entered
   d. Click the **Add to Summary** button
10. **Find Classes Method**
    a. Click the **Find Classes** tab in the upper left
    b. Type the subject, course number, or keyword in the box provided

    c.   Click the **Search** button
    d.   Find the course you want in the list of results (click the course title for more information)
    e.   Click the **Add** button to the far right of the course to add it to the Summary
    f.   To find more courses, click the **Search Again** button in the upper right

11. When you are ready to register for all courses in the Summary list, click the **Submit** button in the lower right

- If the course does not appear in the Status as "Registered," a **Registration Error** has occurred.
- The error is listed in a popup window and will prevent you from enrolling in that course.

To Get on the Waitlist for a Course
1. Waiting lists are created when a student tries to enroll in a class and is given the message "closed section." That means the class is full.
2. If you want to be put on a waiting list, try enrolling in the class, even though you know it is already closed. When you receive the message "closed section," you are automatically put on a waiting list inside the computer.
3. When an opening occurs, you will be e-mailed letting you know of the opening and will be asked if you are still interested in taking the class.

To Drop Courses from your Existing Schedule
1. In the **"Enter CRNs"** tab, under **Summary** section, select the Action pull-down to the right of course you want to drop.
2. Select the Drop designator.
3. Select **Submit** on the bottom of the page. The deleted course will be removed from the **Summary** section.
4. Beginning the second week of classes (after 1/26/2024), the "Change Course Option" will no longer allow changes for semester courses. Students must complete a Schedule Change form, signed by the instructor, and submit it to Cory Payne at cory.payne@washburn.edu.
5. If you withdraw after January 26, 2024, you may not be entitled to a full refund of the tuition. (Check the tuition refund schedule at http://washburnlaw.edu/tuitionrefunds.)
6. Also note that the last day to withdraw from a course is noon on the business day before the final exam, or if the course has no final exam, noon on the business day before the final paper or other class-related activity must be completed. First-year students may not withdraw from Legal Analysis, Research & Writing unless they withdraw from all courses in the semester.

To see your Current Schedule with days/times indicated
1. select **"Schedule and Options"** tab.
2. **You have completed the Web Registration process if the Student Course Schedule by Day and Time accurately displays the courses for which you attempted to enroll.**

FAQs

Q: What should I take?
- Second-semester 1L students: you <u>must</u> register in the A or B sections that you were assigned to as incoming students.
- Talk with a faculty member (your assigned advisor or any other) or Associate Dean Grant for advice and recommendations.
- Watch the video Associate Dean Grant released with advice on enrolling in courses. https://youtu.be/ONcxNRN5YiA
- Check out the Course Details and Advice document posted online with the class schedule for lists of foundation courses, bar-tested courses, required courses, etc.
- Students should carefully review the graduation checklist to be certain all <u>requirements for graduation</u> are being met. https://www.washburnlaw.edu/students/forms/_docs/graduationchecklist-effective2019fall.pdf

Q: How many credit hours should I take?
- Students must be enrolled in at least 9 hours to be a full-time student. Washburn Law does not have a part-time program.
- No student may enroll for more than 16 hours for the spring and fall sessions without the consent of Associate Dean Grant. (Students with a grade point average under 2.80 may not enroll in more than 16 credit hours for the spring and fall sessions.) You can find the form to request permission to take excess hours online at http://www.washburnlaw.edu/students/forms/_docs/excesshoursrequest.pdf
- For summer sessions, students may not enroll in more than 6 hours each session, with some exceptions.For more information: https://www.washburnlaw.edu/policies/academic.html#credithours
- Keep in mind that if you are enrolled in more than 12 credit hours, you may not also be employed more than 20 hours per week.

Q: What about distance education courses?
- No student shall enroll in distance education courses until that student has completed instruction in a minimum of 15 credit hours toward the J.D. degree. All not in 1st year.
- No student may use more than 30 credit hours of distance education coursework towards satisfaction of the J.D. degree requirements.
- Students who are not part of the Third Year Anywhere program, may not enroll in more than 9 credits of online education per semester absent permission from Associate Dean Grant. Such permission shall be based on demonstrated extraordinary circumstances.

Q: I want to change [credit hours, pass/fail, scheduled exam time, etc] about a course. Can I?
- Students may not change a course from grade to <u>credit/no credit</u>. Courses are designated one way or the other in the curriculum.

- The same is true for the <u>number of credit hours</u>, even if a course is listed on the Course List for a variable number of hours. Courses are designated one way or the other by the professor and the Associate Dean when added to the schedule. (The exception to this is Clinic; students should speak with clinic professors about this.)
- A student may change a course to <u>audit</u> no later than the last day the class meets and must have written approval of the professor.
- Students may NOT enroll courses that have <u>exams</u> schedules for the same time of the day. Students may enroll in courses that would require two exams on the same day, but they MUST take both exams on that day.

Q: Are there courses that require advanced permission?
- All <u>clinic</u> courses require prior consent from the professor for enrollment, including:
  - Criminal Appeal Advocacy (see Professor Hodgkinson),
  - Clinic: Transactional (see Professor Harvey) and
  - Clinic: Litigation (see Professors, Ewert, Bender, and Chadwick)
  - Special instructions for application and enrollment in those courses will be distributed by e-mail to the student body.
- <u>Directed Research proposals</u> must be approved in writing by the professor you are doing one with <u>and</u> by Associate Dean Grant. Directed Research guidelines are at: http://www.washburnlaw.edu/policies/directedresearchstandands.html
- <u>Externship</u> credit requests must have prior approval through Associate Dean Leisinger before registering. http://washburnlaw.edu/students/externship/guidelines.html

Q: Any troubleshooting suggestions?
- If you have a registration hold, the system will not allow you to register until it has been cleared.
- If you try to enroll in a class and the section is closed, that means the class is full. You will automatically be added to the waitlist for that course.
- Registration may be unavailable when regular maintenance is scheduled, which is every Thursday from 12:01 to 1:00 a.m., and Sundays from 3:00 to 10:00 a.m.

For registration assistance during regular business hours of 8:00 to 5:00, please email Cory Payne at cory.payne@washburn.edu.