

UNIVERSITY OF MIAMI SCHOOL OF LAW FIRST-YEAR REGISTRATION INFORMATION FOR SPRING SEMESTER 2008

This Packet Contains:

- Registration Schedule and Instructions
- Chart Showing Spring 2008 First Year Courses Arranged by Day and Time
- Alphabetical List of Spring Semester First Year Courses
- Course Planning Chart

You Will Be Able to Find at law.miami.edu/registrar:

- Curricular Advice from the Faculty
- Last-Minute Updates on the Spring 2008 Schedule (as they arise)

Rescheduling or Cancellation: The Law School reserves the right to reschedule or cancel any course, seminar or workshop due to unforeseen changes in faculty responsibilities or where fewer than ten students have registered for that class. Students should check the website frequently during the registration period for any corrections, additions and deletions affecting the Spring schedule.

Student Responsibility to Learn and Follow Registration Procedures. First-Year students will be automatically registered by section for U.S. Constitutional Law I, Criminal Procedure, LRW II, and either Property or Contracts. For your one elective class, you must complete registration in accordance with the procedures described here. It is your responsibility to read and understand the information provided here and to follow the procedures accordingly. Absent documented system-wide problems, a student's failure to properly register for a class must be assumed to be due to the student's own failure to understand or follow directions. Those students who have not complied with the registration procedures risk being limited to those electives in which space is still available at the end of the regular registration process. To protect yourself, you should:

- Read these instructions carefully.
- If any of the instructions are unclear, ask for clarification from the Registrar's Office or the Dean of Students Office by e-mail or in person ***before you Register.***
- If you encounter problems while registering online, report them to the Registrar's Office ***immediately.*** We are happy to help you solve problems, but cannot do so if we are not informed in a timely manner.

SPRING 2008 FIRST YEAR REGISTRATION PROCEDURES

Overview of Basic Registration Procedures: Students will use the university's web based *myUM* system first to find out their registration appointment time and then to select their elective course. To access *myUM* go to the law school home page, use the pull-down destination box and click on *myUM*. Students must use their Cane ID and password. Students who have not completed financial registration for Fall 2007, who have failed to satisfy the immunization and health insurance registration, or who have "stops" due to outstanding business with other University departments will NOT be allowed to register using *myUM*.

Finding Your Appointment Time: Your appointment time can be found on *myUM* at the *MY STUDENT MENU* tab. Your appointment time was randomly assigned within the times available for first-year students.

Schedule Planning: You should decide on both a first and second choice for your elective before you go online to register. . In addition to the basic scheduling information available in this packet, the Dean of Students has announced a variety of resources to help you select your courses. This includes:

- Detailed Course Descriptions (available on the website)
- Short Biographies of Professors (available on the website)
- Faculty Curricular Advice for Specific Practice Areas (available on the website)
- Prior Years' Teaching Evaluations (available at the Law Library Circulation desk)
- Discussions with Individual Faculty Members
- Student Handbook (for a review of relevant graduation requirements)
- FAQ on the Dean of Students Website summarizing Graduation Requirements.

The Dean of Students has also announced the following course advising sessions:

Monday, November 5, 4:30-6:00pm	Online Chat
Tuesday, November 6, 12:30-2:00pm	Faculty Advising Session, Student Lounge
Tuesday, November 6, 3:30-5:00pm	Faculty Advising Session, Faculty Conference Room

Registering for Courses on *myUM*: **You do not register in person.** You may log on to *myUM* to register at or after your scheduled appointment time. You will be asked to enter your Cane ID and password. You then can sign up for the elective class you want, so long as it is not already filled. If you should select a course that is full, you will have the option of being placed on a wait-list. If you wish to be placed on a wait-list, you must do so during the initial registration period, November 9th; you cannot be added afterward. Note that the wait-list only guarantees that if a seat becomes open in the course those students on the wait-list will have an opportunity to add the course before students who are not on the wait-list.

The system will not let you register or even be placed on a wait-list for one elective if you have already registered for another. If you wish to register for one elective, but be wait-listed for another, you need to put yourself on the relevant wait-list *before* registering for the conflicting alternative. For example, if you registered for Family Law but want to be wait listed for Social Justice you would have to drop Family Law, and then put yourself on the wait list for Social Justice, and then add Family Law again. **myUM** will not let you wait-list for a course if you select the course from list of courses. From the “Register for Courses” page you must actually type in the course number and section, for example LAW268A.

Verification of Registration. In the past, some students have not followed the proper procedures to finish the online registration process and have found out after the fact that part or all of their registration was not recorded by the system. To verify that your registration was successfully completed, check the class schedule found under MY STUDENT MENU on **myUM**. Print and keep a copy of the schedule as proof that you have in fact registered for all the classes you chose. Once you have verified your schedule, class registration is complete.

Schedule Change Period and the Operation of the Wait Lists: Once all students have had the opportunity to register there will be a drop/add period (see the registration schedule included in this packet). During the drop/add period, you may use **myUM** to drop the elective for which you had registered and to add a different elective *if there are open seats available*. After you add and drop, you should again verify that your choices have been properly entered by checking the class schedule found under MY STUDENT MENU on **myUM**. The **myUM** system will be open weekdays, 9am-5pm, after the initial registration period. It may be open at other times but no set schedule is available.

The procedures for moving from the wait-list on to the class rolls are outlined below. Wait-listed classes **MAY NOT** be added using the **myUM** system. Moreover, a faculty member **may not** sign a student into a wait-listed course or a course with 0 seats without consulting with the Registrar. Thus, students should deal with the Registrar on matters regarding a closed class and wait lists to avoid taking the time of the faculty

During the add/drop period, wait-lists will be posted outside of Room F209 as well on the Law Registrar’s web site and updated daily by 10:30 a.m.. Those students approved to add a wait-listed course will have an O.K. and the date marked next to their student ID number. These spaces will be reserved for the corresponding number of approved students on the wait-list until close of business on the date that the student is approved to add the course. Approved students must come in to the Office of the Law Registrar and complete a drop/add form. If you cannot be on campus the day you are approved, please call our office at 305-284-4825 or by e-mail, lawreg@law.miami.edu. Students who do not register for the wait-listed class on the date they are approved will be deleted from the wait-list and their space will become available to the next person on the wait-list the following day.

Wait-lists will be re-posted the week prior to the beginning of classes. Approved students will have through the first day of classes to add the class. First-year students may switch into a different elective that has open seats through the end of the first week of classes.