

# General Upper-Level Registration Information

(updated 3/29/17)

Note: Students in LL.M., J.S.D., M.L.S., Exchange Student, or Visiting Scholar programs should follow instructions they receive from their program directors. Students with questions should first read this document thoroughly, and if you still have questions, contact the Registrar's Office at [registrar@wulaw.wustl.edu](mailto:registrar@wulaw.wustl.edu).

Registration for upper-level courses is a TWO STEP PROCESS: (1) students *pre-register* for Clinics and Externships (for both Fall and Spring semesters); (2) students *register* for other courses one semester at a time (most via WebSTAC).

## **PRE-REGISTRATION FOR CLINICS and EXTERNSHIPS:**

Clinic pre-registration takes place in January and February, for the following school-year. More information can be found on the Clinical Education Program registration website at <http://law.wustl.edu/clinicaled/pages.aspx?id=7654>. Questions about Clinics and Clinic waitlists should be directed to Katie Herr at [kmherr@wustl.edu](mailto:kmherr@wustl.edu), Room 107, 314-935-5942.

## **ONLINE REGISTRATION** (via WebSTAC)

Online registration for all Fall 2017 upper level classes other than Clinics/Externships will begin:

- For the Class of 2018 (May 2018 JD degree candidates) and returning LL.M.s:
  - **7:30 a.m. on Wednesday, April 12, 2017.**
- For the Class of 2019 (December 2018 and May 2019 JD degree candidates):
  - **7:30 a.m. on Friday, April 14, 2017.**

## **WHERE AND HOW TO REGISTER**

- At WebSTAC, enter your WUSTL Key ID and password in the two fields at the top of the screen. Click on "Registration" and follow the prompts to add/drop/change courses. If you have previously set up the Registration Worksheet in WebSTAC, click on the "Add Course" link by each course (one at a time).
- When finished, click on "Class Schedule" from the WebSTAC menu to print your schedule. This is also where you can follow your progress on any waitlist – it's "real-time". Then be sure to click "Log Out".

## **COURSE AND REGISTRATION INFORMATION:**

- ✓ **Degree Requirements** - See all JD DEGREE REQUIREMENTS at <http://law.wustl.edu/academics/pages.aspx?id=178>. Click on the link about Law Classroom Units (LCU/non-LCU) at that site. JDs can check your WUachieve degree audit at [wuachieve.wustl.edu](http://wuachieve.wustl.edu).
- ✓ **Course Listings** - <https://courses.wustl.edu> (also linked in WebSTAC) – The University's Course Listings has the capability to search by course categories called "Attributes" such as: Seminars, ALPS courses, Ethics curriculum courses, Law Classroom Units (LCUs), and others.
- ✓ **Units** - The maximum number of units WebSTAC will allow a student to register themselves for is 19 in the fall and 20 in the spring (if a student takes an Intersession class) [per ABA Standard 304 (e)]. All students must drop down to no more than 17 units (not counting an Intersession class) by the end of the 4th week of the semester.
- ✓ **Add/Drop Deadlines** - General add/drop deadlines can be found on the Law School's academic calendar at <http://law.wustl.edu/registrar/index.asp?id=2182>. **Students are responsible for checking course descriptions, reading their syllabi, and reading emails from the Registrar's Office to find out if individual courses have EARLY DROP DEADLINES.** Students are urged to make any system changes Monday through Friday during regular working hours, in case they experience any computer difficulties and need system/IT help.

- ✓ **Seminars and Intensive Weekend Courses (IWC)** – Students register themselves via WebSTAC, but must follow the registration priority schedule in effect during that week.

### **Fall 2017 Registration Week Schedule for Seminars and IWCs (Intensive Weekend Courses)**

- On their respective registration day, all Class of 2018, Class of 2019 and returning LLM students who have NOT already taken a seminar may enroll in or waitlist themselves for **no more than one Seminar**, and may enroll in or waitlist themselves for **no more than one IWC (Intensive Weekend Course)**, regardless of whether they have taken an IWC previously or not.
- **Note that beginning Wednesday, April 12 through Sunday, April 16, students who enroll in or waitlist themselves for more than 1 seminar, or enroll in or waitlist themselves for more than 1 IWC before they are eligible to do so, will be dropped from all seminars and IWCs, and prohibited from enrolling in any seminar or IWC until Tuesday, April 18 at 7:30 a.m.** Enrollment in these courses will be monitored, and students who are not in compliance will be dropped on a daily basis. Once dropped, students are not allowed to re-enroll until they are eligible to do so. This is necessary because there are a limited number of these courses.
- Monday, April 17, 7:30 a.m. – 9:00 p.m.: Registration for all seminars and IWCs will be frozen while the Registrar's Office does a final check of all records and drops students who are not in compliance with the above rules.
- Tuesday, April 18, 7:30 a.m.: All students may enroll/waitlist themselves in both Seminars and IWCs, except **students who have already taken 2 Seminars. Note also that beginning with the JD class entering Fall 2016 and graduating Spring 2019, there is a 6-unit maximum on the number of 1 unit IWCs (Intensive Weekend Courses) and 1 unit Intersession courses any JD may count toward their total Law units.** (The 1 unit Negotiation course is a first-year course requirement, and is not included in the 6 unit maximum).
- Wednesday, April 19, 7:30 a.m.: Students who have previously taken 2 seminars may enroll in an additional seminar (keeping in mind **the faculty rule that prohibits any student from taking more than one seminar in the same semester**).

### **HOW TO PREPARE FOR REGISTRATION**

- **Attend** the Faculty Panel on Course Selection on Tuesday, April 4, at 12:08 p.m. in AB Hall, Room 305, and the General Registration Information Meeting on Wednesday, April 5 at 12:08 p.m. in AB Hall, Room 310. After these dates, links to the videos of the meetings will be posted in the 2017-2018 Course Directory at <http://law.wustl.edu/registrar/pages.aspx?id=10868>.
- **Academic Advising** - First-year students in particular and second-year students are encouraged to seek out academic advising from faculty/administrators. All faculty and relevant administrators are available to give advice as needed (including Elizabeth Walsh, Associate Dean of Student Life).
- **Know your WUSTL Key ID and password** - If you don't remember your password, click on "Forgot your password" in WebSTAC. If that doesn't work, contact Gisela Paluga ([gpaluga@wustl.edu](mailto:gpaluga@wustl.edu) or 314-935-5908), in the University Office of Student Records.
- **Holds** - Make sure your university account is clear well before the week before online registration. Students who have a balance of more than \$100 will not be allowed to register unless the account is cleared before online registration begins. Questions? Contact Carrie Burns, Assistant Director of Financial Aid & Student Life, [cjburns@wustl.edu](mailto:cjburns@wustl.edu), 935-6438.

- **Verify your WebSTAC registration date and time** – Well in advance of online registration, go into WebSTAC and click on “Registration” to see the day/time you are scheduled to register. If this does not appear correct to you, *it is your responsibility* to contact the Registrar’s Office with enough time to correct it for you (if it’s determined that it’s not correct). Email [registrar@wulaw.wustl.edu](mailto:registrar@wulaw.wustl.edu) or Sue Eggemeyer at [sue.eggemeyer@wustl.edu](mailto:sue.eggemeyer@wustl.edu) (314-935-7458), with any questions about this. Don’t wait until the last minute to check this as you risk not noticing an issue until after online registration starts for your cohort, thereby affecting your registration in any popular courses that could fill up quickly.
- **Strategize** about the order in which you register for classes. Read the **Academic Planning Guide** thoroughly. Check enrollment and course information via **Course Listings** at <https://courses.wustl.edu>. Make note of any pre-requisites, co-requisites and/or courses recommended to be taken in advance, drop deadlines, enrollment limits, etc. Students should also have a list of alternative courses in case they are waitlisted for any courses. Note: Clinic waitlists are not kept in WebSTAC (questions should be directed to Katie Herr at [kmherr@wustl.edu](mailto:kmherr@wustl.edu)).
- **Registration Worksheet** - *Students are strongly encouraged to use the Registration Worksheet in WEBSTAC as it expedites the registration process on the morning students begin registering online.* Go to “Registration Worksheet” and enter your ideal class schedule. On the day that you register, when you get into “Registration,” the classes you selected on your worksheet will appear in a list under the area where you would typically have to enter in the course numbers. You can click on the names of the courses you want (one-by-one) and the numbers will automatically populate into the fields. Then click on the green “Add” button.
- **Request Forms** - Note that some courses require students to submit a request form, such as “**Permission for a Non-LL.M. Tax Student to Take Graduate Tax Course.**” Check all forms at: <http://law.wustl.edu/Registrar/pages.aspx?id=2131>
- Students should continue to watch for emails from the Registrar’s Office regarding new course information.

#### **AFTER REGISTRATION – ADD/DROP DEADLINES AND WAITLISTS**

- Continue to check the **Academic Calendar** for information on add and drop deadlines: <https://law.wustl.edu/registrar/pages.aspx?id=2182>
- Waitlists for most courses move quite well, although sometimes a large measure of the movement happens just before classes begin and during the first week of classes. (So if it’s a class you really want, by all means plan to attend if there is space in the room.)
- Students on waitlists should periodically view their "Class Schedule" in WebSTAC to see if they’ve moved on a waitlist. The system will automatically enroll waitlisted students into a class when a spot becomes available (even if the class conflicts with another class, so be sure to eventually drop one of the conflicting classes). *Students are responsible for checking that their registration is correct.*
- Students should promptly drop themselves from the waitlist of any course they no longer want to take so that the system does not automatically enroll them if/when a spot opens up. Students who drop directly from a waitlist will be able to do so without a PW – Permitted Withdrawal – on their transcript.
- If a student moves from the waitlist into a class and then decides to drop, after a stated drop deadline has passed, they will need to drop the course with a PW – Permitted Withdrawal – which will remain on the transcript.
- In an attempt to reduce waitlists, students who are enrolled in or waitlisted for a class that has a waitlist on the first day of classes will be notified by email that an early drop deadline has been set. The drop deadline for Fall 2017 will be Tuesday, Sept. 5, 2017 at 5:00 p.m. As noted previously, students are encouraged to make any schedule changes M-F, regular working hours, in case they experience system or computer issues on a weekend.

- All IWCs (Intensive Weekend Courses) have an early drop deadline of Sunday, Sept. 10, at 9:00 p.m., regardless of whether or not there is a waitlist.

## **REGISTERING FOR A NON-LAW COURSE**

### **For Credit Toward the J.D.:**

An upper-level J.D. student may apply to receive up to 6 hours credit towards their J.D. for coursework offered by another school of the University. Full-time JD students are eligible to take these courses without extra charge (except for part-time continuing education division courses, such as University College and Executive Education programs, which charge tuition over and above law school tuition). Course listings for all University departments can be found through WebSTAC by clicking on the menu option “Course listings”.

- 1) The course must be a graduate-level course.
- 2) The course must not duplicate a law school course.
- 3) The course must be logically related to the particular educational program or career plans of the student.
- 4) Each department reserves the right to drop students from other departments – for instance, to make sure there is ample space for their own students.
- 5) In order to receive law credit for the course, the course cannot be taken on a Pass/Fail or Credit/No Credit basis and the student must earn a grade of “C-” or better (which will not count toward the law GPA).
- 6) Students should keep in mind that non-law courses are non-LCUs, and that JDs need to complete at least 67 LCUs (Law Classroom Units.)  
<http://law.wustl.edu/academics/documents/docx/67credithoursofregularlyscheduledupdate03242015.pdf>

## **APPROVAL AND REGISTRATION PROCEDURES FOR A GRADUATE LEVEL NON-LAW COURSE**

**Review the “Non Law Course Links for Upper Level J.D. Students” information at:**

<http://law.wustl.edu/Registrar/pages.aspx?id=8358>

**For all courses except Business School courses:**

1. Obtain a “Request to take a Non-law Course for Credit (toward the JD)” form (available at <http://law.wustl.edu/uploadedFiles/Registrar/NonLawCourseForCredit.pdf>).
2. For **Arts & Sciences** – contact the professor directly to request permission and either obtain their signature on the form or attach an email to the form that shows their approval. Once students in the other program have had a chance to register, you may register yourself via WebSTAC while awaiting approval. Graduate level courses in A & S have 400+ course numbers. Turn in approval form to Registrar’s Office, for final law school approval (or check first with Sue Eggemeyer, [sue.eggemeyer@wustl.edu](mailto:sue.eggemeyer@wustl.edu), in the Registrar’s Office first to see if the course is approvable, if you prefer).
3. For **Social Work** – Complete and turn in the approval form to the Law School Registrar’s Office. The form will be faxed to the SW school, who will notify the Law School Registrar’s Office of whether you are approved or denied, who will then notify you and register you if approved. All Social Work courses are graduate level.
4. For **Other Schools** – contact the professor directly to ask their permission, and also ask the professor for a contact name in their department to also obtain departmental approval, if needed. Confirm with the department that the course is graduate level. You may register yourself for the course via WebSTAC while awaiting approval. Turn form in to Registrar’s Office once completed, for final law school approval (or check with the law school first to see if the course is approvable, if you prefer).

**For Business School courses:**

1. Business School courses can be viewed at <http://www.olin.wustl.edu/courses>. And their course descriptions can be found via Course Listings in WebSTAC, as well as <http://www.olin.wustl.edu/docs/MBA/MBAdescrip.pdf>
2. Check to make sure that the Business School course is not a required MBA course, and that you have met any stated course prerequisites.

3. Obtain a "Request for Non MBA Student to take an MBA Course" form <http://law.wustl.edu/Registrar/forms/NonMBAtoTakeMBA.pdf>.
4. Complete form and turn in to the Law School Registrar's Office (AB Hall, Room 210).
5. If approved by the Law School Registrar's Office, the form will be faxed to the Business School Student life Office.
6. The Business School will fax the form back to the Law School Registrar's Office with either "approved" or "denied" indicated.
7. The Law Registrar's Office will register the student if approved, and notify the student via email. [**Note: the Business School requests that Law Students not register themselves via WebSTAC.**] If "denied", the Registrar's Office will notify the student.
8. Questions? Please contact Sue Eggemeyer at [sue.eggemeyer@wustl.edu](mailto:sue.eggemeyer@wustl.edu).

### **Taking a Non-Law Course that will Not Transfer Toward the J.D (includes undergraduate courses):**

Full-time J.D. students may apply to take courses, including undergraduate courses for *no credit toward their J.D.*, in the following Washington University schools: Arts & Sciences, the Olin School of Business, the Sam Fox School of Design and Visual Arts, the School of Engineering and Applied Science, the George Warren Brown School of Social Work, and the School of Medicine. (*Courses offered in evening and part-time continuing education divisions, such as University College and Executive Education programs, are excluded, and any student who enrolls in a class in one of these divisions/programs should expect to pay full tuition over and above their law school tuition.*) Non-law courses must be approved by the professor (and in the case of the Business School, the Law School's Registrar's Office will request professor and departmental approval from the Business School). Enrollment is based on space-availability, and students are responsible for registering themselves for the non-law course in WebSTAC. Students should wait to enroll until the last group of undergraduate students has had an opportunity to register. After registering in WebSTAC, the student should contact the professor (with the exception of the Business School or Social Work) for approval. Then the "Request for Full-Time Law Student to Take a Non-Law Course Without Additional Charge (not for transfer credit toward law degree)" approval form (found at <http://law.wustl.edu/Registrar/forms/NonLawCourse.NoCredit.pdf>) should be turned into the Law School's Registrar's Office. Classes taken under this agreement will not count toward the law degree, and the grade will not be included in the law GPA, but the course and grade will display on the student's record/transcript.

### **Registering for a COURSE AT ST. LOUIS UNIVERSITY (SLU) School of Law**

SLU and Washington University Law have an agreement that allows students to take one course at the other school during the fall, intersession, or spring semesters without charge (summer school is excluded). This agreement applies to students enrolled in the J.D. program who have completed their first 30 hours of course work, and it extends to upper-level (not first-year) courses, including clinics and upper-level writing seminars, but excludes summer school and summer abroad programs. However, the course taken at SLU must not be offered by Washington University Law during the academic year in which the student takes the course at SLU. For students who will be away for one semester in an academic program that does not take place in St. Louis, or who graduate in December, the course taken at SLU must merely be one that is not offered at Washington University Law during the semester in which the student is in St. Louis and in school. Students interested in taking a particular course at SLU should contact Elizabeth Walsh, Associate Dean for Student Life at [ewalsh@wustl.edu](mailto:ewalsh@wustl.edu).

### **MISCELLANEOUS INFORMATION** (in alpha order)

**AUDITING.** Students may audit a course if the course does not have a waitlist, and if they receive permission from the professor and the Registrar's Office. To receive faculty permission, the student should ask the faculty member to sign an "Audit Approval Form" which can be found on the Forms website (see "FORMS" below). The student should discuss with the faculty member his or her expectations in terms of attendance and participation. This completed form should be turned in to the Registrar's Office (if the student has an email from the professor giving his/her permission, it can be attached to the form in lieu of an actual signature. At the end of the semester the professor must sign a grade sheet verifying that the student audited the course. "AUD" will be entered in the final grade field on the student's record. As long as a student receives permission from the faculty member and Registrar's Office, he or she can be changed to an auditor at any point during the

semester. If an auditor wishes to revert to taking a course for credit, this also requires the professor's permission – via the same "Audit Approval Form".

**CREDITS PER SEMESTER - MINIMUM AND MAXIMUM.** The maximum number of law units any law student can take is 17 per semester, *per ABA standard 304 (e)*. The full-time minimum load for J.D., Tax LLM, Unclassified students, and Visiting Scholars is 12 units per semester. The full-time minimum load for U.S. Law LLM, IP/Tech Law LLM, Master of Laws (including Concentration in Negotiation and Dispute Resolution), Two-Year LLM students, and Master of Legal Studies is 8 units. The JSD program is offered only as a full-time program (and students in this program are picked up by the system as being full-time by virtue of being enrolled in Graduate Research, 0 units). Students in the J.D. program may not be enrolled for less than full-time without permission from Elizabeth Walsh (Associate Dean of Student Life) – and most international students are prohibited from attending at less than full-time, per student visa requirements [questions should be directed to the Office of International Students/Scholars (OISS) - <http://oiss.wustl.edu/students/>]. ***Students enrolled for less than full-time do not earn a full semester's worth of residency (which is pertinent to J.D. students); are not eligible for Student Health Insurance (exception: students on a foreign visa); and may have complications associated with scholarships or loans – please see Carrie Burns regarding financial aid questions. (Students attending on certain foreign visas are required to purchase health insurance and the health fee, whether enrolled full or part time. Details about student health insurance can be found at <http://shs.wustl.edu/Pages/default.aspx>.)***

### DEGREE REQUIREMENTS

Degree requirements are found on the Law School's website – at <http://law.wustl.edu/academics/index.aspx>.

**EMAILS AND STUDENT MAILBOXES (hanging mail-folders).** Each student is responsible for reading Law Weekly emails, checking Blackboard, and checking their email daily for communications from faculty, staff and other students. If a Law School student has questions about their Law School email account, they should contact Student Technology Services, or go to: <http://sts.wustl.edu/services/email/>. If a student has a question about their Law School hanging mail-folder, they should contact the Registrar's Office, Canavan Suite, Room 210, 935-4610, [registrar@wulaw.wustl.edu](mailto:registrar@wulaw.wustl.edu).

**FORMS.** Registrar's Office forms can be found at <http://law.wustl.edu/Registrar/index.asp?id=2131>.

**GRADE OPTIONS.** The "grade option" for each course is pre-set. Law students are not given the option of changing how a course is graded. If a course is graded pass/fail or modified pass/fail (HP-3.94, P, LP-2.98, F-2.50), this will be stated in the course description; otherwise it can be assumed that the grade will be numeric (on a scale of 2.50-4.30). For additional information on grades go to "Grade Information" on the Registrar's Office website – at <http://law.wustl.edu/Registrar/pages.aspx?id=2129>.

**HONORS & AWARDS.** See <http://law.wustl.edu/Registrar/index.asp?id=2550>.

**SEVERE WEATHER CANCELLATIONS.** It is rare for the University or Law School to completely close due to bad weather – more likely is that occasionally a professor might cancel a particular class because of weather. If a professor cancels his/her class, you should receive an email from that professor or his/her assistant. If a professor canceling due to the weather contacts the Registrar's Office to report that their class is canceled, a list will be posted in "School Announcements" in MyLaw (<https://mylaw.wustl.edu>). If the Law School were to cancel all Law classes, an email would be sent to all students, and it would be posted in "School Announcements" in MyLaw. If the entire University shuts down, it would also be announced on the main network TV stations and their websites, and on the University's website at [www.wustl.edu](http://www.wustl.edu).