

# 2008-09 CLASS SELECTION WORKSHEET

Priority Rank	COURSE NUMBER	COURSE TITLE	PROFESSOR	DIV	MON	TUE	WED	THU	FRI	CRED
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**EXAMPLE**

1 <sup>st</sup>	100-A	Administrative Law	Brunet	Day			2:30 4:30		1:30 3:00	3
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## FALL 2008 SEMESTER

<b>TOTAL</b>										

## SPRING 2009 SEMESTER

<b>TOTAL</b>										

ABA Accreditation Standard 305(a)(iii) states: "Full-time student' means a student who devotes substantially all of his working hours to the study of law." **Students in the Day Division may not work more than 20 hours per week during each semester and as listed Day Division are expected to understand and be in compliance with this standard.**

Class/Division \_\_\_\_\_

Name \_\_\_\_\_

### **Suggestions for determining which classes are priority:**

1. You should consider the class size (seminars are limited between 14 and 20 students); other classes are usually capped according to room size. Classrooms 1,2,3 and 4 are capped between 72-89; classrooms 5 and 6 are capped at 39; classrooms 7 and 8 are capped at 60.
2. Consider the number of other courses offered in the same time slot.
3. Who is the instructor?
4. How frequently is the course offered – every year? Twice a year? Every other year?
5. Any other factor that you may consider relevant such as how badly you need the class to fulfill certificate or graduation requirements.
6. Do you need a prerequisite for a priority class? Be sure to list the pre/co requisites as they need to be added as soon as possible. Once priority registration is completed, you will be expected to register for all necessary prerequisites.

### **Potential Problems with On-Line Registration**

Problems that may arise when registering on-line which will cause your registration not to be processed or processed erroneously include:

1. Time Conflicts - registering two classes that overlap in time.
2. Too many credits for your division load (day vs evening). Day Division load is capped at 17 credits; evening is capped at 12. If you want to change divisions, you must petition before registering. On Line Division petition is found at <http://law.lclark.edu/dept/lawreg/divisionchange.html>.
3. Trying to add a class that needs professor consent or an application. (These classes must be registered through the Registrar's office with professor consent confirmed).
4. Trying to add a class without the necessary pre/co requisites after the priority registration period is completed (June 2 & 3).
5. Trying to add a class in the wrong semester or adding the wrong class section. You are responsible for the course information that appears on your schedule on WebAdvisor.
6. Missing your invitation to add a class for which you are wait listed.
7. Cashier Office holds for past tuition and overdue fines.
8. You may not withdraw for the semester by using on-line registration. You must submit written notification to the Registrar's office to do this.