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WEB REGISTRATION IN CAMPUS CONNECT

- At the College of Law, upper-level J.D. and LL.M. students register for classes via the Campus Connect website.
- First-year students, both full and part-time, will automatically be registered for their required Spring classes.
- Please note that full-time second-year students whose last names begin with M-Z must register for LARC III for the Spring 2016 semester.
- Current students may register for the Spring 2016 semester at any time on or after their enrollment date. The priority system is based on the number of credit hours you earned at the end of the 2015 spring or summer semester. You can check your specific enrollment date in Campus Connection by clicking “My Enrollment Appointment.”
LOGGING INTO CAMPUS CONNECT

http://www.depaul.edu/ ➔ Campus Connect ➔ Student Center

Use your assigned user ID and password to log into Campus Connect. If you have misplaced your user ID or password, go to the Identification Card Services Office in room 9300 of the DePaul Center or call the I.D./Password Helpline at 312/362-8765 from 9:00 a.m. until midnight on weekdays.

- Campus Connect is the most current and reliable place to check for class schedules. Any corrections, changes or updates to the 2016 Spring schedule will be listed daily on Campus Connect > Search for Classes.

- The recommended web browsers for Campus Connect are Internet Explorer, Google Chrome, Firefox and Safari.
REGISTRATION QUICK STEPS & TIPS

1. Click on “Student Center”

2. Search for classes offered in the upcoming semester.

3. Add classes to your “Course Cart” prior to your assigned registration date.

4. Use the “Validate” button to check classes in your Course Cart.

5. On your assigned registration date, go to your Course Cart and select courses for enrollment.

Important Tips

• Check your Holds and To-Dos frequently by signing into Campus Connect. Please resolve them as soon as possible as some may affect your ability to register (unpaid tuition and immunization blocks).

• Familiarize yourself with the Academic Calendar on the College of Law web site, www.law.depaul.edu > Academics > Course Information.

• Answers to many questions can be found at http://offices.depaul.edu/depaul-central/Pages/default.aspx. You may also visit DePaul Central on the 9th floor of the DePaul Center.
IMPORTANT REGISTRATION DATES & DEADLINES

11/16/2015  Spring 2016 registration period begins. Your specific enrollment date is determined by number of credit hours earned.

1/22/2016   Last day to add a class for Spring 2016.

1/27/2016   Last day to drop a class with a full tuition refund. After this date, a “W” appears on the transcript.

3/4/2016    Last day to withdraw from a class (no refund).
In the Student Center, you may “search” for classes.


Search for classes. You need the five-digit class # to register for a class. Click on the 5-digit class number to view the course description, prerequisites and the date and time of the exam.

To check for prerequisites, click on the class number. You must take a prerequisite before the advanced class. Courses cannot be taken concurrently with the prerequisite.

Be sure to check the final exam dates and times so you do not create an exam conflict. To check exam dates and times, in search for classes, click on the class number.
ADDING CLASSES TO YOUR COURSE CART, WAITLIST (SWAP), AND CLOSED CLASSES

- Before your enrollment day and time, you may add classes to your Course Cart and use the validate button to check for prerequisites and holds. If you receive an error, you will need to resolve the issue before you can register for classes on your assigned registration day.

- You may find that a class is closed due to an enrollment limit. It is possible that the class may open at a later time. **To increase your chances of getting into the class, you must use the “Waitlist” and “Swap” functions in Campus Connect.** If you waitlist yourself for a class and do not use the “Swap” function, you will not be selected from the waitlist if you do not have enough available credits to be added to the class. If this occurs, the available seat will go to the next person on the waitlist.

- The waitlist process is strictly adhered to. We cannot override the waitlist and place you into a closed class. Likewise, professors do not have the authority to grant permission for a student to be placed into a closed class.
WAITLISTING CLOSED CLASSES AND USE OF “SWAP” FUNCTION

- To hold a seat in one section of a class and waitlist for another, use the Swap feature in Campus Connect. To use the Swap effectively, you should enroll in the second choice class first. Then select the Swap option under the Enroll/Drop a class section and designate your second choice class as the one you would like to drop if you are enrolled in your first choice. Then designate your first choice class, being sure to check the box “Add to Waitlist if Available.” If you successfully enroll from the waitlist, you will receive an email notifying you of the enrollment, and you will have a warning posted to your Campus Connect home page.

- If you do not use the Swap, you will not come off the waitlist if: (1) you have a class conflict with the day and time of another class; (2) you are registered for another section of the same class or (3) you are registered for the maximum number of credits (16). In those cases, you will drop to the bottom of the waitlist if you have not provided for a swap.

- For additional information and FAQ’s about the waitlist function, go to http://sr.depaul.edu, the University Student Records website. On the bottom of the page, click on “Waitlist.”

- If a waitlist is available, an orange triangle will appear next to the section in the Class Schedule. The waitlist lets students auto-enroll in closed classes as seats become available without having to re-visit Campus Connect. You can waitlist multiple sections of the same class. However, once you are enrolled in one section of a class, you will be removed from the waitlists for all other sections of the class.

For more information and FAQ’s, go to http://sr.depaul.edu
REGISTRATION PROBLEMS & BLOCKS

System Unavailable: The system may have technical difficulties, or you are trying to access it outside the open hours. Try the web page again during the approved hours.

Unsupported Browser: You are trying to access the web system with an unsupported browser. Check the list of browsers displayed on the screen. Internet Explorer, Firefox and Safari are the preferred browsers for Campus Connect (see page 4).

Ineligible to Register: You tried to register before your assigned appointment date. Try again on your assigned registration date in Campus Connection.

Closed Course Block: You are attempting to add a class that has closed. Use must use the Waitlist and Swap functions.

Prerequisite Block: You are attempting to register for a class without the prerequisite course. You cannot take both simultaneously.

Financial Block: You may have unpaid tuition or fees. You must contact the Student Accounts Office on the 9th floor of the DePaul Center.

Immunization Block: The Office of Student Records does not have a copy of your immunization records as required by the state. Contact the Office of Student Records on the 9th floor of the DePaul Center.
“AUDITING” A CLASS

Students may audit one class per semester. An auditor is charged full tuition for the course, but does not receive a grade in or credit for the course. Students may not convert from auditing to graded status or vice versa. A student who has audited a course may not thereafter take that course for credit.

- The Audit Request Form is available at [http://law.depaul.edu/student-resources/student-affairs-registrar/Pages/registration.aspx](http://law.depaul.edu/student-resources/student-affairs-registrar/Pages/registration.aspx) and must be submitted to the Office of Student Affairs. You must be registered in the class to receive permission to take it as an audit.

- The maximum credit load for full-time students is 16 credits per semester; the maximum credit load for part-time students is 12 credits per semester. An audited class counts toward those caps.

- Permission required classes, such as seminars, writing classes and skills courses cannot be audited.

- You do not receive credit if you audit a class; you do not take the exam or turn in assignments. However, full tuition is charged. The audit will appear on your official University transcript.
CREDIT HOUR REQUIREMENTS AND NON-CLASSROOM CREDIT LIMITATIONS

Minimum & Maximum Credit Hours

- Upper level full-time students may register for a maximum of 16 credit hours per semester. After their third semester, part-time students may register for a maximum of 12 credit hours per semester.

- Full-time JD students must take a minimum of 12 credit hours per semester except that full-time graduating seniors in their final semester need only take the number of credit hours necessary for them to graduate. Part-time JD students must register for a minimum of nine credit hours per semester except that graduating seniors need only take the number of credit hours necessary for them to graduate.

Limit on Non-Classroom Credits

- With the exception of students enrolled in the Third Year in Practice (3YP) program, a JD student may earn a maximum of 12 credit hours for non-classroom courses, most of which are graded pass/fail.

- On the initial days of registration, students may register for only one skills class. When the initial registration days end after November 19, students may register for another skills class if space is available.

Pass/Fail Option

- No pass/fail option exists for graded courses. Unless otherwise indicated, the only pass/fail courses are Field Placements, Guided Research, LARC TA’s, ASP TA’s, journal editors, moot court competitions, and transfer credits from another school.
JD DEGREE REQUIREMENTS

Core Required Courses:
Civil Procedure, Constitutional Process, Contracts, Criminal Law, LARC I, II & III, Legal Profession, Property, Torts, and Preparing to Practice I and II.

Skills Requirement:
One skills course such as Anatomy of a Deal (2 credits), Arbitration, Business Planning, Commercial Arbitration, Dispute Resolution, E-Discovery (2 credits), International or National Moot Court, any Legal Clinic, Litigation Lab, Litigation Strategy, Mediation, Negotiations, and Trial Advocacy.

Advanced Writing Requirement:
One advanced writing class such as Senior Seminar, Legal Drafting (Transactions, Civil Litigation, Criminal Law, Matrimonial, Real Estate, IP Licensing & Negotiations, Law and Climate Change, and Emergency Relief & Equitable Remedies) or Independent Study.

The College of Law requires that all full-time J.D. students limit their employment to a maximum of 20 hours per week during the academic year.
PERMISSION-REQUIRED COURSES

Permission-Required Courses

For courses requiring permission, students must first contact the appropriate supervisor or instructor to apply. The supervisor will then forward a list of participating students to the Law Registrar, who will register the students in the course. Detailed information about registration for permission-required courses is available in the Course Schedule.

Independent Study

Independent study permits a student to pursue an area of interest in depth under the supervision of a full-time faculty member. To enroll in an independent study, a JD student must have completed 28 credits and have a 3.0 cumulative GPA. The application is available online at http://law.depaul.edu/student-resources/student-affairs-registrar/Documents/independent_study_jd.pdf.

Guided Research

Students who wish to perform guided research must make supervisory arrangements with a full-time faculty member. A student must have completed a minimum of 28 credit hours with a cumulative GPA of at least 2.0. A student may enroll in guided research for either one or two credit hours in a semester. The application is available online at http://law.depaul.edu/student-resources/student-affairs-registrar/Documents/guided_research_application_form.pdf.

Note: To register for any of the permission-required courses, your total credits for the semester, including the permission-course must be within the maximum credit load. Otherwise, the registration cannot be processed. After the form is processed, students may check Campus Connect to see if the courses have been added.
EXAM CONFLICTS AND RESCHEDULED EXAMS

Under certain circumstances, students who have in-class final exams scheduled at the same time will be permitted to reschedule one of those exams.

Eligibility:

If you have two in-class exams either: (1) scheduled on the same day; or (2) scheduled to begin less than 24-hours apart, you may request to reschedule one of the conflicting exams. You must take the rescheduled exam within two weekdays of the original exam date, which may be before or after the regularly scheduled exam. Rescheduled exams are held between 9:30 a.m. - 12:30 p.m. on designated days when no first-year exams are scheduled. The application form is available online at http://law.depaul.edu/student-resources/student-affairs-registrar/Pages/examinations.aspx.

Limitations:

Only one exam per semester can be rescheduled. This option does not apply to first-year exams. The option does not apply to take-home exams unless the take-home exam is distributed and due on the same scheduled exam date and you have an in-class exam on that same date. For example, if a professor distributes a take-home exam on May 4 that is due on May 4, you could qualify for a rescheduled exam only if you have an in-class exam on May 4.
FULL/PART-TIME PROGRAM CHANGES

At the end of the first year, students may change their program from part-time to full-time or vice versa by submitting a program change request form with the Office of Student Affairs. Students may change their status only once while they are enrolled in law school.

- The Program Change form is available online at [http://www.law.depaul.edu/student_life/pdf/plan_change_request.pdf](http://www.law.depaul.edu/student_life/pdf/plan_change_request.pdf). The form is due on April 15 for the Summer or Fall terms, or October 15 for the Spring term.

- Students are advised that program transfers will affect tuition charges and financial aid. Students are strongly encouraged to contact Financial Aid. Students may also consult with the Associate Dean for Student Affairs, Michael Burns, before they make a decision.
ONLINE REGISTRATION LEARNING TOOLS

FOR HELPFUL VIDEOS AND STEP-BY-STEP INSTRUCTIONS ON REGISTERING IN CAMPUS CONNECT:

- Go to www.depaul.edu and search for "Learning Center" where you will find a registration overview video about how to use the Campus Connection registration system.

- See also the Registration Process on http://sr.depaul.edu – the University Student Records Office.
IMPORTANT PHONE NUMBERS

DePaul Web Registration Help Line - Technology Contact Center
312/362-8765 or tcc@depaul.edu (Monday - Thursday: 8:00 a.m. - 8:00 p.m.;
Friday: 8:00 a.m. – 5:00 p.m.; Saturday: 8:00 a.m. – 4:00 p.m.; Sunday: Noon –
4:00 p.m.

I.D./Password Help Line: 312/362-8765 (9:00 a.m. - Midnight).

College of Law Registrar, Priscilla Miller: 312/362-5277 or pmiller@depaul.edu.

LLM and MJ Student Registration Questions, Huilan Jin: 312/362-8415 or
hjin3@depaul.edu.

Student Financial Accounts: 312/362-6628, Room 9900 DePaul Center.

Financial Aid: 312/362-8091, Room 9000 DePaul Center.