How do I Register for Courses?
• Under the Student Homepage in Campus Connect click on “Manage Classes”
• Click on “Class Search and Enroll”
• Select the correct term: 2019-2020 Summer or 2020-2021 Autumn
• Use the search box to find classes
• Find all law school classes using “Additional ways to search” and selecting “Law” under “Available Subjects”
• Add the courses you would like to take to your Course Cart
• Use the “Validate” button to check classes

How Many Classes Should I Take?
• This will depend on your program and whether you are full-time or part-time.
• To qualify for federal financial aid, you must take at least 6 credit hours. In the summer, the minimum is 3.

What Classes Should I Take?
• Review your program’s degree requirements on the College of Law’s website: Academics.
• Consult your Degree Progress Report on Campus Connect
• Schedule an appointment with your Academic Advisor, Sarah Baum on BlueStar in Campus Connect.

When do I Register for Courses?
• You will be assigned an enrollment date
• You can find your enrollment date in Campus Connect.
• On your enrollment date, go to your Course Cart to check out.

What is the Add/Drop Deadline?
• June 7: last day to add Summer classes
• June 9: last day to drop Summer classes with no penalty
• June 19: last day to withdraw - Summer
• Sept. 4: last day to add Autumn classes
• Sept. 9: last day to drop Autumn classes with no penalty
• Oct. 16: last day to withdraw - Autumn

What if a Class I Want is Full?
• If a class you want to take is full at the time of your registration appointment, register for your second choice class. Then use the Swap feature to tell the system that you want to drop your second choice class if a space opens up in your desired class.
• Using the Swap feature will automatically replace the enrolled course with the desired waitlisted one when a seat becomes available.
• Make sure to use the Swap feature instead of the Waitlist feature unless you are leaving space open in your schedule for your desired class.
• If you do not leave room in your schedule for your desired class, and you do not use the Swap feature, the system will see that your schedule is full and pass over you on the waitlist. You will then have to set up a swap, which will drop you to the bottom of the waitlist.
• Review these Waitlist FAQs.

Are There Other Registration Deadlines?
• June 12 – summer audit applications due
• Oct. 1 – autumn audit applications due
• Oct. 12 – rescheduled exam applications due

What if a Class Requires Permission?
• Contact the appropriate supervisor or instructor listed on the course schedule to apply.
• If you are accepted into the course, you will be notified when you can register for the course.
• To enroll in an Independent Study or Guided Research, you must submit an application form to Student Affairs that your supervising professor has signed.
### Can I Audit a Class?
- You may audit one class per semester.
- You will be charged full tuition.
- You will not receive a grade in or credit for the class.
- The audit will appear on your transcript.
- You may not convert from audit to graded status or vice versa.
- You cannot subsequently take the class for credit.
- The audited class counts toward credit caps.
- You cannot audit a permission-required class.
- You must first register for the class to receive permission to audit it.
- You must submit an audit request form to Student Affairs by the deadline.

### How do I Avoid Exam Conflicts?
- When choosing courses, check the final exam dates and times so you do not create an exam conflict.
- You can find exam dates by clicking on the course number or consulting the course schedule.
- If you have two in-class exams scheduled to begin less than 24-hours apart, you can submit an application to Student Affairs by the deadline to reschedule one of the exams.
- You can only reschedule one in-class exam per semester.
- This option does not apply to take-home exams or paper classes, unless the take-home exam is distributed and due on the same day on which you have an in-class exam.

### What if a Class has a Prerequisite?
- You can check for prerequisites by clicking on the class number or reviewing the course schedule.
- You must take all prerequisites before taking the advanced class.
- You cannot take the prerequisite at the same time as the advanced class.

### Where Can I Find the Necessary Forms?
- You can find all of the forms referred to in this guide on the College of Law website: [Office of Student Affairs/Registrar](https://bit.ly/2RB2Lrt)
- Forms can be turned in at the drop box located on the 9th floor of the Lewis Center or via e-mail at lawstudentservices@depaul.edu.

### Helpful Links
- Academic Calendar: [https://bit.ly/2I0gNkb](https://bit.ly/2I0gNkb)
- Student Affairs Contact Info: [https://bit.ly/2ync45A](https://bit.ly/2ync45A)