

# **DePaul University College of Law**

## **Spring 2022**

### **Web Registration Instructions**

**Office of Student Affairs**



# TABLE OF CONTENTS

<b>Web Registration in Campus Connect</b>	<b>3</b>
<b>Logging Onto Campus Connect</b>	<b>4</b>
<b>Class Search</b>	<b>5</b>
<b>Adding Classes to Your Course Cart and Completing Registration</b>	<b>6</b>
<b>Important Registration Dates &amp; Deadlines</b>	<b>7</b>
<b>What If a Class I Want to Take is Full?</b>	<b>8</b>
<b>Registration Problems &amp; Blocks</b>	<b>9</b>
<b>Registration Holds &amp; Deadlines</b>	<b>10</b>
<b>Auditing a Class</b>	<b>11</b>
<b>Credit Hour Requirements &amp; Non-Classroom Credit</b>	<b>12</b>
<b>JD Degree Requirements</b>	<b>13</b>
<b>Permission-Required Courses</b>	<b>14</b>
<b>Exam Conflicts &amp; Rescheduled Exams</b>	<b>15</b>
<b>Full/Part-Time Program Changes</b>	<b>16</b>
<b>Online Registration Learning Tools</b>	<b>17</b>
<b>Important Contact Information</b>	<b>18</b>

# WEB REGISTRATION IN CAMPUS CONNECT

Upper-level J.D. students, as well as LL.M. and M.J. students, register for classes on Campus Connect.

First-year students, both full and part-time, will automatically be registered for their required Spring semester classes.

Part-time evening students in their second year must register for LARC III in the Spring semester of their second year.

Students may register for courses on their enrollment date, which is assigned based on the number of credit hours earned. You can find your enrollment date by going to Campus Connect → Student Homepage → Manage Classes → Enrollment Dates.

# LOGGING INTO CAMPUS CONNECT



Use your assigned User ID and Password to log into Campus Connect. If you have misplaced your User ID or Password, contact the Technology Support Center (TSC) at 312-362-8765 or [tsc@depaul.edu](mailto:tsc@depaul.edu). You can also walk into the ID Card Services Office in Room 9200 of the DePaul Center, 1E. Jackson Blvd.

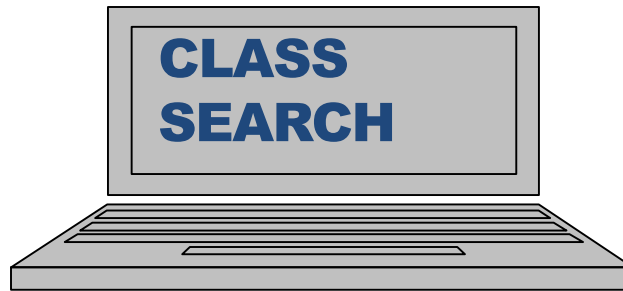
## **ID Card Services Hours:**

Monday to Thursday: 9:00 am - 5:30 pm

Friday/Saturday/Sunday: Closed

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

If you have difficulty using Campus Connect, the first things you should try is clearing your browser cache. You can also try using a different browser.



---

In the Campus Connect **Student Homepage**, go to **“Manage Classes”** and **“Class Search and Enroll”** to search for classes.

---

Choose the correct term: **“2021-2022 Spring.”**

---

Search for classes: Use the search box to find classes. Find all law school classes using “Additional ways to search” and selecting “Law” under “Available Subjects.” You can also search by subject, instructor name, course number or catalog number.

---

Under “course information,” you can view a course description. Under “class selection,” you can click on the class to view additional information about the class.

---

**Prerequisites:** You must take any prerequisites before the advanced class. Courses cannot be taken concurrently with the prerequisite.

---

**Exams:** Be sure to check the final exam dates and times so you do not create an exam conflict.

# ADDING CLASSES TO YOUR COURSE CART AND COMPLETING REGISTRATION

1. Click on “Manage Courses” under the “Student Homepage” tab.
2. Search for classes offered in the upcoming semester.
3. Add classes to your “Course Cart” prior to your assigned enrollment date.
4. Use the “Validate” button to check the classes in your Course Cart to ensure that all prerequisites for the courses you indent to enroll in are met.
5. On your assigned enrollment date, go to your Course Cart and check out. This will complete your registration.

## 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](http://www.law.depaul.edu) > Academics > Course Information. There is a box at the bottom of the page with the Calendars.

Answers to many questions can be found on the [DePaul Central website](#).

# IMPORTANT REGISTRATION DATES & DEADLINES



**November 16** – registration for Spring 2021 begins

**January 9** – last day to add J-Term class

**January 10** – last day to drop J-Term class

**January 31** – last day to add classes to Spring Schedule

**February 2** – last day to drop classes with no penalty (100% refund if applicable, no grade on transcript)

**February 28** – audit application deadline

**March 11** – last day to withdraw from Spring classes

## 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.
- The swap 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.
- For more information on the Swap and Waitlist features, review these [Waitlist FAQs](#).



# REGISTRATION PROBLEMS & BLOCKS

<b>System Unavailable:</b>	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.
<b>Unsupported Browser:</b>	You are trying to access the web system with an unsupported browser. Check the list of browsers displayed on the screen.
<b>Ineligible to Register:</b>	You tried to register before your assigned appointment date. Try again on your assigned registration date in Campus Connect.
<b>Closed Course Block:</b>	You are attempting to add a class that has closed. Use the Swap function.
<b>Prerequisite Block:</b>	You are attempting to register for a class without the prerequisite course. You cannot take both simultaneously.
<b>Financial Block:</b>	You may have unpaid tuition or fees. You must DePaul Central.
<b>Immunization Block:</b>	The Office of Student Records does not have a copy of your immunization records as required by the state. Contact DePaul Central.

# REGISTRATION HOLDS & DEADLINES

---

## Registration holds:

The hold is placed on your file by the **University's Student Records Office** and will not be released until it is taken care of. **The College of Law does not have the authority to lift your hold.** If you have questions regarding your file or wish to request a temporary lift for registration, please contact **DePaul Central at 312-362-8610**. Once the hold has been lifted, please contact us as soon as possible if you do not have access to register on your own.

---

## Registration deadlines:

Your financial aid amount, the timing of your disbursement, and your eligibility for a Ventra card are all directly affected by registration. It is very important to register for the correct number of credits by the deadline. It is also important to drop any courses before the deadlines to avoid penalties listed on page 7.

---

# 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 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 here: [Registration & Records Resources](#)
  - This form must be submitted to the Office of Student Affairs by the deadline.
  - You must be registered in the class to receive permission to take it as an audit.
- The maximum credit load for the semester is...
  - 16 credits for full-time students
  - 12 credits for part-time students
  - An audited class counts toward those caps
- Permission required classes, such as seminars, writing classes and skills courses cannot be audited.
- If you audit a class, you do not ...
  - receive credit
  - take the exam
  - turn in assignments
- However, full tuition is charged. The audit will appear on your official University transcript.

# JD CREDIT HOUR REQUIREMENTS

## Minimum & Maximum Credit Hours

- Students must earn 86 credits to complete the Juris Doctor degree.
- **Upper level full-time students** may register for between **12 and 16 credit hours** per semester. Full-time students typically take 14-15 credit hours per semester.
- After their third semester, **part-time students** may register for between **9 and 12 credit hours** per semester. Part-time students typically take 10 or 11 credit hours per semester.
- **Graduating seniors** only need to take the number of credit hours necessary to graduate. However, **students taking less than six credits in a semester will not qualify to receive financial aid.** Please contact the Financial Aid Office for more information.
- Students must take at least three credit hours in the summer to qualify to receive financial aid.

## Experiential Education Credits

- JD Students must complete **at least six credit hours of experiential education courses** from the approved list of courses.
- JD Students In the Third Year in Practice (3YP) program are required to complete 24 credit hours of experiential courses, including an Intensive Externship of 5-9 credit hours and the 3YP Seminar.
- On the initial days of registration, students may register for only one experiential education course. When the initial registration days end, students may register for another experiential education course if space is available.
- **Do not wait until your last semester to complete all of your experiential education credits.**

## No 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

## Upper-Level Required Courses

- After completing the first-year core curriculum, upper level students must complete the following requirements:
- LARC III
- Legal Profession
- Experiential Education – 6 credits.
- One Advanced Writing Course
- For all JD requirements, including a list of courses that meet the Experiential Education and Advanced Writing classes, review the [University Catalog](#).

## Non-classroom Credit Hours

- 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 (indirect instruction) courses.

## Online Course Credit Limit

- JD students may earn a maximum of 28 credit hours toward the JD degree for distance education courses.

**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

**Students must first contact the appropriate supervisor or instructor to apply.** The supervisor will then forward a list of participating students to the Student Affairs Coordinator, who will give students permission to register for the course in Campus Connect. Students will be notified when they can register themselves for 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 here: [Independent Study Application Form](#).

---

## 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 here: [Guided Research Application Form](#).

---

***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

Students are required to plan their schedule so they don't have exam conflicts.

- 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 scheduled to begin **less than 24-hours apart**, you can request to reschedule **one** of the exams. Rescheduled exams **must be taken after the originally scheduled exam date and within the same week**.

## 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 or paper classes, unless the take-home exam is distributed and due on the same day on which you have an in-class exam.** For example, if a professor distributes a take-home exam on December 9 that is due on December 9, you could qualify for a rescheduled exam only if you have an in-class exam on December 9.

# FULL/PART-TIME PROGRAM CHANGES

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

The Program Change form is available here: [Juris Doctor \(Day/Eve\) Program Change Request Form](#). The form is due on May 1 for the Summer and Autumn term, or November 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 Assistant Dean for Student Affairs, Maria Vertuno, 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](http://www.depaul.edu) and search for “Learning Center” where you will find a registration overview video about how to use the Campus Connect registration system.

See also the Registration Process here: [University Registrar](#)

# IMPORTANT CONTACT INFORMATION

Course Registration &  
Student Account Issues

- DePaul Central, 312-362-8610 or [DPCL@depaul.edu](mailto:DPCL@depaul.edu)

I.D./Password Help Line

- Technology Support Center, (312)-362-8765 or [tsc@depaul.edu](mailto:tsc@depaul.edu)

Student Affairs  
Coordinator, Brittany Davis

- (312)-362-5447 or [bdavis38@depaul.edu](mailto:bdavis38@depaul.edu).
- Registration issues/troubleshooting, special permission registration, program change requests, and rescheduled exam requests

Assistant Director of  
Academic Advising, Sarah  
Baum

- (312)-362-8312 or [sbaum@depaul.edu](mailto:sbaum@depaul.edu).
- Academic advising, course planning, graduation and certificate requirements.

Assistant Dean of Student  
Affairs, Maria Vertuno

- (312)-362-1030 or [mvertuno@depaul.edu](mailto:mvertuno@depaul.edu)

Student Financial  
Accounts

- (312)-362-6628, Room 9900 DePaul Center
- Removing holds prior to registration.

Financial Aid

- (312)-362-8091, Room 9000 DePaul Center