

LAWREG COURSE REGISTRATION GUIDE

ENROLLING IN COURSES AT UCI LAW

The following tutorial will guide you through the process of enrolling in courses at UCI Law.

Start at the **Registration** web page and click on the **Law Course Catalog** link. The online Catalog defaults to the current semester of enrollment. For this demonstration, the term has defaulted to Fall 2013. Before you begin your search for courses, you must log-in with your UCInetID and password. Once your identity has been authenticated you can search by a number of different criteria such as the course type, the instructor's name, or category. You can also do a comprehensive search by simply clicking on the **Search** button. The next screen will display all course offerings for the given semester. For each course, the five-digit course code, the course number, the section number, the course type, the number of units, and the time and location will be displayed. To learn more about the course click on the course and additional information will appear. Pay close attention to any prerequisites that may be listed in the course descriptions. Some courses will have prerequisites that you need to fulfill in order to enroll. If you are not eligible to enroll and you attempt to do so, a message will appear describing the problem.

While you review the Course Catalog write down the five-digit course code for each course you are interested in taking. The codes start with the number "84." You will need to use these codes when you enroll.

Next we will go over how to check your enrollment window and how to enroll in courses. Go back to the **Registration** web page and click on the **LawReg** link. LawReg is the online enrollment system that our law school students use to enroll in courses. Do not attempt to enroll in courses using the campus's online enrollment system; WebReg. An error message will appear if you attempt to do so. Enter your UCInetID and password. If you have forgotten your password, use the link provided and follow the instructions to reset your password. Click **Login** when ready. The next screen will display the menu for the semester in which you will enroll in. To check your enrollment window, click on **Enrollment Window** and your enrollment date and time will appear at the bottom of the screen. You can begin to enroll in courses on this date and time or anytime thereafter up until the end of the second week of the semester. Adds, drops, changes in the units and grade option can be made through LawReg FREE OF CHARGE up until the end of the second week of the semester. You will NOT be able to make any changes to your enrollment using LawReg after this deadline. Instead, an Academic Rules Petition Form found on our Forms web page will need to be completed in order to make any adjustments between the beginning of the third and the end of the sixth week of the semester. During this period, charges will incur for each adjustment and will appear on your ZotBill at the end of the billing cycle. It is important to check the Calendar of Events, The SLATE student life e-newsletter, and emails from the Law Registrar's Office for critical enrollment dates and deadlines.

When you are ready to enroll, click on the **Enrollment Menu**. For this demonstration we will enroll in Corporate Tax. Click on the **Add** radio button, then enter its five-digit course code, your grade option and hit **Send Request**. The screen will immediately confirm the course you have just added. If you would like to make a change to your course such as the grade option, and if the course allows it, click on the **Change** radio button, make the change and submit the request. Please be advised that you are limited to a maximum of 8 self-selected Credit/No-Credit (S/U) units toward the degree. For more details, refer to the Academic Rules, Standards, and Procedures that is posted online.

Some courses will require you to enter the number of variable units and a four-digit authorization code. Typically clinics, externships, independent study, and bid-driven courses will fall under this category. Indicate the number of units for variable unit courses only. Enter the authorization code if you already have one. If you do not have one, authorization codes for clinics and externships can be obtained from the assistants of the faculty who control these courses. For independent study and bid-driven courses, authorization codes are to be obtained from the Law Registrar's Office.

If you need to drop a course select **Drop**, enter its five-digit course code, and click on **Send Request**. The screen will confirm the removal of the course from your schedule.

To check availability of a course click on the **List Open Sections** radio button and enter the five-digit course code. For this demonstration, we will check Criminal Procedure. Once you send the request the bottom of the screen will indicate whether the course is available or not. If the course is oversubscribed a message saying, "there are no open sections" will appear. Likewise, if you attempt to enroll in the course the message will say that the course is full and no seats are available.

If you wish to place yourself on the wait list you can do so by going to the **Go to Wait List Menu**. Click on the **Wait List Add** radio button and proceed to enter the five-digit course code. Enter the grade option and number of variable units if they apply. Click **Send Request** and the screen will confirm your waitlisted course. Notice that it will also display your position on the wait list. If a seat in the course becomes available and you are next in line to take one of the newly opened seats, LawReg will automatically enroll you in the course and an automated email will be sent to you. Please note that wait lists are automated and are filled on a first-come, first-served basis. Being on the wait list does NOT guarantee your entry into the course, so it is important to always prepare your schedule with alternate courses. If you decide you no longer want to be waitlisted for the course, simply drop it and the screen will confirm your selection.

When you are done enrolling in courses, verify your class schedule by viewing your study list. It will display when you select **Study List**. Here is an example of how it appears. Carefully review all the information to ensure that it is correct. If all is fine with your schedule make sure to log out of LawReg properly.

Here is a list of rules and reminders to observe when enrolling –

- 1) 12 units are required to be considered a full-time student. In order to activate financial aid, a minimum of 6 enrolled units is required. Units on a wait list DO NOT count as

enrolled units. However, they DO count toward the law student maximum enrollment count of 16 units.

- 2) LawReg will not allow adding courses with time conflicts. If you attempt to do so, a message will appear indicating the overlapping instruction time. This rule applies to any waitlisted courses as well. Therefore you will need to determine which course is more important to you and if necessary, drop the waitlisted course.
- 3) Being idle for too long on LawReg will cause an automatic log out, so keep this in mind when using LawReg.
- 4) Monitor your study list during the enrollment period for any changes in class meeting times and locations. Course schedules are subject to change at anytime. It is your responsibility to monitor your enrollment.
- 5) Refer to the Law Registrar's **Registration** and **FAQ** web pages for additional guidance on enrolling in courses.
- 6) Check the Calendar of Events, The SLATE, and emails from the Law Registrar's Office for critical enrollment dates and deadlines.

If you have any questions, please contact the UCI Law Registrar's Office at (949) 824-1486 or (949) 824-6730 or email at registrar@law.uci.edu