

## **2013 SPRING SEMESTER: CLASSES BEGIN MONDAY, JANUARY 14, 2013**

**Core, Required, and Elective Courses:** As provided in the Student Handbook, students must take all core and required courses within their own division. If any elective course is offered in both divisions in the same semester, students must enroll in the course in their own division (unless otherwise noted). Elective courses are otherwise open to students in both divisions.

Students wishing to petition to take a course out of division must complete the Student Petition form available on the Registrar's website. Such petitions will not be considered until *after* priority registration ends.

Please note that students will *not* be automatically blocked from registering for core or required courses outside of their division. **This means that while the registration system will technically be open to all students to register for courses in either division, students are required to register only for core and required courses (and elective courses offered in both divisions) within their own division. Failure to comply with these instructions will result in automatic cancellation of a student's registration. **Wills & Trusts, both sections of Advanced Legal Analysis Strategies (Bar Preparation course), and Effective Legal Analysis will be open to day and evening students.****

**1L Day and 1L Evening Students:** Students must register themselves for their continuing, year-long required courses. **Students must register for the same course section/professor taken during the fall semester.**

**2L Day Students:** These students must register for Constitutional Law II with the same professor they had for Constitutional Law I. Also, these students should register for Criminal Procedure.

**2L Evening Students:** Students must register for the continuation of the following courses: Property, Civil Procedure, and Constitutional Law, for a total of 9 hours. Students may register for an additional elective course if they so choose and if they meet the prerequisites. In order to register for more than 11 hours, evening students must contact the Associate Dean for Student Services (Dean Tami) to request approval to take an overload.

**Overloads and Underloads:** As provided in the Student Handbook, the required course load for full-time students is 12-16 hours. The required course load for part-time students is 8-11 hours. Students who wish to deviate from the required course load must submit a written petition, via email from a student's official NKU email account, to the Associate Dean for Student Services (Dean Tami) demonstrating good cause for the request to take an overload or underload. Full-time students who petition and are approved to take more than 16 credits (up to a maximum of 18) pay an additional per-hour rate for the overload hour(s).

## **PRIORITY REGISTRATION PROCESS FOR SPRING 2013**

Students will register for spring 2013 courses using a priority "windows" registration system. This form of registration will assign students registration times based on the number of earned credit hours, thereby improving the process of registration for limited-enrollment courses. Students will register during their designated time periods on a first-come, first-served basis. Students will automatically be blocked from logging in and registering until their designated window period.

Limited-enrollment courses will be capped and will “close” once all available seats are taken. Students who are closed out from registering for limited-enrollment classes will be able to sign up on a waiting list for those courses. A waiting list sign-up sheet will be placed on the Registrar’s bulletin board outside of Room 314 after priority registration ends. If/when openings occur in limited-enrollment courses, students on the waiting list with the most earned credit-hours will be offered enrollment.

Students who wish to receive AWR credit for a course in which they are enrolled must notify the Registrar via email after registering for the course.

The priority registration schedule for the spring 2013 semester follows (hours indicated are the hours earned *as of the time of registration*):

11/8/12	58.00 – 999.99	7:00 am (and continues 24/7 thereafter)
11/12/12	51.00 – 57.99	7:00 am (and continues 24/7 thereafter)
11/14/12	44.00 – 50.99	7:00 am (and continues 24/7 thereafter)
11/16/12	0.00 – 43.99	7:00 am (and continues 24/7 thereafter)

**Field Placements / Externships:** Students interested in doing a field placement / externship during the spring semester should contact Professor Kinsley as soon as possible. Registration for field placements takes place during the regular course registration, with faculty approval.

### **Tuition Payment, Drop/Add and Refunds for Spring 2013 Semester**

See the 2012-2013 Academic Calendar on the Chase Registrar’s web page for applicable dates and deadlines.