

**PLEASE READ CAREFULLY BEFORE COMPLETING YOUR REGISTRATION**

**2012 SPRING SEMESTER: CLASSES BEGIN MONDAY, JANUARY 9, 2012**

**Core, Required, and Elective Courses:** As provided in the Student Handbook, **students must take all core and required courses within their own division. If an elective course is offered in both divisions in the same semester, students must enroll in the course in their own division. Elective courses are otherwise open to students in both divisions.** For purposes of this rule, “evening classes” are the ones that begin at 6:30pm. 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 be considered after priority registration ends. **The only exception to this rule is for Corporations, which will be open to both day and evening students.**

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 constitute an Honor Code violation and result in cancellation of a student’s registration.**

**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, which may be submitted 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).

**1L Day, 1L Evening, and 2L 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:** Students must register themselves for the second semester of Constitutional Law. **Students must register for the same course section/professor taken during the fall semester.**

**Externships:** *Students interested in doing an externship during the spring semester should contact Professor Locker as soon as possible.* Registration for externships takes place during the regular course registration, with faculty approval. Many field placements are confirming externships now.

**Course Notes:** Please read the course notes and course descriptions carefully.

**PRIORITY REGISTRATION PROCESS FOR SPRING 2012**

**IMPORTANT:** Students will register for spring 2012 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. Beginning on Thursday, November 17, students may sign up for the waiting list for any closed courses. A waiting list sign-up sheet will be placed on the Registrar’s bulletin board outside of Room 314. If/when openings occur in limited enrollment classes, 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 2012 semester follows:

**Students with 58 or more earned hours at the time of registration:**

Priority registration begins at 7:00 a.m. on Wednesday, November 9, and continues 24/7 thereafter.

**Students with 51 or more earned hours at the time of registration:**

Priority registration begins at 7:00 a.m. on Friday, November 11, and continues 24/7 thereafter.

**Students with 44 or more earned hours at the time of registration:**

Priority registration begins at 7:00 a.m. on Tuesday, November 15, and continues 24/7 thereafter.

**All students, open registration:** Begins on Thursday, November 17 at 7 a.m. and then continues each day 24/7.

**Tuition Payment, Drop/Add and Refunds for Spring 2012 Semester**

See the 2011-2012 Academic Calendar available on the Registrar’s website at [http://chaselaw.nku.edu/registrar/academic\\_calendar.php](http://chaselaw.nku.edu/registrar/academic_calendar.php) for applicable dates and deadlines.