

X. COURSE REGISTRATION

A. Description of the Normal Registration Process

1. First-Year Students: The College of Law Registrar registers all first-year students in both the full-time and part-time divisions for fall semester courses. First-year students should follow the procedure below for first-year spring registration.

2. Upper-Level Students: Registration for upper-level, full-time and part-time students normally takes place in October/November (for spring semester) and in March/April (for summer and fall semesters).

Students will be notified via their NKU e-mail accounts about registration timing and procedures for each semester. Detailed instructions and information about registration will be posted on the College of Law Registrar's website. Registration for all courses is done exclusively through myNKU. Online tutorials and step-by-step instructions are available for students on the myNKU website under "training" (<http://it.nku.edu/mynku/training>) as well as from the NKU Registrar's website.

The College of Law uses a priority "windows" registration. This form of registration assigns students registration times based on their 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. 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 courses will be able to sign up on a waiting list for those courses.

Students should complete their registration in a timely manner. Students who register during their designated registration period will have priority in enrollment over students who register in subsequent designated registration periods. Usually, decisions about canceling under-enrolled courses are made on the basis of enrollment totals one week after the priority registration period ends.

Please note that students are not permitted to register after the first week of classes has been completed during any semester or term.

Registration at the College of Law is complete only when arrangements have been made for payment of tuition and fees in accordance with the established policies of Northern Kentucky University and the Chase College of Law. For more information, the Office of the Bursar can be viewed at: <http://bursar.nku.edu/>.

B. Registration for Supervised Independent Study

A student who wishes to register for Supervised Independent Study must have the written consent of the faculty member who will supervise the student before the student can be registered for the course. For this reason, online registration is not available for this course. Instead, the student must submit a request for the course along with the written consent of the supervising faculty member directly to the Registrar's office. The request may be in the form of an email from the student's official NKU email account containing the student's request along with the supervising faculty member's consent.

Only full-time faculty members can serve as Supervised Independent Study supervisors, and normally a full-time faculty member may supervise only two Independent Study students per semester.

C. Auditing a Course

A student who wishes to audit a course must have the written consent of the faculty member who will teach the course before the student can be registered for the course. For this reason, online registration is not available for audited courses. Instead, the student must submit a request for the course along with the written consent of the faculty member directly to the Registrar's office.

Chase College of Law students may not audit a Required course or a Core course required by the Structured Curriculum. A student who is enrolled in a course may change to audit status only until the end of the first week of classes.

A student auditing a course must attend class regularly. Audit status will not be recorded on a student's transcript unless the professor teaching the course verifies satisfactory attendance. The professor may require the auditing student to be prepared for class and to participate in class discussion. Auditing students need not submit papers or assignments, or take the final examination, but they may do so if they desire.