2020 SPRING SEMESTER: CLASSES BEGIN MONDAY, JANUARY 13, 2020

Please read this email, the schedule, and the attached course notes carefully!

Electives with two sections must be taken in your division (for example, Trial Advocacy and Foundations, which have one section in each division). If you want to take one of those elective courses out of your division, you must put your name on the waitlist, and Jenny will contact you if there is space available. If an elective has only one section, you are free to register for it, regardless of the division.

Constitutional Law: You must stay in the section you were in during the fall semester.

Graduation Requirements: Please look at your graduation checklists (available on line, at the Chase Registrar’s web page) to make sure you can schedule your classes in a way that guarantees that you will meet all graduation requirements.

Tentative Fall 2020 Schedule of Required/Core Courses:

Admin. Law evening
Business Organizations evening
Crim. Pro. day
Evidence day
Family Law evening
Professional Resp. day
Remedies day
Tax – Basic Tax day/evening
UCC evening
Wills and Trusts evening

** Even if the information above changes, each of the above courses will be offered at least once in each division during the 2020-2021 academic year.

Overloads and Underloads: As provided in the Student Handbook, the required course load for full-time students is 12-16 hours. The typical 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 Ashley Siemer, Director of Student Affairs and Enrollment Management, 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-credit-hour rate for the overload hour(s).

Pursuant to ABA Standards, students cannot “double-dip” and use a course for both AWR and their “skills” or “experiential” requirement.

PRIORITY REGISTRATION PROCESS FOR SPRING 2020

Students will register for spring 2020 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 courses 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.

The priority registration schedule for the spring 2020 semester follows (hours indicated are the hours earned as of the time of registration):

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/5/19</td>
<td>67.00 - 999.99</td>
<td>7:00 am (and continues 24/7 thereafter)</td>
</tr>
<tr>
<td>11/7/19</td>
<td>58.00 – 66.99</td>
<td>7:00 am (and continues 24/7 thereafter)</td>
</tr>
<tr>
<td>11/12/19</td>
<td>51.00 – 57.99</td>
<td>7:00 am (and continues 24/7 thereafter)</td>
</tr>
<tr>
<td>11/14/19</td>
<td>44.00 – 50.99</td>
<td>7:00 am (and continues 24/7 thereafter)</td>
</tr>
<tr>
<td>11/18/19</td>
<td>0.00 – 43.99</td>
<td>7:00 am (and continues 24/7 thereafter)</td>
</tr>
</tbody>
</table>

**Field Placements / Externships:** Students interested in doing a field placement / externship during the spring semester should contact Associate Dean 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 2020 Semester:** See the 2019-2020 Academic Calendar on the Chase Registrar’s web page for applicable dates and deadlines.