

Registration

Instructions: https://inside.nku.edu/content/dam/registrar/docs/registration/NKU_CourseRegistration_Student.pdf

Full-time Rising 2Ls: You must take Constitutional Law, Criminal Law, and Evidence in the fall. You are allowed to register for any section of Constitutional Law and Criminal Law (including evening), and you are allowed to register for either of the two sections of Evidence. Your 1L section numbers **do not** apply to these courses.

Part-time Rising 2Ls (evening): You will be taking Interviewing, Counseling, and Negotiating, which will have some classes in the fall and some in the spring. It will be a two-credit course, meeting on some Saturdays in the fall and some Saturdays in the spring. Your grade will be given in the spring, but one graded hour will be “backdated” to the fall once the course is complete. You will also be taking Civil Procedure and Criminal Law in the fall.

Part-time Rising 3Ls: You must take Constitutional Law and Business Organizations in the fall. You can also take additional courses if you would like to do so. Obviously, taking additional courses will allow you to graduate more quickly.

Upper-level students (non-1Ls in the full-time program and 3Ls and 4Ls in the part-time program): You are allowed to take Core and Required courses in either division (day or evening), assuming there is space available in the course. Electives with two sections must, however, be taken in your division. If you want to take one of those elective courses (ones with a day section and a night section) 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.

Required courses: The required courses you *must* take in the fall semester are listed on the schedule under the appropriate heading (these are “**sequenced**” courses). Other required courses, which you must take prior to graduation but not necessarily in the fall semester, are color-coded – see below.

When will Core/Required courses be offered in the spring? The list below indicates when the Core and Required courses will **most likely** be offered in the spring of 2020. You can use this information to better plan for the fall semester, but the information is subject to change. You will be permitted to take any of these courses, regardless of whether you are a day student or an evening student.

Admin Law	Day
Bus. Orgs.	Day
Crim. Pro.	Evening
Evidence	Evening
Family Law	Day
Prof. Resp.	Evening
Remedies	Evening
Basic Tax	Evening
UCC Basics	Day
Wills and Trusts	Day

Color-coding:

Red: These are REQUIRED for you to graduate, but they are not sequenced (unless listed under the “sequenced” category on the schedule). This means you must successfully complete the course before you graduate.

Green: These are REQUIRED courses for students who started *in May 2018 and thereafter*; they are not sequenced (unless otherwise noted). *For those who started before May 2018*, these courses are CORE courses.

Blue: These are CORE courses for students who started prior to May 2018; they are ELECTIVES for students who started in May 2018 or thereafter.

Please check the Student Handbook (or your graduation checklists) regarding how many Core courses you must take.

Lunsford Academy Students: “Lunsford courses” are noted as such. You do not, however, have to take all courses this semester. Please consult with Jeannine about your course selection.

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 Assistant Dean of Students (Dean Crabbe) 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).

PRIORITY REGISTRATION PROCESS FOR FALL 2019

Students will register for fall 2019 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.

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

The priority registration schedule for the fall 2019 semester follows (hours indicated are the hours earned as of the time of registration):

Fall 2019

Reg start time

4/2 – 4/3	72 – 999.00	7:00 am (on the 19 th and continues 24/7 thereafter)
4/4 – 4/5	60 – 71.99	7:00 am (on the 21 st and continues 24/7 thereafter)
4/8 – 4/9	44 – 59.99	7:00 am (on the 25 th and continues 24/7 thereafter)
4/10	0.00 – 43.99	7:00 am (continues 24/7 thereafter)

Field Placements / Externships: Students interested in doing a field placement / externship during the fall 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 fall 2018 semester: See the 2019-2020 Academic Calendars on the Chase Registrar's web page for applicable dates and deadlines.