General Registration Information

Upper division students (and rising upper division students) are required to register via Cardinal Students. **In order to register, your record in Cardinal Students must be clear of all negative service indicators, such as student financial holds, health service holds, or deans holds.**

Registration through the Web will be available on a **first-come first-served** basis for all courses, except those limited enrollment courses which require pre-registration. These limited enrollment courses include: CCLS: Advocacy for the Elderly; CCLS: Families and the Law; CCLS: Civil Practice; CCLS: Low Income Tax Clinic, Criminal Prosecution Clinic, Immigration Litigation Clinic, Criminal Defense Clinic and the Innocence Project Clinic and Clemency Project. Students planning to enroll in one of these courses should wait to hear from these programs’ faculty director or representative before attempting to register for the corresponding course. Students register on their own for journals, Moot Court teams and Legal Externship experiences once the Registrar has received student lists from the appropriate student or staff representative and has updated class permissions within Cardinal Station.

Within Cardinal Station, the term number for the Spring 2016 semester is ‘1161’. Please remember to use class numbers when entering your courses within Cardinal Station. Class numbers are four digits long and can be found within the second column of the Spring class schedule.

Registration will take place November 5, 2015 through January 19, 2016. From November 5th at 8:00 a.m. through November 12th at 7:59 a.m., **registration will be limited to 3rd year day, 4th year evening, LL.M. and M.L.S. students. During this period, only these students are permitted to register.** From November 12th at 8:00 a.m. through January 19th, all students may register for courses.

The assigned days for registration are as follows:

**Third year Day, Fourth year Evening, LL.M. and M.L.S. students**
8:00 a.m., November 5\textsuperscript{th} through January 19\textsuperscript{th}

**Second year Day, and Second and Third year Evening**
8:00 a.m., November 12\textsuperscript{th} through January 19\textsuperscript{th}

Please note: In order to accommodate cross-division registration within Cardinal Station, registration will be temporarily halted from 3:00 p.m. on Monday, November 23\textsuperscript{rd} to 7:59 a.m. on Tuesday, November 24\textsuperscript{th}. Registration will resume, with open cross-division registration, at 8:00 a.m. on Tuesday, November 24\textsuperscript{th}.

We encourage you to take advantage of the registration period to seek advice from faculty and staff. In particular, we urge you to meet with your assigned faculty advisor and/or the faculty who teach in your fields of interest. In the Academic Affairs Office (Room 343), Dean Georgia Niedzielko, Dean Maura DeMouy, Mr. Stuart Schept and Dean Marin Scordato are also all available to assist you. In addition, Ms. Constantia Dedoulis and the faculty directors of our certificate programs can provide guidance if you are participating in one of our specialized programs. Finally, the law school *Announcements* book, available on our website, contains a wealth of information about the law school’s courses and degree requirements.

Your decisions regarding course selection will be among the most important academic choices you make. Please do not hesitate to seek assistance and advice in this process.

**Assistance with Registration**

If you experience problems logging into Cardinal Station, please call the Technology Services Help Desk at (202) 319-4357.

For other registration problems or questions, please contact Stuart Schept at (202) 319-5003 [schept@law.edu]. In addition, please do not hesitate to visit us in person in Room 343.