



From: **Stuart Schept** <schept@law.edu>

Date: Fri, Jul 11, 2025 at 12:17 PM

Subject: Welcome to the Law School - registration for courses

Dear students,

Good afternoon. I hope you are doing well. This is my first opportunity to write to you, so I want to congratulate you on your admission and welcome you to the Law School. My name is Stuart Schept and I am the registrar here at the Columbus School of Law. I will be working with you throughout your law school career and I look forward to your arrival on campus next month.

As a 1L student, all of your courses are already determined and I register you for these courses. Here is our [Course and Exam Schedule](#) website, which includes both the Fall 2025 and Spring 2026 First Year course schedules and the Fall 2025 final exam schedule.

On Friday, July 18th these Fall 2025 courses will be posted to your record within our Cardinal Students system. If you have not already accessed Cardinal Students, you can do so via a link at cardinal.station.cua.edu. If you need to reset your "Cardinal Credentials" password in order to login to Cardinal Students, here is a link to the [Cardinal Credentials Password Change](#) website. Once you receive my email on July 18th alerting you that you have been registered for the Fall semester, you will be able to view within Cardinal Students your assigned course sections and professors. However, before I can officially register you, you will just need to complete one small step (if you have not done so already). This step is reviewing and accepting the University's 'Statement of Financial Responsibility'. You currently have a registration hold on your Cardinal Students record; this is the 'Statement of Financial Responsibility' hold. In order to accept this Statement and have the hold removed, please login to Cardinal Students and select the '**Student Account**' tile. Then, on the left-side menu, please select '**Financial Responsibility**'. Please read the agreement and click the 'Accept' button at the bottom of the page. This process should only take a minute or two and then your Cardinal Students registration hold will be lifted. This will allow me to assign your courses to your record on Friday the 18th. Soon after your courses have been posted, I will be emailing you again with information regarding books and class assignments.

Please also know that all of our official announcements and messages will come to your University issued email account (Cardinal Mail). Your Cardinal Mail address is the Username you use to login to Cardinal Students, with the addition of '@cu.edu'. For example, if your Username is 'smithst', then your Catholic University (Cardinal Mail) email address is 'smithst@cu.edu'. Please be sure to check your Cardinal Mail address on a regular basis. [Here](#) is a link to information on your Cardinal Mail account, including a button to "launch" Cardinal Mail.

Lastly, if you are a law student with a documented disability, you may be eligible for reasonable accommodations in the classroom or during exams. The Catholic University of America's Office of [Disability Support Services](#) (DSS) provides programs and services designed to support and encourage the integration of students with documented disabilities or conditions into the mainstream of the university community. Learn more about the students DSS serves and supports, and review information on the registration process, via DSS's '[How to Register](#)' website (paying particular attention to their [Documentation Guidelines](#)). You should begin the process of requesting accommodations *as soon as possible* to ensure your accommodations are in place at the beginning of the semester. For students with any questions about CatholicU's Disability Support Services, please contact their office by email at cu-dss@cu.edu or by phone at 202-319-5211.

I hope this information is helpful. If you have any questions or concerns or if I can be of any assistance as you prepare for the beginning of law school, please do not hesitate to contact me. I will be back in touch next Friday (July 18th) and I look forward to seeing you at orientation in August.

Have a nice weekend.

Stuart

Stuart Schept
Registrar/Senior Assistant Dean for Academic Services
Columbus School of Law
The Catholic University of America
202-319-5003
schept@law.edu