



**WINTER QUARTER 2010 REGISTRATION INSTRUCTIONS**  
For 2L, 3L, and Asian Law Graduate Students (LL.M. & Ph.D.)

**IMPORTANT NOTE:**

There may be differences in the MyUW schedule and the Law School line and/or block schedule. **The Law School block schedule is correct and the MyUW schedule is being corrected to match our schedule.** If you are told there is a conflict, please contact Academic Services.

**MONDAY 10/26/09 12:00 PM – MONDAY 11/2/09 9:00 AM:**

**ADJUSTED SCHEDULE REVIEW**

Review your adjusted schedule at <https://www.law.washington.edu/Students/CourseManagement/default.aspx>. Make sure you have 16 or less credits in “Accept” status, unless you are planning to take more than 16 credits. In that case, you must have a completed and approved “course load approval” form on file with Academic Services.

**MONDAY 11/2/09 – THURSDAY 11/5/09:**

**ADD CODES POSTED TO ADJUSTED SCHEDULES.**

As stated in the legend on the adjusted schedule screen, a “5” or an “8” in the add code field means that you need to decline classes to get down to the approved credit number prior to getting any add codes or additional codes. You may wait for the next review date/time once you have declined the surplus class(es), or send an email to [lawnews@u.washington.edu](mailto:lawnews@u.washington.edu) for earlier attention.

**FRIDAY 11/6/09, 6:00 AM – FRIDAY 11/8/10 5:00 PM:**

**REGISTRATION IN MyUW OPEN**

Register at this time on your MyUW for any classes with “Accept” status and an add code assigned in the adjusted schedule. **The MyUW registration screen link is at <http://myuw.washington.edu/>.** Remember that you must register for continuing quarter classes – registration for autumn does not automatically carry over.

**MONDAY 11/16/09 BY 9:00 AM:**

**MONDAYS 11/23/09 – 12/28/09 BY 9:00 AM (once per week each Monday):**

**MONDAY 1/4/10 – FRIDAY 1/8/10 BY 9:00 AM (daily each day that week):**

**ADD CODES EXPIRE AND NEW ADD CODES ISSUED BASED ON ADJUSTED SCHEDULE CHANGES**

*You must meet the initial November 16<sup>th</sup> deadline to keep and register for any classes for which you have been given “Accept” status and an add code.* On that date – and on the successive deadline dates and times –students will be moved up from wait lists for any (non- 1L) classes that have unclaimed or declined spots. *Be sure to promptly use add codes, and to change your request status for any classes for which you no longer wish to register to “Decline”.*

**HOW TO CHANGE COURSE REQUESTS:**

You may submit new requests for classes throughout the registration period, using your adjusted schedule. Near the bottom of the page there is a place to enter course numbers. When you submit a new request, it will show as “pending.” You will be issued an add code at the next review date/time, assuming you do not exceed 16 credits (or if you do, that you have a “course load approval form” on file).

**WAITING LISTS:**

If you are wait listed for a course, check the online adjusted schedule to see if your wait list status has changed. We will make updates at the above dates and times. If you are still on the wait list on the first day of classes, plan to attend the class or clinic if you are still interested. Instructors are provided a copy of the waiting list for their first class meeting.

**PERMISSION FORMS:**

Signed permission forms must be turned in to Room 361 before registering on your MyUW.

Permission forms (available at <http://www.law.washington.edu/Students/Forms/Default.aspx> and in 361) are required for:

Less than 12 credits	Law E500 Advanced Writing Project (1-3 credits)
More than 16 credits	Law 600 A, C and D (Independent Study)
Auditing	Law 800 Doctoral Dissertation
Credit for a non-law course	Law T courses (required for J.D. students)
Law B552 (Tutorials)	Law P courses (required for J.D. students)



**EXTERNSHIPS:**

Students who are taking externships in Winter Quarter must complete the required paperwork with the Public Service Program Coordinator in Career Services. After all the paperwork is completed, Academic Services will register you for your externship credits. This process can take considerable time, so don't wait to get started. Please contact Jonelle Tom about your interest before the end of Autumn quarter.

**S/NS GRADING:**

On the MyUW registration screen, there is a place to select "S/NS" (Satisfactory/Non-Satisfactory) grading. **THIS IS NOT AN OPTION FOR J.D. STUDENTS.** For LL.M. students, this option is not generally used and must be approved by your program director.

**REGISTRATION LIMITATIONS:**

The following limitations are for J.D. students only unless LL.M. students are specifically mentioned:

1. 15 credits maximum may be earned in the aggregate for B530, B535, B538, B539, and B560 with no more than 20 credits for externships and non-law course work combined. Clinics do not fall under this credit limitation.
2. J.D. students may earn 6 credits maximum in the aggregate for Law 600 C, D, E, and F.
3. LL.M. students may earn 12 credits maximum in Law 600 A.
4. 12 credits maximum may be earned in one academic year for seminars, Law 600's, and the Law E500 (Advanced Writing Project) combined; no more than 8 of these credits may be supervised by any one faculty member, and no more than 6 may be earned in any one quarter. The academic year begins with Summer and ends with Spring.

**WINTER 2010 EXAM SCHEDULE:**

Exam schedules will be available by a week before the start of each quarter, at <http://www.law.washington.edu/students/>. **Winter 2010 exams will be March 15-20, 2010** for JD students. **DO NOT MAKE TRAVEL PLANS for this time period until you know the day/time of your exams.** *Variations from the exam schedule are very limited and will be permitted only for conflicting exam times or approved special circumstances. These circumstances would include severe physical or mental illness, or very unusual or demanding circumstances that make it unreasonably difficult or burdensome to meet the scheduled time. Rescheduling exam is not done generally for activities such as travel, field research, interviews (personal or school related) and other personal events such as weddings, reunions, etc.*

**DO NOT CONTACT A FACULTY MEMBER REGARDING EXAM RESCHEDULING.**

**HEALTH INSURANCE:**

Health insurance is issued quarterly or annually. You may add, cancel, or change your insurance selection through MyUW. If you will be gone for a quarter during the year, you can purchase the "annual" insurance in a prior quarter and have continuing coverage. See the insurance brochure (<http://www.washington.edu/provost/studentlife/insurance.html>) for more information.

**CHANGE OF ADDRESS/NAME:**

Make any and all address changes through your MyUW. If you have a name change, you will need to fill out paperwork with the main campus Registrar. Please also inform Academic Services of any name change so that we can update our database and your student mailroom folder.

**WITHDRAWING:**

If you decide not to attend school after registering, you must withdraw from all courses via your MyUW and see Associate Dean Mary Hotchkiss, Room 369. **You may be liable for partial or full tuition if you do not withdraw by the appropriate withdrawal deadlines.**

**ACADEMIC POLICIES AND PROCEDURES:**

Law school academic policies and procedures are posted on the homepage of the Office of the Academic Dean, at <http://www.law.washington.edu/Students/Academics/Default.aspx>.