REGISTRATION INFORMATION

1. Please refer to the e-mail that was sent on Thursday, October 31, for links to the following: Spring 2020 Semester Class and Exam Schedules, information regarding the Area of Concentration certificates available, professional skills information, a class-hour planning form, and a course selection guide; as well as the Fall 2019 and Spring 2020 Academic Calendar. Paper copies of the Spring 2020 Class and Exam Schedules can be picked up at the Distribution Center next to the Administrative Suite.

It is important that you check your Creighton e-mail account on a regular basis. E-mail is the main source of communication for essential information coming from the Law School Administration, Faculty and Staff, and student organizations.

Course descriptions and information about course selection are also found on the Creighton Law School website at: law.creighton.edu under the menu for Academics.

The course schedules reflect our prediction of course offerings, instructors, and times. However, this information is subject to change. As you will note, some courses are offered in both semesters.

In planning your schedule for Spring 2020, please note the following:

• All students must complete the following required upper-class courses: Business Associations, Commercial Law, Criminal Procedure, Evidence, Legal Research and Writing III, Professional Responsibility, and Trusts and Estates I. Enrollment in these courses will normally occur during the second year of law school. However, a student in good standing may defer not more than two upper-level required courses until the student’s third year without the Dean’s permission. A student may not defer Legal Research and Writing III. See Academic Rule 6.1(c).

• Students are required to complete the professional skills course requirement either their second or third year in order to graduate. Details on the requirement can be found on the website.

• Please consult the “Course Selection Guide” on the website for further information.

Please read these instructions, review the other material, and then complete your registration on the web. The web registration period for third year law students will begin on Thursday, November 14, at 4:00 p.m., and second year registration time will begin on Friday, November 15, at 4:00 p.m. Specific instructions for registering on the web will be e-mailed to you from Matthew Ruch on Thursday, October 31. You will receive your registration PIN in that e-mail. Be advised that any delay in registering may affect your ability to sign up for courses with limited enrollments.

If you have any questions or want guidance in completing your pre-registration, please feel free to contact a law school dean or professor.
2. Please note that in the Spring 2020 Semester, morning classes will begin at 8:00, 9:30, and 11:00; afternoon classes will begin at 1:00, 2:30, 4:00, and selected later times. Also note that some classes may run for more than 55 minutes on each class meeting day. Please study the class schedule to avoid time conflicts. **You may not register for two courses that meet during the same time on any day of the week.**

3. You may not reschedule exams unless you have two exams on the same day. If you elect courses with exams scheduled on the same day, you will need to reschedule one of those exams for a later time. We will determine which exam will be rescheduled. If you have questions, ask Dean Goedken. Courses not listed on the exam schedule are currently designed to require papers, take-home exams, or other alternative methods of evaluation. See the course description or contact the professor for further details as to the method of evaluation that will be used in the course.

*To learn more about the Immigrant and Refugee Clinic and the Civil Clinic, as well as Externships, please plan to attend an Open House in the Clinic on Wednesday, March 27, from 12:00 NOON-1:00 p.m. Lunch will be provided to the first 20 students.*

**IF YOU WANT TO TAKE AN EXTERNSHIP**, please contact Professor Catherine Mahern at Mahern@creighton.edu, or stop by her office in the Legal Clinic.

6. After your initial registration session, you may make changes in your course selections if space is available. **See DROP AND ADD below.**

7. Registration for Spring courses will facilitate timely disbursement of Fall financial aid.

**DROP AND ADD**

You may drop or add the courses available for registration on the web by returning to the web site at any time up through Sunday, January 5, 2020. Follow the necessary steps as directed. After January 5, you must see the Registrar to drop or add these courses.

Unless you are in violation of the attendance rule for the course, you may drop any elective course, other than those listed below, until 4:00 p.m. on Friday, April 24, 2020. Drops after Tuesday, January 29, will be considered "withdrawals" and will appear on your transcript. You may not drop Arbitration/Trial Theory, Client Interviewing and Legal Counseling, Commercial Contract Drafting, Cross Examination, Externships, Immigrant and Refugee Clinic, Mediation Process, Milton R. Abrahams Legal Clinic, Negotiation, Scientific Evidence, and Trial Practice after Wednesday, January 29. You may not drop a required upper-class course without permission from the Dean’s office.

Courses, other than seminars and externships, which are not overenrolled, may be added until 4:00 p.m. on Wednesday, January 29. With the professor's permission, seminars and externships which are not overenrolled may be added until 4:00 p.m. on Wednesday, February 5.

With the professor's permission, you may change your registration in a course, other than a required course, lottery class, seminar, externship or Trial Practice, to an "audit" up until Friday, April 24. Some professors impose more stringent requirements to audit a course. Please check your course syllabi. If you audit a course, you do not receive credit, and you may not retake the course for credit. Audit slips can be printed off from the Law School website under Academics, Schedules and Registration. Please return the signed audit slip to Sandy Murnan.
**SPRING CLASSES**

The first day of second and third year classes for the Spring 2020 Semester will be Thursday, January 16. The academic calendar is posted on the web.

Later this summer, you will be able to review your tuition statement for the Spring 2020 Semester via your N.E.S.T. account.