

CREIGHTON UNIVERSITY

WEB REGISTRATION GUIDE FOR LAW STUDENTS

Beginning on Thursday, April 11, currently enrolled law students will be able to register on the web. The web registration period for next year's third year law students will begin on Thursday, April 11, at 4:00 p.m., and next year's second year registration time will begin on Friday, April 12, at 4:00 p.m. To ensure that your registration will go smoothly, be certain that you can log into your student self-service account BEFORE your registration time.

Since the web registration process cannot keep wait lists, and in order to accommodate as many students as possible in typically overenrolled classes, the courses listed below will not be available through web registration. (Please review pages one through three of the Fall 2019 Registration Instructions if you are interested in taking any of these courses.)

ARBITRATION/TRIAL THEORY
CLIENT INTERVIEWING AND LEGAL COUNSELING
COMMERCIAL CONTRACT DRAFTING
CROSS EXAMINATION
IMMIGRANT AND REFUGEE CLINIC
MEDIATION PROCESS
MILTON ABRAHAM'S LEGAL CLINIC
NEGOTIATION
SCIENTIFIC EVIDENCE
TRIAL PRACTICE

EXTERNSHIPS – Please contact Professor Catherine Mahern if you are interested in taking an externship.

Your Registration PIN (Alternate PIN) will be e-mailed to you on Monday, April 8. This special registration PIN will change at each registration and is not the same number used for accessing your personal information.

TO DO AHEAD OF TIME

___ **Review the course schedule on the Law School website under Current Students, Academics, Schedules and Registration.** You can also refer to the e-mail sent to you on Tuesday, March 26, with the links to all of the registration materials. Paper copies of the schedule are located at the Distribution Center next to the Administrative Suite as well.

___ **To make your online registration experience easier and faster,** develop a preferred schedule including a list of Course Reference Numbers (CRNs), course and section numbers. Include any co-requisites and/or other required sections. Make sure there are no time conflicts.

- It's a good idea to develop a list of alternate courses in case some of those you want are closed at the time you register.
- Make sure you have met all **pre-requisites or other requirements** for the courses you want to take.
- If you want to take a course that requires consent or waiver of pre-/co-requisites, you must **obtain instructor permission or contact Sandy Murnan at the Law School at 402-280-3085 or e-mail: murnan@creighton.edu.**

___ **Check your NEST account.**

- Update your address, phone number, anticipated graduation date,** or anything else that is changed.
- Review and take care of any holds on your account.** Some holds will prevent you from registering. Contact the office listed under "Hold Type" for more information.

___ **Mark your calendar with your registration date/time/PIN.**

- Use your PIN to **register for Fall 2019** courses.

You may register for **Fall** classes at or any time after your assigned date/time, continuing through Sunday, August 11.

AT OR AFTER YOUR APPOINTED TIME:

__ Register for classes

- Login to your NEST account, click on **Student Services**, then **Registration**, then **Select Term**. Choose the term you want to register for then click **submit**.
- Click on **Add/Drop Classes**. Enter your **Registration PIN** and click **Submit**.
- **Create your class schedule** with **Add/Drop Classes** or **Look-up Classes to Add**.
- Verify your schedule on the Student Detail Schedule (under the Student Services tab). Log off when finished!

Be sure to keep your e-mail with the Registration PIN since you will need it to re-enter the system to check your schedule and process drops and adds. For Fall registration, the system will be available for law students until the end of the day on Sunday, August 11. After August 11, you must contact Sandy Murnan for drop and add changes.

If you have any questions or experience any difficulty in registering, please contact Sandy Murnan at 402-280-3085 or e-mail at murnan@creighton.edu.