## Fall 2020 Registration
### Full-Time Students

**Office of the Registrar - 206-398-4150 - lawreg@seattleu.edu**

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<th>Date</th>
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| Monday, June 15, 2020 | **Clinic Course Lottery**  
Sign up emails arrive for 2L - 4L students. |
| Monday, June 22, 2020 | Lottery sign up deadline.                                          |
| Tuesday, June 23, 2020| **Clinic Lottery run - Results will be available on SUOnline by 6 pm** |
| Wednesday, June 24, 2020| **Part-Time Student Registration**  
- 3L and 4L students may start to register at 9:00 am  
- 2L students may start to register at 12:00 pm |
| Thursday, June 25, 2020| **Full-Time 3L and 4L Registration**  
- 3L Group A students and all 4L students may start to register at 9:00 am  
- 3L Group B students may start to register at 9:30 am  
- 3L Group C students may start to register at 10:00 am  
- 3L Group D students may start to register at 10:30 am  
**Full-Time 2L Student Registration Stage One**  
- 2L Group A students may start to register at 11:00 am  
- 2L Group B students may start to register at 12:00 pm  
- 2L Group C students may start to register at 1:00 pm  
- 2L Group D students may start to register at 2:00 pm  
*Stage One Registration Appointments end at 11:59 pm After 11:59 pm 2L students cannot register until their Stage Two Appointment start time.* |
| Friday, June 26, 2020 | **Full-Time 2L Student Registration Stage Two**  
- 2L Group A students may start to register at 11:00 am  
- 2L Group B students may start to register at 12:00 pm  
- 2L Group C students may start to register at 1:00 pm  
- 2L Group D students may start to register at 2:00 pm |
| Monday, June 29, 2020 | **Open Registration Begins**  
- Registration for visiting students begins at 9 am  
- Online registration remains open for all students until Friday, August 28, 2020 |
| Tuesday, June 30, 2020| **Clinic Commitment**  
- All students enrolled in fall clinics will receive clinic commitment instructions. |
| Tuesday, July 7, 2020 | **Clinic commitment deadline.** |
| Monday, August 17 – Saturday, August 22, 2020 | **August Immersion Course** |
| Monday, August 24, 2020 | **Fall Semester Begins, Add/Drop Period Begins** |
| Friday, August 28, 2020 | **End of Add/Drop Period**  
- All waitlists closed.  
- Last day to drop a class online and without a 'W' (withdrawn) grade applied to transcript and last day to receive a 100% tuition refund. |
| Friday, September 11, 2020 | **Late Registration Deadline**  
From Saturday, August 25th to Friday, September 11st students may add a course only with the professor’s permission. |
| Friday, September 25, 2020 | **Withdrawal Deadline**  
Students may withdraw from a class until this date. A 'W' (withdrawn) will be applied to the transcript and a partial tuition refund applied (see the Student Handbook for the tuition refund schedule). |
COVID-19 Planning
Seattle University plans to hold on-campus classes in Fall 2020 but the future of the COVID-19 pandemic remains unknown and we are planning for both physical distancing and remote teaching scenarios. Starting the week of June 8th, we will be adding COVID planning information to the fall schedule. We’ll indicate whether classes will be taught on campus or remotely during a physical distancing scenario.

The University will be sending an update on their fall planning on June 22nd. We expect this announcement to clarify requirements for personal protective equipment and physical distance as well as the parameters for campus operations and services in the fall.

Academic Planning and Advising
If you know the classes you’d like to take while in law school, the Office of the Registrar can help you plan your schedule for Fall 2020 and beyond but we are not academic advisors or subject matter experts. If you need help developing an academic plan, it’s best to reach out to your academic advisor. If you need help finding an advisor, or if you’d like help with schedule planning, contact us at lawreg@seattleu.edu.

The following resources are also helpful in planning:
- Academic Requirements
- Bar Success Prescribed Curriculum
- Course Advising Pathways
- Course Descriptions
- Course Selection Advice Video
- Course Schedules
- Faculty Profiles
- Graduation Requirements Video

The course selection and graduation videos were developed by Paul Holland during his tenure as Vice Dean. Andy Siegel, our current Dean for Academic Affairs, will be emailing more advising materials to students during the week of June 8th.

Bar Success Prescribed Curriculum
The Academic Resource Center strongly encourages all students to follow the Bar Success Prescribed Curriculum because the Curriculum exposes students to the essential content areas and skills they will need to pass the bar exam on their first attempt. You can find a full description of the Bar Success Prescribed Curriculum here.

Registration Holds
Please take a moment to review any holds placed on your account that may prevent or restrict registration (log into SUOnline and choose the Check Holds option). If you believe a hold to be in error, please contact the department that placed the hold.

Clinic Registration
Lottery
The Sign-up email for the Fall 2020 Clinic Lottery will be emailed on Monday, June 15th. If you wish to participate you must submit your choices by 6 pm on Monday, June 22nd. The Lottery will run on Tuesday, June 23rd and results will be available on SUOnline by 6 pm For more information see our Clinic Lottery webpage.

Clinic Commitment
On Tuesday, June 30th students enrolled in fall clinics will be emailed with instructions for committing to their clinic. Students must commit by Tuesday, July 7th. By committing to the clinic, students agree to the following:

- They will be dropped from all other clinic waitlists.
- They may not drop the clinic for which they are currently enrolled except in extraordinary circumstances.
- They will not enroll in an externship during the same term as the clinic.
Students who fail to commit to their clinic by the deadline will be dropped and their seats will be offered to waitlisted students.

**Registration Times**
Registration times will be available to view on SUOnline by 6pm on Monday, June 8th (choose the Registration Time option).

First year students will not receive a registration time. They will be automatically registered for their Fall 2020 classes.

**3L and 4L Students**
Full-time students in their 3L or 4L year will register on Thursday, June 25th. Current 3L and 4L full-time students may register for up to 16 credits during their June 24th appointment.

Full-time 3L and 4L students may register for any course with open seats during this registration time (including evening courses). Students may also add themselves to waitlists for closed courses during this registration time (waitlisted courses do not count toward the 16 credit limit).

**2L Students - Stage One**
Starting at their appointment time on Thursday, June 25th, full-time 2L students may register for a maximum of 8 credits. The limits on credits are meant to give all full-time 2L students a chance to register for preferred courses. Clinic credits (added during the clinic lottery) count towards the 8-credit limit.

Full-time 2L students may register for any course with open seats during this registration time (including evening courses). Students may add themselves to the waitlist for closed courses during this registration time (waitlisted courses do not count toward the 8-credit limit).

Stage One appointments end at 11:59 pm Full-time 2L students are then locked out of SUOnline until the start of their Stage Two appointment.

**2L Students - Stage Two**
Starting at their appointment time on Friday, June 26th, full-time 1L students may register for up to 16 credits. Full-time students may register for any course with open seats during this registration time (including evening courses). Students may add themselves to the waitlist for full courses during this time (waitlisted courses do not count toward the 16 credit limit).

**Registration Time Conflicts**
If you do not have computer access during your registration time, please contact the Office of the Registrar at 206-398-4150 or lawreg@seattleu.edu. We will make arrangements to register you for classes during your appointment time. We will not reassign your appointment to an earlier time due to a conflict.

**Open Registration**
Open Registration starts at 9 am on Monday, June 29th. During open registration visiting students may register and all students may make registration changes online.

**Waitlists**
If a class fills up, SUOnline will automatically change its status to “Waitlist”. Add yourself to the waitlist if you are interested in the class. We strongly suggest that you sign up for an alternate class when you have been waitlisted for a class. That alternate can be another section of the same course or an alternate course. Waitlisted courses do not count towards your total credits.

If you’d like to know your position on a waitlist, go to the Manage My Waitlists option on SUOnline’s Student Menu. You may also use this function to drop yourself off waitlists. If a seat becomes available
for you in a waitlisted class we will send you an email. This email will contain instructions and a deadline for enrolling.

**First Week of Classes, Add/Drop Period**

**Add/Drop Deadline**
Registration for most courses will close at the add/drop deadline (the Friday of the first week of classes). Before the add/drop deadline you may make registration changes on SUOnline. In courses where a substantial amount of material is covered in the first week, registration may close earlier, usually after the first or second class meeting.

Except in the case of clinics with an early commitment deadline, students may drop a course without record until Friday, January 17th. Drops can be made on SUOnline.

**Attendance**
During the first week of classes many professors assign groups, discuss the syllabus and plan activities. Your attendance during this week is important. If you cannot attend the first or second session of a class for which you are enrolled please let your professor know.

If a course has a waitlist, enrolled students are required to attend the first day of class or have the professor’s permission to miss the class. This allows us to get an accurate head-count and offer empty seats to waitlisted students.

**Waitlist Sign-In**
On or before the first day of classes, students must sign into their waitlists. This allows us to cull the waitlists of students who are no longer interested in the class. You may sign in by phoning the Office of the Registrar at 206-398-4150, emailing at lawclasswaitlist@seattleu.edu or by stopping by the Registrar’s front desk.

A sign-in reminder will be emailed to students the week of January 6th.

**Making Registration Changes After Friday, August 28th**

**Late Registration**
After Friday, August 28th and before Friday, September 11th students may register for a class only with the professor’s permission. No classes may be added after Friday, September 11th. More information and the Late Registration form can be found [here](#).

**Withdrawal**
Before Friday, September 25th students may withdraw from courses by submitting the Course Withdrawal Form to the Office of the Registrar*. After Friday, September 25th, students must receive the approval of the professor and the Associate Dean for Student Affairs to withdraw from a course. More information and the Course Withdrawal Form can be found [here](#).

*The following exception applies: In courses involving a commitment to parties outside the law school or courses where a student’s withdrawal may have an adverse effect upon the education of other students, an earlier withdrawal deadline may be set. Students will be notified of this deadline before the end of the first week of classes.*

**Registration Help**
If you are having difficulty registering during business hours call the Office of the Registrar at 206-398-4150. We can generally solve your problem more quickly if we can talk to you on the phone.

If you are having login or technical problems, please call us before contacting the helpdesk. Getting technical issues resolved can take several hours and we can manually register you for classes until the issue is resolved.
On weekends or after business hours, please send an email to lawreg@seattleu.edu. In your email, describe the problem and list the course(s) for which you were attempting to register.