### Fall 2021 Registration
#### Part-Time Students

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, May 14, 2021</td>
<td><strong>Clinic Lottery</strong>&lt;br&gt;• Clinic Lottery sign up emails arrive for 1L - 3L students.</td>
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<tr>
<td>Friday, May 21, 2021</td>
<td>• Lottery sign-ups must be completed by 9:00 am&lt;br&gt;• Lottery run - Results will be available by 6:00 pm</td>
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<tr>
<td>Tuesday, May 25, 2021</td>
<td><strong>Part-Time &amp; LLM/MLS Student Registration (based on class year as of Spring 2021)</strong>&lt;br&gt;• 3L students, LLM and MLS students may start to register at 9:00 am&lt;br&gt;• 2L students may start to register at 10:00 am&lt;br&gt;• 1L students may start to register at 11:00 am</td>
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<tr>
<td>Thursday, May 27, 2021</td>
<td><strong>Open Registration</strong>&lt;br&gt;• Registration for visiting students begins at 9:00 am&lt;br&gt;• Online registration remains open for all students until Friday, August 26, 2021.</td>
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<tr>
<td>Friday, May 28 - Monday, June 1, 2021</td>
<td><strong>Memorial Day Holiday</strong>&lt;br&gt;• Administrative offices closed.&lt;br&gt;• Registration help available by contacting <a href="mailto:lawreg@seattleu.edu">lawreg@seattleu.edu</a>.</td>
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<tr>
<td>Monday, August 23, 2021</td>
<td><strong>Fall 2021 Semester Begins, Add/Drop Period Begins</strong>&lt;br&gt;• Students may add and drop classes online&lt;br&gt;• Waitlist sign in due</td>
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<tr>
<td>Friday, August 26, 2021</td>
<td><strong>End of Add/Drop Period</strong>&lt;br&gt;• All waitlists close.&lt;br&gt;• Last day to add a class online and without the professor’s permission.&lt;br&gt;• Last day to drop a class online and without a 'W' (withdrawn) grade applied to transcript.&lt;br&gt;• Last day to receive a 100% tuition refund.</td>
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<tr>
<td>Friday, September 10, 2021</td>
<td><strong>Late Registration Deadline</strong>&lt;br&gt;From Saturday, August 27th to Friday, September 10th students may add a course only with the professor's permission.</td>
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<tr>
<td>Friday, September 24, 2021</td>
<td><strong>Withdrawal Deadline</strong>&lt;br&gt;Students may withdraw from a course 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).</td>
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</tbody>
</table>

### 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 2021 and beyond but we are not academic advisors or subject matter experts. If you need help developing an academic plan, it is best to reach out to your academic advisor. If you need help finding an advisor, or if you would 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**

### 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](#). **Part-time students in the bottom third of their class after the completion of their 2L year must complete the Bar Success Prescribed Curriculum.**
Bar Success Prescribed Curriculum for Part-Time Students

Fully prior to completing 60 credits
- Enhanced Analytical Skills Lab (LPRC-250)
- Trusts and Estates (3 credits, fall or spring)
- One or more of the following courses: Business Entities (4 credits); Evidence (4 credits); Courses from the Bar-Tested Course List (see above)

Prior to completing 90 credits
- Bar Exam Strategies and Skills (3 credits)
- Any remaining Bar Success Prescribed Curriculum requirements

A full list of BSPC classes and planning worksheet is available [here](#).

Clinic Registration

Lottery
The sign-up email for the Fall 2021 Clinic Lottery will be emailed on Friday, May 14th. If you wish to participate you must submit your choices by 9 am on Friday, May 21st. The Lottery will run on Friday, May 21st and results will be available on [MySU](#) by 6 pm. For more information see our Clinic Lottery webpage.

Clinic Commitment
On Friday, June 4th students enrolled in fall clinics will be emailed with instructions for committing to their clinic. Students must commit by Friday, June 11th. 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.

Petitioning for Remote Instruction in Fall 2021
As a reminder: the School of Law will resume in-person instruction for courses beginning with the 2021 Fall term. In-person instruction in Sullivan Hall will include the following Covid-19 health and safety precautions:

- University vaccination protocol
- University Safe Start Health Check
- Masks required at all times unless an individual is stationary, seated, and in the act of eating or drinking.
- 3-foot physical distancing requirement in classrooms
- 6-foot physical distancing requirement in other spaces and at in-person service desks
- Barriers at in-person service desks
- Air filtration and enhanced air circulation systems

As a result, requests for accommodation involving the need for remote instruction specifically related to Covid-19 will be granted only under the following circumstances:

1. The petitioning student must provide objective medical documentation from a qualified diagnosing professional confirming the student's diagnosis in question; and
2. The medical documentation must also confirm that:
   a. Even with the foregoing Covid-19 precautions in place, that the student is still medically restricted from attending classes in person due to an elevated risk of contracting Covid-19; or
   b. The student is pregnant.
Individuals whose circumstances fall outside of these parameters will be evaluated on a case-by-case basis.

Please note that this protocol applies only to those students who must take all of their classes in a distance format. In addition to in-person courses, there are many upper-level classes that will be taught in a distance format this coming semester. Students who want to limit their in-building time for any reason are free to register for those courses without an accommodation.

Petitions may be submitted immediately, but must be emailed to Dean Kristin DiBiase at kdibiase@seattleu.edu no later than 9am on Friday, May 14, 2021, with the subject line "Covid-19 Remote Instruction Petition".

**Registration Times**

**2L - 3L Students**

Part-time students in their 3L year (4L in Fall 2021) will register at 9am on Tuesday, May 25th. Part-time students in their 2L year (3L in Fall 2021) will register at noon. If a course begins at 4 pm or later, all its seats will be available during part-time registration. Clinics are the only exception - Part-time students may sign-up for the clinic course lottery but are not given preference for evening clinics over full-time students.

Courses beginning before 4 pm will have a limited number of seats open to part-time students. If those seats fill please add yourself to the course waitlist. We will contact you if a seat is available after full-time registration appointments.

Part-time students who enroll primarily in daytime classes may choose to participate in full-time registration instead of part-time registration. They must notify the Registrar at least one business day before registration appointments begin. No student will be allowed to register during both part-time and full-time registration.

**1L Students**

Part-time 1L students (2L in Fall 2021) will be automatically registered for the evening sections of Contracts, Legal Writing II and Property (10 credits total). Part-time 1L students may choose to add up to two elective credits during their appointment time.

**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.

**Waitlists**

If a class fills up, MySU 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 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 online. 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, August 26th. Drops can be made online.

**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 August 16th.

**Making Registration Changes After Friday, August 26th**

**Late Registration**

After Friday, August 26th and before Friday, September 10th students may register for a class only with the professor’s permission. No classes may be added after Friday, September 10th. More information and the Late Registration form can be found here.

**Withdrawal**

Before Friday, September 24th students may withdraw from courses by submitting the Course Withdrawal Form to the Office of the Registrar*. After Friday, September 24th, 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, email us at lawreg@seattleu.edu. In your email, describe the problem and list the course(s) for which you were attempting to register. Please also include a phone number where we can reach you if we have questions.