

FLORIDA A&M UNIVERSITY
COLLEGE OF LAW

REGISTRATION & LOTTERY MATERIALS

Spring 2008

Spring 2008 REGISTRATION

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REGISTRATION INSTRUCTIONS

Spring 2008

1. GENERAL INFORMATION

This material contains the information you will need to register for classes for the 2008 Spring semester. Please read all instructions carefully and observe all deadlines noted.

Also, please familiarize yourself with the rules and regulations included in this material as well as those contained in the Student Handbook.

2. REGISTRATION PROCEDURES

Registration will begin on November 26, 2007 and end on January 4, 2008 at midnight.

Students will be required to register themselves for their Spring 2008 courses. Do not list fewer or more courses or credit hours than you are permitted to take.

Please pay special attention to the days and times of instruction for the various courses. **UNDER NO CIRCUMSTANCES WILL A STUDENT BE ALLOWED TO REGISTER FOR COURSES WITH SCHEDULED CONFLICTING MEETING TIMES, EVEN IF THE TIMES ARE ONLY PARTIALLY IN CONFLICT.**

You can obtain a copy of your approved schedule of classes on-line from OurFAMU.

IT IS THE STUDENT'S RESPONSIBILITY TO PAY CLOSE ATTENTION TO THE PRINTOUT LISTING YOUR COURSES TO BE SURE YOU HAVE REGISTERED FOR THE PROPER CLASSES AND SECTIONS.

3. LOTTERY

For some courses, enrollment is limited and a lottery must be conducted to determine which students will be permitted to enroll in the course. The lottery will be conducted giving priority to students based upon their year in school and upon their previous registration record. Transient/visiting students will not take part in the lottery.

Wait lists will be established for any lottery course and openings in the course will be filled in order from the wait list.

The **Spring 2008 Lottery Course Preference Form** is included with these materials. If you wish to enroll in any of the limited enrollment courses, you **MUST** complete a Lottery Course Preference Form and submit it to the Dean's Office by **January 3, 2008**. **The Lottery Course Preference Form may be returned in person, by mail, or by fax at 407-254-3213.**

4. TUITION AND FEE PAYMENT

University policy requires that all tuition and fee accounts for the current or prior semesters must be current *before* a student can register for a subsequent semester. Tuition for the 2008 Spring Semester is \$239.25 per credit hour for Florida residents and \$886.65 per credit hour for non-residents. Tuition and fees must be paid by **January 14, 2008**. For your convenience, you may make the payment by credit card via OurFAMU or by telephone by calling any of the following three numbers: **(850) 412-5043; (850) 412-5045; or, (850) 561-2953.**

5. FEE LIABILITY

Students must pay all fees for which they are liable. Liability for fees is incurred for all credit hours that remain on the student's schedule of courses at the end of the drop / add period. Failure to pay fees will result in the cancellation of the student's schedule.

6. CLINICS

While there is no limit on the number of clinics in which a student can enroll, there is a limit on the total number of clinical credit hours for which a student can enroll. Students **MAY NOT** take more than twelve (12) credit hours of clinic.

7. UPPER LEVEL WRITING REQUIREMENT (See page 21 of 2007-08 Student handbook.

All students are required to complete the Upper Level Writing Requirement **no later than one full semester prior to a student's anticipated graduation date.** The Upper Level Writing Project may be completed only as a part of a **Seminar** (2 credits) or an **Independent Study Project** (1 or 2 credits). The project must be a minimum of twenty-five (25) pages in length and must receive a grade of B- or higher in order to satisfy the Upper Level Writing Requirement. **Under no circumstance can a student satisfy the Upper Level Writing Requirement before and without satisfactorily completing Legal Methods I and II. Independent Research Forms must be signed off by a full-time member of the College of Law Faculty prior to registering for Independent Research**

8. GRADUATION

Students who expect to complete all degree requirements by the conclusion of the Spring semester should complete the Application for Graduation. The application is available from the Registrar's office and must be submitted by **September 14, 2008**. The University's Spring graduation date is **April 27, 2008**. The College of Law Hooding Ceremony will be held on **May 17, 2008**

9. LOCKERS

Enrolled students have the opportunity to be issued a locker for their use during the academic year. A Student Locker Rental Agreement form can be obtained from the Director of Student Affairs, Mr. Phillip Miller. The rental fee is \$70.00 for the 2007-2008 academic year (Fall , Spring and Summer.) The rental fee for both Fall and Spring semesters only is \$60.00. The

rental fee for single semesters is \$35.00 for either the Fall or Spring semester only and \$15.00 for the summer term only.

10. MAILBOXES

All enrolled students have been assigned a new mailbox for their use during the 2007-2008 academic year. The mailboxes are for official notices and intra-school communications; they are not for delivery of outside mail. Student mailboxes are located on the first floor along the corridor leading to the student lounge. The boxes are numbered and arranged by class. Students should check their mailboxes on a daily basis.

11. PARKING

Arrangements have been made to allow students to park their vehicles in designated areas (**levels 6 and 7 ONLY**) in the nearby state parking garage at the Zora Neale Hurston State complex. Students who wish to park in the garage must properly display their 2007-2008 parking decal

12. ACADEMIC RULES

Please pay particular attention to the following rules:

COURSE LOAD: Full-Time Day Program students may not register for fewer than twelve (12) credit hours nor for more than sixteen (16) credit hours during any Fall or Spring semester. Part-Time Evening Program students may not register for fewer than eight (8) credit hours nor for more than ten (10) credit hours. **Failure to enroll for the minimum course load in any regular semester shall be considered an honor code violation. Similarly, enrollment for more than the maximum credit hours permitted in any regular semester shall be considered an honor code violation.**

Only those students who are eligible to graduate in May will be eligible to seek approval from the Dean's Office to take fewer or more than the required minimum or maximum credit hours. Under no circumstances will a graduating student be allowed to take more than seventeen (17) credit hours.

DROP/ADD PROCEDURES

First-year students may not make changes to their assigned course schedules. Upper-class students who decide to add, drop or change their course schedule may do so through the end of the drop/add period (i.e., during the first three (3) days of classes.) **A student may not drop a course required to be taken in sequence.**

Once the drop/add period has passed, students may no longer drop or add a course. However, upon receiving written approval from the Dean or his designee, a student may withdraw from a course up until the eighth (8th) week of the Fall or Spring semester. **A student may not withdraw from a course required to be taken in sequence.** Where a student is permitted to withdraw, a grade of "W" will be reflected on the student's transcript.

EXTENSIONS AND INCOMPLETES

- A. In a paper course, or an independent study project, the faculty member may, upon application of a student prior to the due date for the paper, grant for good cause an extension of the due date for a period of time not to exceed six (6) weeks from the end of the examination period, provided that any extension beyond three (3) weeks from the end of the examination period must be in writing, signed by the faculty member, and sent to the College of Law's Registrar. Any further extension beyond six (6) weeks from the end of the examination period may be granted only with the written permission of the Dean or designee and with the consent of the faculty member.
- B. A grade of incomplete ("I") shall be submitted for a student only when:
 - 1. in a paper course or an independent study project, the student has received an extension of time to submit his/her paper; or
 - 2. in an examination course, the student was granted an excused absence from the final examination.
- C. A grade of incomplete ("I") shall be removed by the last day of classes of the term in which the student is next enrolled, or the grade will be changed to a failing grade ("F") in the course. The "F" grade is counted in computing the student's grade point average.

ACADEMIC PROGRESS

A cumulative grade point average of 2.0 is required to be considered in good academic standing and for graduation. Thus, it is desirable that each student earns a 2.0 term average during each period of enrollment at the College of Law. A student who maintains a cumulative average of 2.0 or better will not be subject to academic dismissal. However, in any term in which the student's grade point average drops below 2.0, appropriate action will be taken, i.e., academic probation or academic dismissal.

ACADEMIC PROBATION

A student who fails to achieve an average grade point average of 2.00 in any semester, but whose cumulative grade point average is 2.0 or above, shall be deemed to be on academic probation and shall be subject to such reasonable rules and regulations that the faculty, in its discretion, may set to meet the needs of individual cases, provided that, in a semester, students in substantially similar situations shall be treated similarly.

LEAVE OF ABSENCE

A student who wishes to take a leave of absence must submit a written request to the Dean's Office. A student is eligible for a leave of absence for up to two semesters only if the student has completed the first-year program of study and is in good academic standing.

WITHDRAWAL

A student who wishes to withdraw from the law school must report to the Director of Student Affairs, Mr. Phillip Miller, to explain the circumstances that necessitate the withdrawal and the Director of Student Affairs will explain the withdrawal process. Students who withdraw after the drop/add period will be held liable for all fees assessed.

Students maintain the right to withdraw from a course, within College of Law procedures and up until the eighth (8th) week of a Fall or Spring semester. This right is subject only to the requirement that the student maintain the minimum number of credit hours required by his / her program: twelve (12) credit hours for a Full-Time Day Program student and eight (8) credit hours for a Part-Time Evening Program student. **Students may not withdraw from a course required to be taken in sequence in a particular semester.**

GRADE CHANGE POLICY

Grades are considered final upon submission to the College of Law Registrar. A final grade submitted to the College of Law Registrar cannot be changed as a result of a faculty member's substantive re-evaluation of a student's examination answers or other work. A faculty member may recommend a grade change **ONLY** if the grade is incorrect due to a mathematical error. When a grade is changed, the change of grade must be submitted to the Dean for approval.