

**REGISTRATION BEGINS: August 8, 2017 at 9:30 a.m.**

**REGISTRATION ENDS: August 19, 2017 at 5:00 p.m.**

**PAYMENT DEADLINE: August 21, 2017 at 4:00 p.m.**

Note: Enrollment will be released if payment deadline is not met.

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### Curricular Advising

To assist you in planning your schedule for the 2017-2018 academic year, we have included the following schedules and forms:

- Schedules: 2017 fall, 2018 winter intersession, 2018 spring and 2018 summer schedule
- Course Add/Drop Form
- Course Approval Form
- Registration Degree Audit Form
- Withdrawal/Exit Form
- Waitlist Information

For questions regarding academic regulations, please refer to the [Student Handbook](#) available on [STANLEY](#).

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### To register for courses via Stanley, follow the instructions below:

1. Click the **Registrar** link (left side of screen)
2. Click **Academic Services** (in the Student Self-Service Banner).
3. Click **Registration**
4. Click **Add/Drop Classes**
5. Click **Select Term**
6. From the drop down menu select the term you want to register for.
7. Click **Submit** and the Registration menu will appear.

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### Mutual Exclusions

Students can take:

Maximum Aggregated Hours	Course Choices
6 hours in 2 or more of the choices	ADR Competition, Corporate Counsel Review, Journal of International Economic Law, Law Review, and Moot Court Competition
9	Clinics

Number of Courses Allowed to Take	Course Choices
1 Transactional Skills	Corporate, Energy, Int'l Business or Real Estate
1 Trial Advocacy	Civil, Criminal or Family
1 of the listed	Commercial Real Estate Finance, Contract Building Blocks, or Contract Negotiation and Drafting
3 Seminars	Paper Seminars or Supervised Research

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## System Won't Let you Register?

<b>Problems</b>	<b>Reasons</b>
<b>Time Conflict</b>	Occurs while registering for two classes that overlap in class or exam time
<b>Credit Hours</b>	Maximum credits 16; Minimum credits 8 Course Add/Drop form is necessary for all other credit hour request
<b>Professor Consent or Special Forms</b>	Any class that requires professor consent will not be available for online registration and will only be processed by the Registrar's office after the consent has been given.
<b>Pre-requisite and Test Score Error</b>	Some classes require a prerequisite or co-requisite for registration. This information is found in the <a href="#">Course Listings</a> . If you wish to request an exception, you must submit a Course Add/Drop/Waiver form to the Registrar's Office.
<b>Financial HOLDS for past due balances</b>	Contact Accounting Services immediately at 713.646.1750

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## Working Hours Limitation

All **full time** students (any student taking 12 hours or more in a semester) must devote substantially all working hours to the study of law. Consequently, such students may not work at a job more than 20 hours per week.

**Note: This includes hours worked in unpaid internships.**

All day division students must certify that they adhere to this standard on the student pledge sheet after each exam.

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## Office of the Registrar