UPPER LEVEL LEGAL METHODS PROCEDURES

Spring Semester

1. Category One: Third Year May Graduates Needing Two LM Courses to Graduate
   a. Identify those still needing two LM courses
   b. Sequence the bids from those students in descending order
      i. Sequence tie bids by registration priority order
   c. Move down the list, placing each bidder in his/her top choice
      i. If top choice is full, place student on that waiting list and re-sequence the student using his/her next highest bid
   d. Once a student is registered for one LM course, put him/her into Category Two
   e. If a student cannot be placed into any course, notify the Associate Dean immediately

2. Category Two: Third Year May Graduates Needing One LM Course to Graduate
   a. Identify those still needing one LM course
   b. Sequence the bids from those students in descending order
      i. Sequence tie bids by registration priority order
   c. Move down the list, placing each bidder in his/her top choice
      i. If top choice is full, place student on that waiting list and re-sequence the student using his/her next highest bid
   d. Once a student is registered for one LM course, put him/her into Category Six
   e. If a student cannot be placed into any course, notify the Associate Dean immediately

3. Category Three: Other Third Year Students Needing Two LM Courses to Graduate
   a. Identify those still needing two LM courses
   b. Sequence the bids from those students in descending order
      i. Sequence tie bids by registration priority order
   c. Move down the list, placing each bidder in his/her top choice
      i. If top choice is full, place student on that waiting list and re-sequence the student using his/her next highest bid
   d. Once a student is registered for one LM course, put him/her into Category Five

4. Category Four: Second Year Students Needing Two LM Courses to Graduate
   a. Identify those still needing two LM courses
   b. Sequence the bids from those students in descending order
      i. Sequence tie bids by registration priority order
   c. Move down the list, placing each bidder in his/her top choice
      i. If top choice is full, place student on that waiting list and re-sequence the student using his/her next highest bid
   d. Once a student is registered for one LM course, put him/her into Category Five
5. **Category Five: Other Third Year Students Needing One LM Course to Graduate**
   a. Identify those still needing one LM course
   b. Sequence the bids from those students in descending order
      i. Sequence tie bids by registration priority order
   c. Move down the list, placing each bidder in his/her top choice
      ii. If top choice is full, place student on that waiting list and re-sequence the student using his/her next highest bid
   d. Once a student is registered for one LM course, put him/her into Category Six

6. **Category Six: All Remaining Third Year Students (those needing none)**
   a. Sequence the bids from students in descending order
      i. Sequence tie bids by registration priority order
   b. Move down the list, placing each bidder in his/her top choice
      i. If top choice is full, place student on that waiting list and re-sequence the student using his/her next highest bid
   c. Once a student is registered for one LM course, put him/her into Category Seven

1. **Category Seven: All Remaining Students (includes 2Ls needing one and students needing none)**
   a. Sequence the bids from students in descending order
      i. Sequence tie bids by registration priority order
   b. Move down the list, placing each bidder in his/her top choice
      i. If top choice is full, place student on that waiting list and re-sequence the student using his/her next highest bid
   c. Continue in this fashion until every bid is recognized by a placement either in a course or on a waiting list, even if it puts a student into overload