UPPER LEVEL LEGAL METHODS PROCEDURES

Summer Semester

1. Category One: July 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: July 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: Rising 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 Four

4. Category Four: Rising 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
      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

March 04, 2013
5. **Category Five: Rising Second Year Students Needing Two LM Courses to Graduate** (should be all rising 2L students who are in a normal course sequence)
   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 Six

6. **Category Six: All Remaining Students** (includes rising 2Ls needing one LM course and all 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. 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