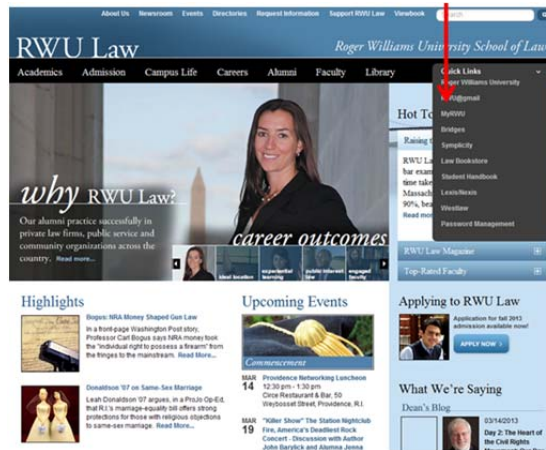


REGISTRATION PROCEDURES

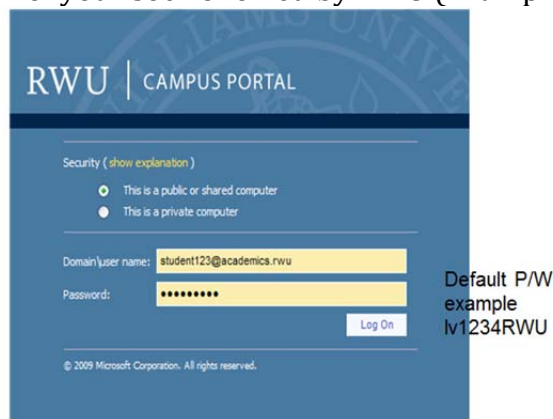
Updated 3/13/2017

Roger Williams University School of Law Students register for classes through the RWU Campus Portal. The link to this portal can be found on the Law School home page: <http://law.rwu.edu/> by selecting MyRWU from the quick links drop down menu.

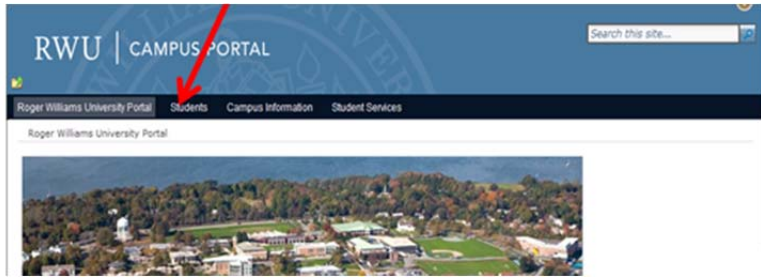


From here you will be directed to the login page.

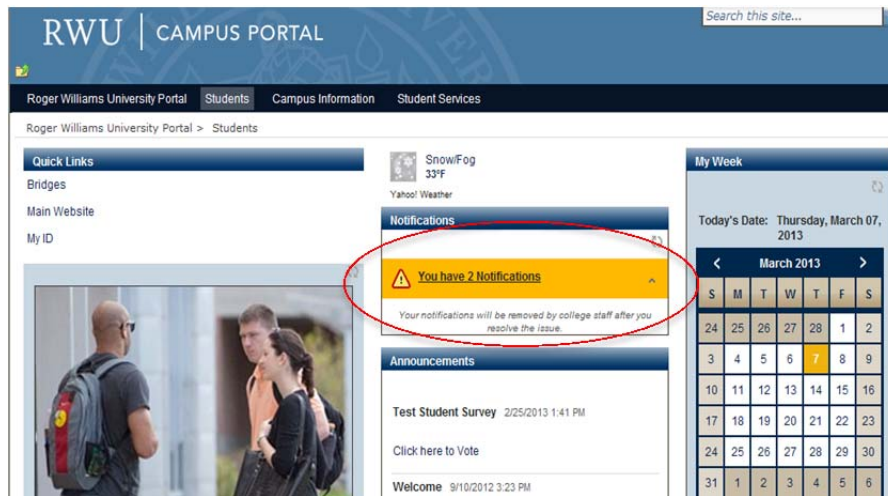
1. Type your user name and domain into the domain/user name box. (Example: jsmith123@academics.rwu)
2. Type your password in the password box. The default password is your first initial, last initial, last four of your soc. followed by RWU (Example: js1234RWU)



Once you have successfully signed in, you will be directed to the campus portal home page where you will select the 'students' tab.

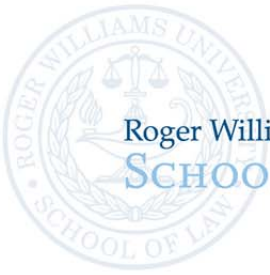


If you see a message in the Notifications location, you have a restriction on your record that will prevent you from self-registering via the Campus Portal. Restrictions are placed on law student accounts for two reasons: 1. Past due Balance and/or 2. Missing Immunization Records. You can click on the notification for more detail.



To begin to select classes, click on the Academic Registration Link located under student services section at bottom of page.



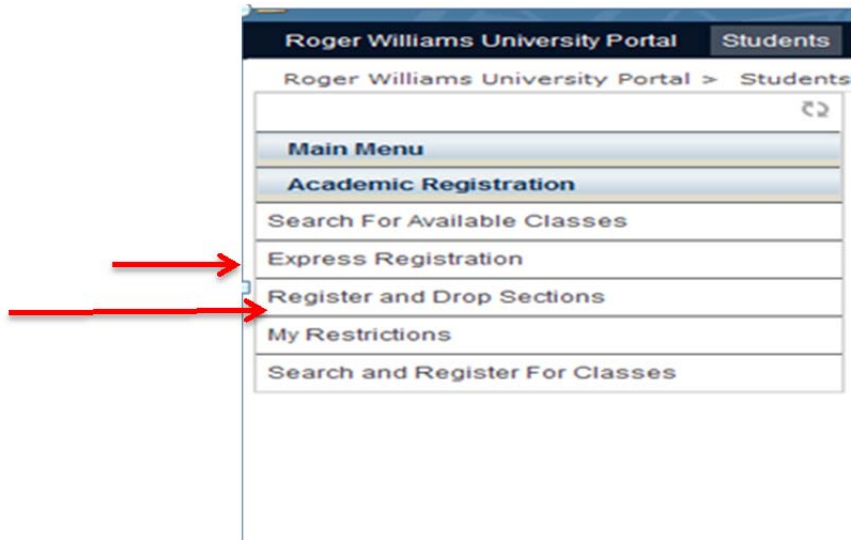


To select your classes, you will see you have a couple of options. Search for Available Classes or Express Registration. If you have the course schedule handy (found on our website): <http://law.rwu.edu/academics/curriculum/course-descriptions/course-exam-schedules> we recommend that you utilize the Express Registration function. The syn # that you'll need to use Express Registration is located on the course schedule as shown below.

ROGER
Please be advised that the la
Students will be giv

Course	Syn #	No.
<u>Doctrinal Courses</u>		
Criminal Procedure: Investigation	45078	LAW.627
Professional Responsibility	45079	LAW.655
Religion, Law & Lawyering	45080	LAW.823
Secured Transactions	45081	LAW.653

Seminars

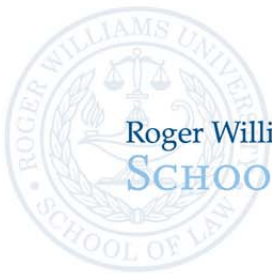


Input the Synonym Number and the term for each class you wish to register. You may input multiple classes on this page. Once completed click submit.

Next you will need to selection the “Action” you wish to take for each class. The Action will be Register unless the class is full and you wish to be added to the waitlist, and then you will select Waitlist as your action for each class listed.

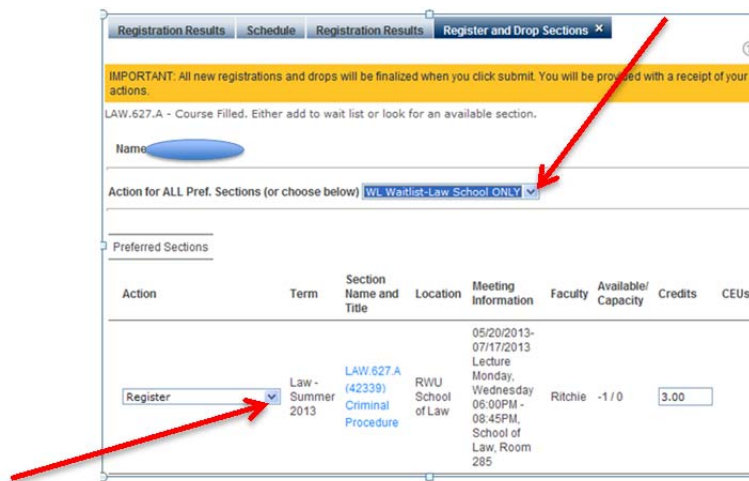
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="text"/>	Law - Summer 2013	LAW 705 A (42341) Family and Divorce Mediation	RWU School of Law	05/20/2013-07/20/2013 Lecture Saturday 09:00AM - 12:30PM, School of Law, Room 262 (more)...	Kogan	24 / 24	3.00	
<input type="text"/>	Law - Summer 2013	LSM 731 A (42340) Sem. Civil Rights Equity & Dsc	RWU School of Law	05/23/2013-07/18/2013 Lecture Thursday 05:00PM - 09:30PM, School of Law, Room 256	J. Elorza		2.00	

Once actions are selected, scroll to bottom of page and Submit. Your registration results screen will appear. Review carefully. To double check that your enrollment is completed successfully for the term, check your course schedule. From the main menu select My Class Schedule and the term to review. This is an added step but a great way to confirm that your registration has been processed correctly.



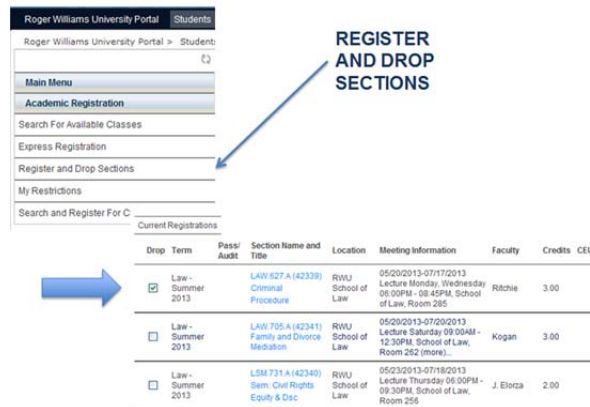
Waitlisting for fully enrolled classes. If a class is full, you may waitlist yourself through the self-registration process. Waitlists are reviewed daily. If you waitlist yourself for any class(es), please keep an eye out for email updates because students are enrolled as students drop and notifications are sent to students via RWU email accounts.

If a class is full, you can select the class through whichever method you've chosen, either Express or Search and Register. When on the Preferred Sections screen, select Waitlist as your Action in both the top and lower section of the screen.



Dropping classes. This option is allowed up until the last day of add/drop for the current semester. During Fall and Spring students may NOT drop required courses without Associate Dean permission.

At the main menu select Register and Drop Sections. From your class list, select the class you wish to drop and scroll to bottom and click Submit. Upon completion double check your course schedule.



Search and Register Option:

You may select Search for Available Classes from the main menu

Fill in at least two fields. Recommend Term and Academic Level. Click Submit.

Search For Available Classes ×

Term

Starting On/After Date Ending By Date

Subjects	Course Levels	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

You will be directed to a complete listing of all classes being offered for the term selected.

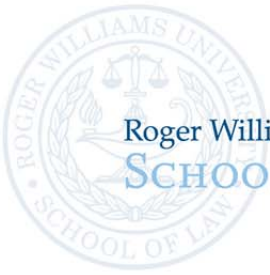
Section Selection Results ×

FIRST PREVIOUS NEXT LAST JUMP Page 1 of 1

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs	Academic Level
Law - Summer 2013	Open	LAW 627.A (45078) Criminal Procedure	RWU School of Law	05/20/2013-07/17/2013 Lecture Monday, Wednesday 06:00PM - 08:45PM, School of Law, Room 285	Ritchie, Larry	50 / 50	3.00		Law School Academic Level
Law - Summer 2013	Open	LAW 653.A (45081) Secured Transactions	RWU School of Law	05/20/2013-07/17/2013 Lecture Monday, Wednesday 06:00PM - 08:45PM, School of Law, Room 262	S. Stacy	50 / 50	3.00		Law School Academic Level
Law - Summer 2013	Open	LAW 655.A (45079) Professional Responsibility	RWU School of Law	05/21/2013-07/16/2013 Lecture Tuesday 06:00PM - 09:30PM, School of Law, Room 285	P. Margulies	50 / 50	2.00		Law School Academic Level
Law - Summer 2013	Waitlisted	LAW 705.A (45228) Family and Divorce Mediation	RWU School of Law	06/01/2013-06/22/2013 Lecture Saturday 09:00AM - 12:30PM, School of Law, Room 262 (more)...	Kogan	0 / 16	3.00		Law School Academic Level
Law - Summer 2013	Open	LAW 708.A (46898) Maritime Writs & Admiralty	RWU School of Law	05/21/2013-07/02/2013 Lecture Tuesday 06:00PM - 09:30PM, School of Law, Room 256	TBA	4 / 16	2.00		Law School Academic Level

You can click on the blue high-lighted course name for more information regarding this course.

You may select the checkbox next to the course which will be available during registration period. On the register and Drop Sections screen select the action of choice for the class either Register or Waitlist (if full). You can also de-select a class that you may wish to drop that is listed on your schedule at this time. Once completed, scroll down and click Submit. Again, double check your schedule for the current term to be sure it appears as you anticipated after changes.



Other Miscellaneous Information Regarding Registration:

1. Students cannot self-register for Directed Research credits, Moot Court Credits, Law Review Credits, Trial Team Credits or Competition team credits. Please submit the Registration Permission form <http://law.rwu.edu/academics/student-finance-records/forms> to your supervising professor for signature. Once this office receives the form the registration for these credits will be processed by SF&R Staff.
2. Students must register for 12-16 credits during Fall and Spring semesters. Credit loads below 12 credits or over 16 credits require permission from the Associate Dean. Please complete Dean's Variance request <http://law.rwu.edu/academics/student-finance-records/forms> and submit to Associate Dean's office.
3. Summer Term students enroll between 3-6 credits. More than 6 credits require Permission from the Associate Dean. Please submit Dean's Variance to the Associate Dean's Office. <http://law.rwu.edu/academics/student-finance-records/forms>
Exception: waiver will be automatically granted for students enrolled in **only** Externship and co-requisite seminar totaling 7 or more credits