

REGISTRATION INFORMATION AND INSTRUCTIONS – Delaware Campus

On-line registration for the Spring 2010 semester will begin on October 27, 2009. All currently registered students will receive e-mails to their Campus Cruiser account directing them to check for their specific day and time for on-line registration. Students may register for courses any time on or after their designated on-line registration date. On-line registration will close on Sunday, January 17, 2010. Any changes to registration after the closing date must be made at the Registrar's Office. Waitlists will be in effect for the registration period. Available seats for all waitlists will be held for 7 days. If you are on a waitlist, you are advised to check your campus cruiser e-mail at least once a week for notification of an available seat. During the first week of classes, the available waitlisted seats will be held for 24 hours.

The on-line registration system will be available most hours each day. It will be unavailable Monday through Thursday 3:00AM to 4:00AM, and Friday 9:00PM through Saturday 7:00AM. Please contact I.T.S. during normal working hours with any questions regarding Campus Cruiser logins and passwords.

During on-line registration, we have used methods to shape the traffic on the system, thereby limiting the possibilities for delays and frustration. If you do experience any problems with on-line registration, please contact any member of the Registrar's Office staff.

ALL STUDENTS MUST FOLLOW THE REQUIRED COURSE SEQUENCE SET FORTH ON THE LAST THREE PAGES OF THIS INFORMATION PACKET. EXCEPTIONS TO THE REQUIRED COURSE SEQUENCE ARE PERMITTED ONLY WITH THE PRIOR APPROVAL OF OFFICE OF STUDENT AFFAIRS. STUDENTS' FAILURE TO REGISTER FOR THE REQUIRED COURSES IN THE SEQUENCE SET FORTH BELOW IS LIKELY TO RESULT IN CLOSED SECTIONS, EXAMINATION CONFLICTS, AND DELAYS IN MEETING GRADUATION REQUIREMENTS. REGULAR DIVISION STUDENTS MUST ENROLL FOR A MINIMUM OF 12 AND A MAXIMUM OF 16 CREDITS. EXTENDED DIVISION STUDENTS MUST ENROLL FOR A MINIMUM OF 8 AND A MAXIMUM OF 11 CREDITS.

I. HOW TO USE THE REGISTRATION MATERIALS

These registration materials have been developed to make course selection and registration an easy process. We have included general information and instructions; however, you should refer to your student handbook when further clarification of requirements is needed. We suggest that you follow the procedures listed below.

First – Read the section on **General Information (page two of this document)**.

Second – Print out the **Course Schedule** at www.law.widener.edu. Click on **Current Students**, then on **Registrar** to find the registration information. Check the course description and listing of prerequisites for each course. Review the days and times for each course in order to avoid possible time conflicts. Carefully look at the examination time and examination type to plan an acceptable examination schedule as well as course schedule. **REMEMBER, EXAMINATION CONFLICTS CREATED BY YOUR OWN COURSE SELECTION DO NOT ENTITLE YOU TO DEFER AN EXAM. THIS INCLUDES MULTIPLE EXAMINATIONS YOU SCHEDULE WITHIN A 24-HOUR PERIOD.**

Third - After you have determined the courses you want, go to www.law.widener.edu and log on to **Campus Cruiser**.

- Sign in using your login and password, then click on the **WebAdvisor** tab.
- Click **Express Registration** on the left side of the screen.
- Enter **Subject [LAW]**, **Course Number**, **Section** and **Term [Spring 2010]**. **DO NOT USE THE SYNONYM COLUMN.**
- After entering your courses, click **Submit** to process the registration.
- The course sections you chose will now be marked as your **Preferred Sections**.
- The system will now ask you for an **"Action"** to be taken on these sections. Before selecting **"Register for All"**, check the columns titled **Capacity/Enrolled/Waitlisted**

to make sure the section is open. Only attempt to **Register** for open sections and choose the action of **Waitlist** for closed sections.

- When you are finished registering, go to **My Class Schedule** to print out a copy of your schedule for your records.
- If your registration did not process as you wanted, go back to **Register for Previously Chosen Sections** and choose your desired action on each section. **Do not forget to take the "Action"!** **If you do not specify the action, you will not be registered for any classes!**

Just prior to the start of classes, be sure to check your schedule for final room assignments and possible time adjustments.

Helpful Hints: Make your class selections prior to entering the Campus Cruiser system, adhering to the rules in **Section H** of these materials. Your on-line registration will not be processed for any of your course selections if you attempt to register for sections outside your program, repeat courses, courses for which you need special permission, courses for which prerequisites have not been completed, or filled sections. Process your registration quickly to avoid being timed out. Also, do not use the **Back** button in Campus Cruiser. These idiosyncrasies are specific to the software and cannot be controlled by the Registrar. Remember – **PLAN BEFORE PROCESSING.**

You are welcome to use the registration terminals in the Registrar's Office to process your registration on-line during our regular business hours. The staff is here to assist you!

II. GENERAL INFORMATION

Registrar's Office
4601 Concord Pike
P.O. Box 7474
Wilmington, DE 19803-0474

Telephone Number: (302) 477-2170
Fax Number: (302) 477-2258

E-mail Address: delreg@widener.edu

- A. Wait Listing** - You may choose to Waitlist a course section, if that section is closed at the point of processing your registration online. Process your registration according to the directions in Section I. Choose the action of "Waitlist" for closed sections that have been marked as your **Preferred Sections**. You will be able to see the total number of waitlisted students for each course section. As seats become available, you will automatically be notified by way of your Campus Cruiser e-mail address according to your rank on the waitlist. You should then change the course section to "Register" in the Campus Cruiser system. Available seats will be held for **7 days**. If you are on a waitlist, you are advised to check your campus cruiser e-mail at least once a week for notification of an available seat. During the first week of classes for the Spring 2010 semester, the available waitlisted seats will be held for **24 hours**. If you miss your opportunity to register you will need to put yourself back on the waitlist. **PLEASE - CHECK YOUR CAMPUS CRUISER E-MAIL REGULARLY!**
- B. Financial Clearance** - Financial clearance for the Fall 2009 semester is required in order for you to register for the Spring 2010 semester. The Bursar's Office will mail statements to you with any balance that may exist on your account. Please contact the Bursar's Office with any questions about your account.
- C. Addresses** - We must have your correct address and telephone number in the computer system so we can contact you with any questions that may arise. If you have moved or are planning on moving, please complete a Locator Card. Check your Campus Cruiser e-mail account regularly as this is the method we use to communicate with you.

- D. Academic Support** – Students in the Academic Support Program (g.p.a. less than 2.500) will be permitted to register for classes without prior approval from the Office of Student Affairs; however, schedules will be reviewed after registration and students will be advised if schedule changes are necessary. Contact the Office of Student Affairs with questions.
- E. Legal Technology** - This two-day, one credit course will be offered January 6-7. The one credit for this course will be billed on a per credit basis in addition to the flat fee associated with your program.
- F. Global Health Law, Policy and Practice: Hot Topics** – This two-day, one credit course will be offered January 4-5. The one credit for this course will be billed on a per credit basis in addition to the flat fee associated with your program.
- G. LLM and MJ Students** – It is strongly recommended that all LLM and MJ students have their schedules reviewed by the director of their program prior to on-line registration. Please see Professor Ned Luce for the Corporate Law LLM and Masters of Jurisprudence Programs, and Professor John Culhane for the Health Law LLM Program.
- H. Additional Course Guidelines for Juris Doctor students**
- Registration rules restrict regular division students from registering for evening sections and extended division students from registering for day course sections until the first week of classes. Any student, regular or extended, may register for course sections designated as letter “O” sections (**not the numeral zero but the letter “O”**). The “O” section designates that the section is *open* for both regular and extended division students.
 - Registration for all **non-classroom credits** (clinics, externships, directed research, law review, moot court, etc.) must be done through the Registrar’s Office, after completion of the appropriate paperwork. Students with cumulative grade point averages less than 2.500 are not permitted to participate in non-classroom work.
 - In order to graduate, JD students must demonstrate substantial achievement in legal writing by completing one original, individually authored writing project. Courses that satisfy the **writing requirement** are noted with a “@” sign on the course schedule.
 - For all students entering law school in the Fall 2005 semester and after, the ABA now requires that each student complete a course in professional skills. Upon faculty consideration, certain courses have been determined to fulfill this requirement. Courses that satisfy the professional skills requirement are noted with a “#” sign on the course schedule.

REQUIRED COURSE SEQUENCE

REGULAR DIVISION STUDENTS

Rising 3rd Year

Spring 2010:

Must take: Sales and Leases (will only be offered at night) [3 credits]
Electives: May not take less than 12 credit hours or more than 16 credit hours.

Rising 2nd Year

Spring 2010:

ALL OF THE FOLLOWING COURSES MUST BE COMPLETED BY THE END OF THE SPRING SEMESTER OF THE SECOND YEAR:

Business Organizations	(4 credits)
Evidence	(4 credits)
Criminal Procedure I	(3 credits)
Federal Income Tax	(3 credits)
*Legal Methods III, I.L.A. or A.A.A.	(2 credits)
Constitutional Law II	(2 credits)
Administrative Law	(3 credits)
Professional Responsibility	(3 credits)

Electives: May take for a total of no more than 16 credit hours.

***IF YOUR CUMULATIVE G.P.A. AFTER SPRING 2009 REQUIRED YOU TO TAKE I.L.A. OR A.A.A., YOU MUST TAKE LEGAL METHODS III IN THE SPRING 2010 SEMESTER.**

EXTENDED DIVISION STUDENTS

Rising 4th Year

Spring 2010: Electives: May not take less than 8 credit hours or more than 11 credit hours.

Rising 3rd Year

Spring 2010:

Must Take: Criminal Procedure I [3 credits]
Federal Income Tax (3 credits)
Sales and Leases (3 credits)
Electives: May not take less than 8 credit hours or more than 11 credit hours.

Rising 2nd Year

Spring 2010:

Must Take: Constitutional Law II (2 credits)
Administrative Law (3 credits)
Business Organizations (4 credits)
Legal Methods III (if not completed in the Fall) (2 credits)

IF YOUR CUMULATIVE G.P.A. AFTER SPRING 2009 REQUIRED YOU TO TAKE I.L.A. OR A.A.A., MUST TAKE LEGAL METHODS III IN THE SPRING 2010 SEMESTER.

EXTENDED DIVISION DAY STUDENTS

Rising 2nd Year Extended Day

Spring 2010:

Must Take: Property II (2 credits)
Criminal Law (3 credits)
Legal Methods III (2 credits)

Choose one course from below:

Administrative Law (3 credits)
Business Organizations (4 credits)
Criminal Procedure (3 credits)
Evidence (4 credits)
Federal Income Tax (3 credits)
Professional Responsibility (3 credits)

FINAL NOTE FOR ALL STUDENTS

**PLEASE REVIEW YOUR EXAMINATION SCHEDULE PRIOR TO REGISTERING
BECAUSE ANY CONFLICTS YOU CREATE YOURSELF WILL NOT BE
DEFERRED!**

The examination schedule is on the course schedule in the far right hand columns. If you have any questions about deferring examinations, please contact the Registrar or Office of Student Affairs.