REGISTRATION INFORMATION – HARRISBURG CAMPUS

On-line registration for the Summer and Fall 2012 semesters will begin April 11, 2012. All currently registered students will receive emails to their Campus Cruiser account directing them to look 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 for the Summer term 2012 at 11:59 PM on Wednesday, May 30 and for Fall 2012 at 11:59 PM on Sunday, August 26. Any changes to registration after the closing dates 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 email 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 the I.T.S. department 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.

Please Note: 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 in order to make course selection and registration an easy process. We have included general information and guidelines; 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).**

Second – Print out the **Course Schedules at law.widener.edu.** Click on ***Current Students***, then on ***Course Schedules - Harrisburg*** 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 are NOT deferrable. This includes examinations you schedule within a 24-hour period.**

Third – After you have determined your course selections, go to 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** (Fall 2012). **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 column 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 of *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 above-mentioned idiosyncrasies are specific to the software and cannot be controlled by the Registrar. Remember – PLAN BEFORE PROCESSING.

You are welcome to use the registration terminal 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
3800 Vartan Way
P.O. Box 69381
Harrisburg, PA 17106-9381

Telephone Number: (717) 541-3904
Fax Number: (717) 541-1923
Email: regoffhb@mail.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 1. 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 email 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 email at least once a week for notification of an available seat. During the first week of classes for the Fall 2012 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 EMAIL REGULARLY!***

B. **Financial Clearance** - Financial clearance for the Spring 2012 semester is required in order for you to register for the Summer and Fall 2012 semesters. 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** - It is important that we have your correct address and telephone number in the computer system so we can contact you with questions that may arise. If you have moved or are planning on moving, please complete a Locator Card. Also, please check your Campus Cruiser email account regularly as this is the method we use to communicate with you.

D. **Academic Support** – Any student in the Academic Support Program (GPA less than 2.300) must meet with the Dean of Students before registering for classes. Please contact the Dean of Students' office to schedule an appointment.

E. **Global Health/ADR –** These popular pre-semester courses will be offered in August on the Delaware Campus (Global Health) and the Harrisburg Campus (ADR). While these course credits will appear on the Fall 2012 schedule, they will not be factored into a student's overload status.

F. **Law and Government –** Students interested in pursuing the Law and Government Certificate are strongly urged to take Administrative Law in their second year, as this class is a pre-requisite for many other Law and Government courses. In the event that students are not interested in Law and Government specifically, it is important to remember that Administrative Law is a pre-requisite to many third year government electives.

G. **I.T.A.P.** – The Intensive Trial Advocacy Program course is part of the Summer 2012 Term registration. This 3 credit summer course will be held from May 18 – 25 (excluding Sunday) on the Harrisburg campus. This course will be billed on a per credit rate at the summer term rate. Students are permitted to take up to 9 credits in summer if those credits include I.T.A.P. You are permitted to drop the course up to and including April 30, 2012 without forfeiting the cost of the course. On May 1, 2012, and thereafter, if you drop the course, you will forfeit the cost of the course as well as incur a $100.00 late drop fee and will receive a grade of "W" on your transcript. Any student who wishes to add the course may do so up to May 14, 2012 if seats are available, with no late add fee. Students enrolled in the I.T.A.P. course are required to attend all sessions of the course. Students who miss sessions may receive a failing grade for the course unless they have a documented medical emergency. Please contact Professor Palmer Lockard for the any questions regarding the attendance policy for this course.

H. **Additional Course Guidelines**

- Registration rules restrict regular division students from registering for evening sections and extended division students from registering for day course sections until Add/Drop. Any student, regular or extended, may register for course sections designated as "1" sections. The "1" section designates that there is only <u>one</u> section of that course offered for the semester.

- Registration for all **clinical and non-classroom credits** (clinics, externships, directed research, etc.) must be done through the Registrar's Office upon completion of the appropriate paperwork. Students with cumulative grade point averages less than 2.300 are not usually permitted to participate in clinical or non-classroom work.

- In order to graduate, 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. Make sure your selected writing course is so noted prior to registering.

- 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.