

FALL 2017 SEMESTER REGISTRATION INSTRUCTIONS

Registration for the fall 2017 semester is available through the [MyUB Portal](#). On your designated date of registration, registration begins at 8:30 am. MyUB is available 24 hours a day, seven days a week.

Password and Net ID assistance can be found on the [OTS help page](#). Keep in mind that your username and password are case sensitive.

When You Can Register – Your status is determined by the number of credits you have already earned (not those you are earning this semester).

Wednesday, March 29	54+ credits
Thursday, March 30	29+ credits
Friday, March 31	0 – 28+ credits* (<i>all students may register within division</i>)
Wednesday, April 5	Cross divisional registration begins
Thursday, April 6	General Registration Begins (<i>courses open to new & visiting students</i>)

Division Restriction Explanation

Day students may not register for and should not wait list for any course sections reserved for the evening division. Evening restricted sections have a section number in the 400s (e.g., 412, 419, 422, etc. section numbers) and open to day students at cross divisional registration on April 5.

Evening students may not register for and should not wait list for any course sections reserved for the day division. Day restricted sections have a section number in the 300s (e.g., 311, 319, etc. section numbers) and open to evening students at cross divisional registration on April 5.

**Additional information for current first year day and evening students on page 3 and 4.*

Hold Flags

Before you attempt to register, you should check to see if there are any hold flags on your account. Hold flags are visible on the Student Portal. The office placing the hold flag should be identified, and that is the office you should contact for a resolution of the problem.

Step by Step Registration Instructions

Step by Step Registration Instructions can be found on the [Student Center Help Guides](#). These guides include how to enroll in a variable credit course such as moot court, journal or externship.

Moot Court, Journals, Fellows

If you are going to be on a moot court team, journal or participating in a fellows program, you will register for those classes yourself. You will be added to a permission list and will be able to register for those activities. *Please be sure to select the appropriate number of credits on variable credit courses.*

Wait-Listing

When you wait-list for a course and move off the wait-list into a course, you will be notified via your University of Baltimore email account that you have moved into the desired course. You will not receive notification that you have moved up on the waitlist or that it is your turn to register for the class.

Please note the following reasons you will not move off the wait-list into a class.

1. Time Conflicts (with another course, even a course you are “holding tentatively” in case you don’t get in)
2. Enrollment in another section of the same course
3. Enrolled in the maximum allowed credits: Evening and part time students - 12 credits; full time students - 16 credits

Even if you are number one on the wait-list, if one of these circumstances is present, the next available seat in the class will go to the next person on the wait-list. Please monitor your position on the wait-list closely so that you will not lose your seat to someone who does not have one of the conflicts outlined above.

You may not wait list for a course unless and until it is your scheduled date to register for courses. If you wait list and it is not the date on which you can take such action, you will be removed from the wait list without further notification.

Joint Degree Program Students

Law students in joint programs must register for their graduate courses under their graduate career at their appointed time as a graduate student. Such students are still limited in total credits based on their status as part-time (a maximum of 12 credits) or full-time (a maximum of 16 credits).

Failure to Attend UB after Registering for Classes - No Void Policy

Classes are not automatically voided for non-payment. It is your responsibility to officially withdraw from the class or classes should you decide not to attend UB after registration. Failure to withdraw will result in you being charged in full for the semester and in receiving a grade of "F" for the class(es).

For more information see the [Office of the Bursar](#).

myUB Login Issues

Password and Net ID assistance can be found on the [OTS help page](#). Keep in mind that your username and password are case sensitive.

(INSTRUCTIONS CONTINUE ON NEXT PAGE)

SPECIAL REGISTRATION INSTRUCTIONS

First Year Day Students

First year students in the day division should complete all upper level required courses during the course of the second year. This includes Civil Procedure II, Constitutional Law II, Professional Responsibility and Evidence. These courses are the most frequent pre-requisites for advanced coursework. To assist you in selecting your schedule, below is the number of sections for each of these courses expected to be offered for the day division. There will be sufficient seats across the academic year for all students to complete these requirements.

Course	Fall	Spring
LAW 601 Civil Procedure II	2 sections	1 section
LAW 651 Evidence	2 sections	1 section
LAW 652 Professional Responsibility	2 sections	1 section
LAW 655 Constitutional Law II	4 sections	0 sections

Students are strongly encouraged to investigate concentration requirements when selecting courses for the second year. Concentrations include: Business Law, Criminal Practice, Estate Planning, Family Law, Intellectual Property, International and Comparative Law, Litigation and Advocacy, Public Service: Public Interest Law and Individual Rights, Public Service: Government Service and Regulatory Institutions and Real Estate Practice. Some courses required for concentrations are not offered every year, and some advanced courses have pre-requisites.

A little more detail on foundational courses how they can help you succeed.

Course Title	Bar Exam	Catalog	Crd	Concentration
Administrative Law		LAW 700	3	Public Service Indiv. & Govt. Required
Antitrust Law		LAW 704	3	Business Law Option
Business Organizations	(MD Bar)	LAW 717	4	Business Law Required
Commercial Law	(MD Bar)	LAW 742	4	Business Law Option
Constitutional Criminal Procedure I	(MD Bar)	LAW 711	3	Criminal Practice Required
Constitutional Criminal Procedure II	(MD Bar)	LAW 740	3	Criminal Practice Required
Family Law	(MD Bar)	LAW 716	3	Family Law Required
Federal Income Tax		LAW 723	3	Business Law Required Estate Planning Required
Federal Courts		LAW 724	3	Public Interest: Indiv. Rights Required Public Interest: Government Option
International Law		LAW 729	3	Int'l & Comparative Law Required
Maryland Civil Procedure	(MD Bar)	LAW 751	3	
Sales and Leases	(MD Bar)	LAW 743	3	Business Law Option
Trusts and Estates		LAW 758	3	Estate Planning Required

First Year Evening Students

First year students in the evening division will complete Criminal Law, Constitutional Law I and the Law in Context requirements during their third semester in fall 2017.

Students will be automatically enrolled into fall 2017 classes.

- LAW 604 Criminal Law with Professor Donald Stone meets Tuesday/Thursday, 6:15-7:30pm.
- LAW 650 Constitutional Law I with Professor Garrett Epps meets Monday/Wednesday, 5:45-7:35pm.
- Law in Context Requirement: LAW 624 Law and Economics with Professor Robert Lande meets Monday/Wednesday, 7:45-9:00pm.

Summer Course Options for 1st Year Evening Students

The following are summer course options available to first year evening students.

Monday/Wednesday 6:00 – 9:00pm:

- LAW 700 Administrative Law with Professor Kimberly Brown **{Foundation Course}**
- LAW 803 Appellate Advocacy Workshop with Adjunct Professor Adam Lippe **{Experiential-Simulation}**
- LAW 885 Law and Poverty Seminar with Professor Robert Rubinson **{Scholarly Writing}**

Monday/Wednesday 6:00 – 10:00pm:

- LAW 742 Commercial Law with Practitioner-in-Residence Lisa Sparks **{Bar Tested Course}**

Tuesday/Thursday 6:15 – 9:00pm:

- LAW 716 Family Law with Professor Margaret Johnson **{ Bar Tested Course}**
- LAW 817 Litigation Process with Professor Jose Anderson **{Experiential- Simulation}**

REGISTRATION TIME LINE FOR FALL 2017 SEMESTER

Advance Registration begins	March 29
Cross-Division Registration begins	April 5
Orientation for Fall 2017 New Day & Evening Students	Week of August 14th
Tuition and Fees Refund and Reduction Calendar	August 18
First day of classes	August 21
Add/drop and late registration ends	August 28
Last day to drop without a "W"	August 28
Deadline for filing for December graduation	September 1
<i>Labor Day, University Closed</i>	September 4
Last day to drop with a W	October 16
Registration for spring classes begins	October TBA
Exam Deferral Request period	TBA
<i>Thanksgiving Break, University Closed</i>	November 23-24
Labor Day Make Up (Monday Class Schedule)	November 27
Thanksgiving Break Make Up (Thursday Class Schedule)	November 28
Thanksgiving Break Make Up (Friday Day/Wed Evening Class Schedule)	November 29
Makeup days (for weather-related closings)	Nov. 30 – Dec. 1
Study period	December 2-5
Exam Period	December 6-18
All grades due	January 8