

BIDDING REGISTRATION INSTRUCTIONS

1. Go to the law school web page. www.law.utk.edu
2. Click on Registration Information. This is located in the center of the page.
3. Review the registration instructions, Fall 2009 schedule, exam schedule, enrollment data, class capacity, and tentative course offerings.
4. Once you are ready to register click "Begin Online Registration Here"
Enter your student identification number and your Registration Number."
Click "Login" If you do not have your Registration Number you must come to the Records Office and provide a photo I.D.
5. You will see a blank registration request form. In the middle of the page there is a listing of all courses for Fall Term 2009. You may see courses by scrolling down or up through the list.
6. Highlight the appropriate course and section, enter the amount of points bid & Click " add/ change primary". Follow the above procedure for each course you wish to enroll in.
7. To remove a course, go to the primary courses (at the top of the page) delete the course number and click " add/change primary ". When removing a course make sure no course is highlighted as it will replace the course you are attempting to delete.
8. To change a bid, go back to the middle of the page where the scroll down list of courses is located. Select the course that you want and change the value of your bid & click on add/change primary". This will override your previous bid.
9. Once finished click, "Register". Your registration will be submitted electronically. Please print a copy for your records.
10. What if I want to change my registration? How do I do that?
To modify your registration, repeat items 1, 2, 3, 4, & 5 above. The form will contain your current registration information. Make any desired changes and repeat items 6, 7, 8, 9 above.