

Registration Bidding System Information

The Registration Bidding System allows students to register for all the courses they wish to take during the next semester, including those with limited enrollment. No advance registration will be held for limited enrollment courses.

HOW REGISTRATION WORKS?

Each student receives 50 points which may be spent on any one or more courses that the student chooses.

Each student may register for up to 18 credit hours.

Each student may indicate up to 5 alternates.

Those bidding the highest number of points for a particular course or section will be enrolled first, those bidding the second highest number of points will be enrolled next, and so on until the published limit of enrollment for each course is reached. No student's registration will be accepted if the student bids more than a total of 50 points during registration.

After the initial registration for each semester is complete, any student may add any course that was not oversubscribed during registration on a first-come, first-served basis, until the enrollment limit for the course has been reached.

WHAT IF A STUDENT FAILS TO REGISTER?

Any student who fails to register for any semester before the end of the initial registration period will lose the opportunity to participate in the bidding process for that semester and will be permitted to register only for courses that were not oversubscribed during the initial registration period.

PERMISSION REQUIRED COURSES:

The bidding procedure will not operate in any course in which the permission of the instructor is required for enrollment. The following courses for Fall Term 2008 require instructor permission. The student must submit a statement of interest and/or be interviewed.

Domestic Violence Clinic (Smith)

Judicial Externship (White)

Prosecutorial Externship (Anderson)

Public Defender Externship (Anderson)

The bidding points of any student who obtains the instructor's permission and registers for such course will be reduced from 50 points to 30 points for that semester.

HOW DO I CHANGE MY REGISTRATION REQUEST?

If you want to change your class selection or number of points bid, log back onto the system and delete the prior entry in its entirety and enter the desired course and bid from scratch.

WHAT IF A COURSE MEETS ITS ENROLLMENT LIMIT?

If several students bid the same number of points for a particular course or section and the enrollment limit for that course or section is met before all of them have enrolled, the students from this group will be selected by lottery.

The Records Office will maintain a waiting list of un-enrolled students according to the number of points each student bid for the course or section. If several students on the waiting list for a particular course or section bid the same number of points those students' positions on the waiting list will be determined by lottery.

HOW ARE ALTERNATE COURSES USED?

Any student who is denied enrollment in a course because the enrollment limit is reached will automatically be enrolled in the first course that the student listed as an alternate course provided that the following conditions are met:

1. The enrollment limit in the alternate course has not been reached.
2. The alternate course is not scheduled for a time that conflicts with any of the courses in which the student has been registered.
3. The alternate course is not another section of a course for which the student already has been registered.
4. The alternate course does not enroll the student for more than 18 credit hours during Fall Term.
5. If more students indicate a particular course or section as their first alternate course than can be accommodated by enrollment limit in that course, the students who will be enrolled in the course will be determined by lottery.
6. If any student is denied enrollment in their alternative, the student will be enrolled in any second alternative that is indicated at the time of registration, provided the above conditions are met, and so on, until all of the student's preferences are met.

IF I BID ON A COURSE, CAN I LIST IT AS AN ALTERNATE?

Sure you can, but it is a waste of an alternate. If your bid for the course fails you will not get into the course through your alternate selection.

WHAT IF A STUDENT FAILS TO REGISTER FOR A REQUIRED COURSE?

Any student who fails to register for a required course during the initial period for the semester during which the student should enroll in the course will lose the opportunity to bid for a particular section of the course and will be required to register for a section of the course that remains open after the initial registration period.

ADMINISTRATIVE CHANGES

Bidding will not be reopened for administrative changes that occur after the completion of the initial registration period, including but not limited to the identity of instructors assigned to courses or sections, the number of sections offered, or class meeting times, even if the information available during registration was incomplete.