

Summer & Fall 2023 Registration Guide - College of Law -

Registration Schedules

The precise schedule for registration for summer and fall with days and times is provided below. You will register based on your CURRENT classification.

Summer 2023 Registration Begins:	Current Academic Standing	Time
Monday, March 6	Current Seniors (3L's/4L's), Evening Juniors, and Part-Time Juniors	8:30 a.m.
Tuesday, March 7	Current Full-Time Juniors (2L's)	8:30 a.m.
Wednesday, March 8	Current Part-Time Sophomores, Part-Time 1L's, and Full-Time 1L's *	8:30 a.m.
Thursday, March 9	LLM's and MA's to be registered by Law Records	
Friday, March 10	Registration Continues through the beginning of the summer semester. Please check academic calendar for add/drop dates: Academic Calendar (College of Law at bottom of page)	

* NOTE: All Current 1L Evening students will be registered in their courses by Law Records.

Fall 2023 Registration Begins:	Current Academic Standing	Time
Tuesday, April 11	Current Seniors (3L's/4L's), Evening Juniors, and Part-Time Juniors	8:30 a.m.
Wednesday, April 12	Current Full-Time Juniors (2L's)	8:30 a.m.
Thursday, April 13	Current Part-Time Sophomores, Part-Time 1L's, and Full-Time 1L's *	8:30 a.m.
Friday, April 14	LLM's and MA's to be registered by Law Records	
Saturday, April 15	Registration Continues through the beginning of the fall semester. Please check academic calendar for add/drop dates: Academic Calendar (College of Law at bottom of page)	

* NOTE: All Current 1L Evening students will be registered in their courses by Law Records.

Please remember that, even after your registration date, your registration for Summer and Fall does not have to be final. You can make changes to your schedule through the class drop / add deadlines of the new semester. If you register and remain uncertain about your schedule, you can still contact your advisor (found on LORA Self-Service) and discuss it with them.

Get Ready to Register!

- Prior to registration you should resolve any holds you may have that will prevent you from registering. See below for more information.
- All continuing students must accept the Student Policies, Responsibilities & Expectations Agreement every semester, so you need to complete **two, one for the summer (if attending) and one for the fall**. Until you do this, you cannot register for classes, nor can anyone else register you.
- The schedule of course offerings will be available in your LORA Self-Service portal under Course Catalog by Friday, February 24, 2023 for summer courses, and by Friday, March 31, 2023 for fall courses. Building and room assignments will appear on LORA approximately 2 weeks before the start of a session.
- **Clean up your Course Planner** - Please delete "planned courses" from present and prior semesters that you did not enroll in or do not plan to take, or drag and drop them into a future semester. Failing to do so will affect the accuracy of your "Progress" module in LORA Self-Service.

ADDITIONAL "HOMEWORK" TO SAVE TIME PRIOR TO REGISTERING

Under the User Options field in LORA Self-Service there are **3 required** items:

1. **Emergency Information** - if you have previously entered this information and it is still correct, please select "confirm"
2. **Student Policies, Responsibilities & Expectations Agreement** - located under User Options / Required Agreements – One for Summer and One for Fall (once they become available)
3. **User Profile** - confirm or correct your address, email addresses, and phone numbers

Also under the User Profile are 2 optional fields:

1. **Proxy access** - any proxy user you assign will have access to view your student account. You may update or remove access for proxy users at any time using this form. Loyola will not interpret the existence of a proxy account as authorization to disclose any additional educational information with that person beyond what the proxy user will be able to view for themselves in LORA Self-Service.
2. **Student Records Release Information** - You may choose to grant complete or selected access to your educational record. Be sure that the individuals you authorize know the PIN you choose as they may be asked to provide it when requesting information. You can review the individuals who are authorized to access your educational record by revisiting this page. You may revoke or modify this authorization at any time by contacting the Office of the Registrar at sturec@loyno.edu.

The [Family Educational Rights and Privacy Act \(FERPA\)](#) of 1974 governs access to and release of student records. Under FERPA, Loyola University New Orleans may not disclose non-directory information without a student's consent. By submitting this records release form, you authorize Loyola University New Orleans to disclose the selected elements of your educational record to the person(s) you indicate for the duration of time that you specify.

Registration Holds

During registration you will not be allowed to register with any type of registration hold. Please check your LORA Self-Service account for holds on your record as early as possible before registration and contact the appropriate office to resolve. Click on your name at the top of the Self-Service page and you will see any holds that need your attention. The Dean's Office Staff cannot clear holds, so you must contact the proper department directly.

Financial Hold

Students with a financial block will NOT be allowed to register until they have satisfied their financial obligations to the university. Promissory notes are not an option. You can view your current billing account in your LORA Self-Service portal. You will still be able to plan your schedule but will not be able to register. You must contact Student Financial Services at 504-865-3337 or sfscenter@loyno.edu.

Health Hold

If you have not submitted your state required immunization forms to [Student Health](#), you will not be allowed to register.

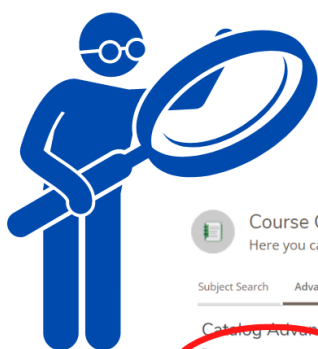
Other Holds

Contact the Office Indicated for information on your hold. Again, Dean's Office Staff cannot clear holds.

Planning Your Courses

Check in LORA Self-Service under the "Progress" Module to determine what remaining requirements you need for your degree and/or specialty certificate. Next, search for available course sections in LORA Self-Service under "Course Catalog":

1. Under "Catalog Advanced Search," choose "term" (Summer or Fall 2023), then "location" (Law Campus)
2. View available Courses; can filter by options on left side
3. Click on "View Available Sections"
4. You can then view available seats, capacity of courses, and waitlisted seats
5. Then click "Add Section to Schedule" - You must choose specific SECTIONS in your Course Planner (not just the course, even if there is ONLY **ONE** section) that show days and times.
6. Go to course plan and your course will show up in BEIGE as "Planned" **(YOU ARE NOT REGISTERED YET!)**



Quick Searching for Available Law Courses

1. Choose term

Select Course Type if looking for courses that may fulfill requirements: Skills, Experiential, Law & Poverty, or Writing Requirement (check with professor) **Optional**

2. Choose Law Campus

3. Click search

Select Course Type

- LAW: Experiential Req't
- LAW: Law & Poverty Req't
- LAW: Skills Req't
- LAW: Writing Req't

Find a Course You Like? You MUST choose “Add Section to Schedule” even if only ONE Section!

Use this to plan your FUTURE semesters.

LAW-L800 Health Care Privacy (3 Credits)

The course will cover issues related to the laws of health care privacy and security. Students will gain an understanding of the HIPAA/HITECH law and an introduction to state statutes, as well as the agencies that enforce privacy rules. Students will learn to identify and analyze health privacy and security issues and the challenges of protecting privacy and security of an increasingly complicated health system.

Requisites:
None

View Available Sections for LAW-L800

Fall 2022

LAW-L800-001
Health Care Privacy

Must choose SECTION (shows date, times, etc.) to add to schedule

Add Section to Schedule

Seats	Times	Locations	Instructors
13 / 7 / 20 / 0	M/W 8:45 AM - 10:00 AM 8/22/2022 - 12/16/2022	Law Campus LEC	<u>Ann R. Koppel</u>

Registering for Your Classes

Now that you have made a draft schedule in your Course Planner, accepted your Registration Agreement for the semester you are registering for, and cleared your registration holds, it's time to register! Remember that you will register for courses on your own (unless you are a 1L Evening Student, an LLM student, or a MA student).

On your registration date, log into your LORA Self-Service account and register for these classes individually by selecting the “Register” button underneath each planned course, or all at once by selecting the “Register Now” button on the top right hand corner of the dashboard. Keep in mind that if you do not have a necessary prerequisite for a course, or if a class has a waitlist, or you don't qualify to take the course due to a registration restriction, you will receive a notification. If this occurs, you should place yourself on the waitlist and/or choose a different class or section.

MUST SEE GREEN CHECK MARK THAT SHOWS YOU ARE REGISTERED! SECTION ON CALENDAR IS ALSO GREEN

The screenshot displays two course details panels on the left and a calendar view on the right. The top panel for LAW-L800-001: Health Care Privacy shows a green checkmark and the text "Registered, but not started". Below this, it lists course details: Credits: 3 Credits, Grading: Graded, Instructor: Ann R. Koppel, and dates: 8/22/2022 to 12/16/2022. A "Drop" button is visible. The bottom panel for LAW-L807: Introduction to Health Law shows a red X and the text "View other sections". Below this, it lists course details: Seats Available: 50 / 0 / 50 / 0, Instructor: David Haynes, Instructor: Conrad Meyer, Time: MW 4:30 PM - 5:45 PM, Dates: 8/22/2022 - 12/16/2022, and Location: Law Campus TBD. The calendar view on the right shows a grid with days of the week (Sun to Sat) and times (7am to 7pm). Green blocks indicate registered sections: LAW-L800-001 on Monday and Wednesday from 8:45 AM to 10:00 AM, and LAW-L807-001 on Monday and Wednesday from 4:30 PM to 5:45 PM.

Waitlisting a Course Section

Most course sections in the schedule have been created with a waitlist option. If you request such a section and the section is closed, you will be shown the option of being placed on a waitlist. You are placed on the waitlist in the order of your request, and your rank on the list will appear last under the waitlisted course.

If a seat becomes available overnight:

- 1) You will receive an email at 9:00 a.m. stating that the course is now available to you, and you have permission to register yourself.
- 2) You will need to take care of any barriers that would preclude you from registering, such as:
 - You have University holds on your record that aren't cleared
 - You do not meet the prerequisites or restrictions for the section and may need approval
 - You are already enrolled in a different section of the same course (will need to drop other section first)
 - You have a time conflict with the waitlisted section (will need to drop the conflicting section)
 - You have no room in your schedule to add more credit hours without going over maximum overload (**16** hours maximum for Full-Time Law Students and **12** hours maximum for Part-Time Law Students)
- 3) You will need to register yourself into the course by **11:59 p.m.** the following day of the email.
- 4) If you fail to process the registration, you will be dropped from the waitlist automatically and the spot will be offered to the next person on the waitlist. If you would like to waitlist again, you must place yourself on the waitlist, in last position.

PLEASE NOTE: As a courtesy to your classmates, please drop your waitlisted course once you are no longer interested in taking it.

Confirm You are Registered and/or Waitlisted

The image shows two screenshots of a course registration interface for LAW-L896-052: Advanced Trial Advocacy. The left screenshot shows the 'Fully Registered' state with 'Planned: 3 Credits', 'Enrolled: 12 Credits', and 'Waitlisted: 0 Credits'. A red circle highlights the 'Waitlist' button, and a red 'X' icon with the text 'NOT Waitlisted' is shown below. The right screenshot shows the 'Waitlisted' state with 'Planned: 0 Credits', 'Enrolled: 12 Credits', and 'Waitlisted: 3 Credits'. A blue circle highlights the 'Waitlisted' button, and a blue checkmark icon with the text 'Waitlisted' is shown below. A green arrow points from the 'Fully Registered' text to the top of the left screenshot. A blue arrow points from the 'Waitlisted' text to the 'Waitlisted' button in the right screenshot. The text 'Must click button' is located between the two screenshots.

Fully Registered →

LAW-L896-052: Advanced Trial Advocacy

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: TBD Staff
1/9/2023 to 5/10/2023

Meeting Information

Drop

Planned: 3 Credits Enrolled: 12 Credits **Waitlisted: 0 Credits**

LAW-L896-052: Advanced Trial Advocacy

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: TBD Staff
1/9/2023 to 5/10/2023
Waitlisted: 11

Meeting Information

This section has a waitlist

Waitlist

NOT Waitlisted

Must click button

LAW-L896-052: Advanced Trial Advocacy

✓ Waitlisted

Credits: 3 Credits
Grading: Graded
Instructor: TBD Staff
1/9/2023 to 5/10/2023
Waitlisted: 11 (Rank: 5)

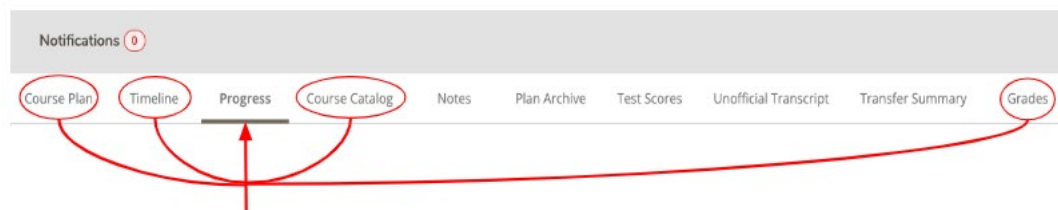
Meeting Information

Drop Waitlist

Waitlisted

Planning and Registration Resources

The Law Bulletin for the year you began Law School is the ultimate reference for your curriculum (found on the College of Law Academic Affairs website [HERE](#)). The “Progress” module in LORA Self-Service is also an easy-to-read resource to see required courses and other requirements that you still need to take for your degree and your specialty certificate, if applicable. This module is linked to requirements for your particular Bulletin Year.



✓ Completed	LAW-L746	Business Organizations I	B-	2022SP	3
✓ Completed	LAW-L730	Civil Procedure II	A-	2022SP	3
🔄 In-Progress	LCIV-L725	Sales and Leases		2022FA	3
🔄 In-Progress	LCIV-L715	Civil Law Successions		2022FA	3
🔄 In-Progress	LAW-L735	Criminal Law		2022FA	3
🔄 In-Progress	LAW-L750	Constitutional Law		2022FA	4
🕒 Not Started	LAW-L770	Lawyering III			
🕒 Not Started	LAW-L740	Constitutional Crim. Proced.			

Status Options:

🕒 Not Started
🕒 Planned
🔄 In-Progress

✓ Completed
✓ Transfer Equivalency
🕒 Attempted

Note that you do not need to have an advisor sign off on your schedule, though seeking advice is a good idea. Feel free to reach out to your assigned faculty advisor (listed on LORA Self-Service) during their office hours or by email (rather than “Request a Review”), or to any professor you choose for advice or to answer questions about what courses you should take. Professor Suzanne Scalise (sscalise@loyno.edu) can also answer questions related to bar exam planning.

Group Zoom advising sessions hosted by Dean Algero will be announced at a later date. Both Dean Mary Algero and Dean Tori Luwisch-deLaureal will have limited office hours to help students, so you should see your Faculty Advisor first for assistance by contacting them directly.

Questions regarding the registration process itself can be addressed to Academic Affairs Coordinator Dawn Harvey (dgharvey@loyno.edu).

Should you have questions or encounter issues during registration, know that there will be onsite and online assistance provided on registration days during regular business hours. If you have any issues signing into LORA Self-Service, or other technical issues, please contact the Help Desk, 504-865-2255, support@loyno.edu.