

TO: All Students

FROM: David Gaebler, Associate Dean

RE: Registration and Exams

DATE: Nov. 13, 2009

First Year Students

First year students do not need to register. You will be registered automatically by the College of Law Office of Budget and Records. Any attempt by first year students to register themselves may result in problems with their registrations. Please do not make any attempt to register yourself.

The Legal Writing sections are being reassigned for the spring semester. Every first year student will have a different Legal Writing Professor in the spring than they had in the fall.

Spring 2010 Schedule

The spring schedule has been emailed to all students. It is also posted on the administration bulletin board. Note that there are two new courses being offered in the spring: Entertainment Law and Business Bankruptcy. Descriptions of these two courses are (or will soon be) posted on the administration bulletin board. Descriptions of the three seminars being offered will also be posted on the bulletin board. Please note, we are still trying to add Trusts & Estates to the schedule. If we are able to do so, it will be offered starting at 5:00 or 6:00 two times per week.

Meetings Regarding Registration

There will be an open meeting for all second year students concerning registration on Thursday, Nov. 19, at noon in Rm. 188. There will be a similar meeting for all third year students also on Nov. 19 in Rm. 188 at 12:30 p.m..

Registration Schedule

All second and third year students must register on MyNiu. Registration will open on MyNiu for third year students at 8:00 a.m. on Monday, Nov. 23. Registration will open for second year students at 8:00 a.m. on Tuesday, Nov. 24. **FIRST YEAR STUDENTS** will be registered automatically by the College of Law Office of Budget and Records. First year

students should not attempt to register themselves as any such attempts may interfere with the College's ability to register the students.

Seminars, Lawyering Skills, Trial Advocacy

There will not be any balloting for these courses this semester. Seminars, Lawyering Skills, and Trial Advocacy will be available on MyNiu on a first-come-first-served basis. Third year students will have priority because they will have access to registration for 24 hours before registration opens for second year students. The College of Law will keep waitlists for these courses if they are oversubscribed. The ONLY WAY to get your name on the waitlist will be to email Diana Grace in the Office of Budget and Records dramp@niu.edu stating that you wish to be on the wait list for a particular course. Students will be placed into these courses from the waitlist in the order their email requests were received. Note that these courses will be closed as of 4:00 pm on Wednesday, Nov. 25, whether they are full or not. After that time, students will be able to get into these courses only by placing their names on the wait list.

Exams

As you know, the faculty has adopted a policy permitting all students to take in-class essay exams by computer, using software known as ExamSoft. To take any exams by computer, you will have to provide your own computer and acquire the ExamSoft software. You will want to make sure that your computer meets all of the requirements to utilize the software, and you should make sure that your computer is in good working order and free of viruses. ExamSoft runs only in a Windows environment. It is possible to use it on a Mac if you have Windows installed. You will soon be receiving an email from ExamSoft explaining how you can register with them and download the software you will need to take exams by computer. Once you download the software, you will have access to several practice exams so that you can see how the software works. If you intend to take any exams by computer, you **MUST** do one or more of the practice exams. Once you have done that you must download the exams you wish to take by computer. The exams you download will not have the exam questions. In effect, they will be your computer blue books. These can and **MUST** be downloaded before the day of the exam. In fact, **the last day to download exams will be November 30**. If you have not downloaded the exam by that date, you will not be able to do so and you will have to write your exam answers in blue books as usual.

Exam Numbers

Exam numbers are being generated by the MyNiu system. You will get your exam numbers by going to MyNiu. MyNiu will generate a different exam number for each student in each course. Thus you will have a different exam number for every course. It is imperative that you keep track of your exam numbers and bring the proper number to each exam.