

Welcome to the Law School - registration for courses

Dear students,

Good morning. I hope you are doing well. This is my first opportunity to write to you, so I want to congratulate you on your admission and welcome you to the Law School. My name is Stuart Schept and I am the registrar here at the Columbus School of Law. I will be working with you throughout your law school career and I look forward to your arrival on campus next month.

As a 1L student, all of your courses are already determined and I register you for these courses. Here is our [Course and Exam Schedule](#) website, which includes both the Fall 2024 and Spring 2025 First Year schedules. In addition, the Fall 2024 final exam schedule will be posted prior to the first day of Fall 2024 classes (August 19th).

On Friday, July 19th these Fall 2024 courses will be posted to your record within our Cardinal Students system. If you have not already accessed Cardinal Students, you can do so via a link at cardinalstation.cua.edu. If you need to reset your "Cardinal Credentials" password in order to login to Cardinal Students, here is a link to the [Cardinal Credentials Password Change](#) website. Once you receive my email on July 19th alerting you that your courses have been assigned, you will be able to view within Cardinal Students your assigned course sections and professors. However, before I can officially register you, you will just need to complete one small step (if you have not done so already). This step is reviewing and accepting the University's "Statement of Financial Responsibility". You currently have a registration hold on your Cardinal Students record; this is the "Statement of Financial Responsibility" hold. In order to accept this Statement and have the hold removed, please login to Cardinal Students and select the "**Student Account**" tile. Then, on the left-side menu, please select "**Financial Responsibility**". Please read the agreement and click the 'Accept' button at the bottom of the page. This process should only take a minute or two and then your Cardinal Students registration hold will be lifted. This will allow me to assign your courses to your record on Friday the 19th. Soon after your courses have been posted, I will be emailing you again with information regarding books and class assignments.

Please do not hesitate to let me know if you have any questions or need assistance with this process. Please also know that once you begin orientation in August, our official announcements and messages will come to your University issued email account (Cardinal Mail). Your Cardinal Mail address is the Username you use to login to Cardinal Students, with the addition of '@cua.edu'. For example, if your Username is 'smithst', then your Catholic University (Cardinal Mail) email address is 'smithst@cua.edu'. Please know that from here forward I will no longer use your personal email address and instead will send messages to your Cardinal Mail address. Please be sure to check this address on a regular basis. [Here](#) is a link to information on your Cardinal Mail account, including a button to "launch" Cardinal Mail:

I hope this information is helpful. If you have any questions or concerns or if I can be of any assistance as you prepare for the beginning of law school, please do not hesitate to contact me. I will be back in touch on July 19th and I look forward to seeing you at orientation in August.

Have a nice weekend.

Stuart

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