



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Associate Dean for Academic Affairs

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General Registration Information

Upper division students (and rising upper division students) are required to register via Cardinal Students. **In order to register, your record in Cardinal Students must be clear of all negative service indicators, such as student financial holds, health service holds, or deans holds.**

Registration through the Web will be available on a **first-come first-served** basis for all courses, except those limited enrollment courses which require pre-registration. These limited enrollment courses include: CCLS: Families and the Law; CCLS: Immigrant and Refugee Advocacy Clinic; D.C. Modern Prosecution Program, Criminal Prosecution Clinic (Montgomery County), Nonprofit Advocacy Clinic, Estate Planning Clinic, Human Rights Practicum and the Criminal Defense Clinic (Arlington County). Students planning to enroll in one of these courses should wait to hear from these programs' faculty director or representative before attempting to register for the corresponding course. Students register on their own for journals, Moot Court teams and Legal Externship experiences once the Registrar has received student lists from the appropriate student or staff representative and has updated class permissions within Cardinal Students.

Within Cardinal Students, the term number for the Fall 2024 semester is '1248'. Please remember to use class numbers when entering your courses within Cardinal Students. Class numbers are four digits long and can be found within the second column of the Spring class schedule.

Registration will take place April 17, 2024 through August 27, 2024. From April 17th at 8:00 a.m. through April 19th at 7:59 a.m., **registration will be limited to rising 3rd year day and 4th year evening students and LL.M. students. During this period, only these students are permitted to register.** From April 19th at 8:00 a.m. through August 27th, all students may register for courses.

The assigned days for registration are as follows:

Rising Third year Day and Fourth year Evening students and LL.M. students

8:00 a.m., April 17th through August 27th

Rising Second year Day, Second and Third year Evening

8:00 a.m., April 19th through August 27th

We encourage you to take advantage of the registration period to seek advice from faculty and staff. In particular, we urge you to meet with your assigned faculty advisor and/or the faculty who teach in your fields of interest. In the Academic Affairs Office (Room 343), Assistant Dean Bryan McDermott, Assistant Dean Stuart Schept and Senior Associate Dean Megan La Belle are also all available to assist you. In addition, Ms. Constantia Dedoulis and the faculty directors of our certificate programs can provide guidance if you are participating in one of our specialized programs. Finally, the law school *Announcements* book, available on our website, contains a wealth of information about the law school's courses and degree requirements.

Your decisions regarding course selection will be among the most important academic choices you make. Please do not hesitate to seek assistance and advice in this process.

Assistance with Registration

If you experience problems logging into Cardinal Students, please call the Technology Services Help Desk at (202) 319-4357.

For other registration problems or questions, please contact Stuart Schept at (202) 319-5003 [schept@law.edu]. In addition, please do not hesitate to visit us in person in Room 343.