

Prioritizing Your Course Selections

The pre-registration system allows you to prioritize your course requests from 1st through 7th. On each priority line, students may list a primary request and an alternate. The pre-registration system will read alternate courses **only** if it cannot satisfy the associated primary request.

1. Prioritizing Strategies

STRATEGY 1 – BASIC STRATEGY

Use **higher priority spaces** (1- 3) for the courses you want most, or that are most likely to close. The *How Courses Close Report* shows how courses have filled in prior semesters and may be used to gauge how likely a course is to fill. This report is available via MyAccess and can be accessed by (1) clicking the “Search Historical Course Information” link from the Pre-registration screen; and (2) clicking the “Historical Information” link next to a course search result.

Use **lowest priorities** for courses that will be processed manually and without regard to ranking. [Restricted registration courses](#) include clinics, professor-permission courses, any first-year course in which you are required to be enrolled (e.g., Criminal Justice and Property for 2Es), and the Spring section of a year-long course.



Although not required, we **recommend** that you add restricted registration courses with your pre-registration requests. This way, the system will be able to inform you of potential registration errors and/or requirements (e.g., time conflicts, prerequisites, etc.).

NOTE: Restricted registration courses are added to your schedule first and will prevent enrollment in a conflicting course, even if you gave that course a higher priority.

STRATEGY 2 – PRIMARY/ALTERNATE REQUESTS

The Office of the Registrar **recommends** that you list the same course as your **1st Alternate and 2nd Primary requests**. This allows the pre-registration system to give a 1st choice preference to a 2nd choice course if it is unable to satisfy the 1st Primary request (e.g., if Primary Request #1 is unavailable, Alternate Request #1 will be processed as if it were Primary Request #1, and so on).

- **NOTE: Once you are enrolled in your alternate section, any lower ranked course in day/time conflict will be skipped.** Carefully consider whether you want to use this option if there is a lower ranked course you are eager to take.

		Primary	Any Section	Alternate	Any Section
<i>Use higher priority spaces for courses you want most, or that are most likely to close.</i>	1	COURSE A		COURSE B	<i>As a basic strategy, the Office of the Registrar recommends that students list the same course as their 1st Alternate and 2nd Primary choices. This allows the course scheduling program to give a 1st choice preference to a 2nd choice course if it is unable to satisfy the 1st Primary choice. The same method should be used for the 2nd Alternate and 3rd primary choices, and so on.**</i>
	2	COURSE B	↗	COURSE C	
	3	COURSE C	↗	COURSE D	
	4	COURSE D	↗	COURSE E	
<i>Use lowest priorities for courses that will be processed manually.</i>	6	COURSE E	↗	CRIMINAL JUSTICE OR OTHER FIRST-YEAR COURSE	
	7	PROFESSOR PERMISSION		CLINIC	

STRATEGY 3 – SPECIFIC COURSE/ANY SECTION OPTION

This strategy is useful for students who want to be enrolled in any section of a course regardless of professor or time. For the 1st Primary request, a student will select a specific section of a course. In the 1st Alternate request, you should select a second section of the same course and then also choose the “Any Section” flag. The pre-registration system will attempt first to schedule you in the section you request, and if it cannot, you will then be scheduled in a section that does not conflict in time with any of your other primary requests of a higher ranking.

- **NOTE: Once you are enrolled in your alternate/“any” section, any lower ranked course in day/time conflict will be skipped.**

	Primary	Any Section	Alternate	Any Section
<i>Use higher priority spaces for courses you want most, or that are most likely to close</i>	1	COURSE A with PROFESSOR 1	COURSE A with PROFESSOR 2	Y
	2	COURSE B	COURSE C	
	3	COURSE C	COURSE D	
	4	COURSE D	COURSE E	
<i>Use lowest priorities for courses that will be processed manually.</i>	6	COURSE E	COURSE F	
	7	PROFESSOR PERMISSION		

Check this box if you want any section of a specific course (i.e. Corporations), don't check it if you only want one of two specific professors.

STRATEGY 4 – TIME CONFLICT/MUTUALLY EXCLUSIVE

This strategy is used if you want Course A or Course B, which meet at the same time or are mutually exclusive. You may request the **same course or mutually exclusive courses** on both the Fall and Spring registrations and hold both sections until the end of the Fall Add/Drop Period. **However, if you are still enrolled in the Fall course by the end of the Fall Add/Drop Period, the Spring course that is mutually exclusive will be dropped from your schedule.**

- **Note:** While you may request courses with time conflicts or that are mutually exclusive, **once you are enrolled in a course, you will not be enrolled in any lower ranked course(s) with a time conflict or a mutually exclusive course within the same semester.**

2. How Course Requests Are Processed

- The course scheduling system admits students into courses up to the maximum enrollment allowed in the course. If the course has more requests than space, it enrolls as follows:
 - **LAWJ courses** will admit all J.D. students before any LL.M. students are admitted; **non-cross-listed LAWG courses** will admit all LL.M. students before any J.D. students are admitted;
 - **LAWJ courses with §§ 01 through 04** will admit all J.D. full-time students before any J.D. part-time students are admitted;
 - **LAWJ courses with §§ 07, 17, 27 and 97** will admit all J.D. part-time students before any J.D. full-time students are admitted; and
 - Within the categories above, students are prioritized according to their class year and ranking of the course. For course requests by students with the same status and chosen priority level, the pre-registration system will select between those students randomly.