

FALL 2018

ADD/DROP FOR FALL 2018 COURSES

The on-line Add/Drop process for JD students for the Fall 2018 semester will begin at Noon on August 6, 2018 and end at Noon on August 31, 2018 (the end of the first week of classes).

NOTE: During Add/Drop, you do not use a PIN, and all upper level JD students are eligible to participate during the entire Add/Drop period. You are not put into class groups for Add/Drop.

TO ADD OR DROP COURSES IN BANNER

First, log in to TUportal (<http://tuportal.temple.edu>) using your Accessnet username and password, select Self Service Banner (SSB), then select the Student tab. Next, select the Registration tab, and then select the Add or Drop Classes function. When you are asked to select a term, choose 2018 Fall and click Submit. You can now add or drop classes. In the CRN fields provided on the Add or Drop Classes page, enter the CRNs for the courses for which you would like to add or drop and then click Submit Changes.

When adding classes, be sure to use the CRN (Course Reference Number) shown in the first column of the course schedule, and NOT the course and section number.

DEADLINES FOR WAITING LISTS DURING ADD/DROP

The "Course Schedules and Descriptions" page of the Law School web site has a link to general information about how Waiting Lists on Banner work and how to join one for a course.

Once you are notified by email of an available seat, you will have a deadline during which you need to take action and either register for the seminar or drop yourself from the waiting list. If you do not meet this 'take action' deadline, you will be dropped automatically from the waiting list. Please take careful note of the following 'take action' deadlines:

INSTRUCTIONS FOR FALL 2018 EXPERIENTIAL COURSES ADD/DROP REGISTRATION

1. Internal Clinics, External Clinics and Externships that are available for Add/Drop through Banner will show a CRN on the online course schedule. You can sort the schedule by clicking the Course Type header to get a list of these courses. Internal Clinics that are not available to add or drop through Banner will not show a CRN on the online course schedule. You will need to contact Asst. Dean Bretschneider with regard to internal Clinicals.
2. You can use Banner to add or drop External Clinics and Externships and some Internal Clinics that are offered in the Fall. They have a section number beginning with F.
3. During Add/Drop, waiting lists will be maintained for External Clinics, Externships, and some Internal Clinics. You can join a waiting list using Banner.
4. Before you register for an Internal Clinic, External Clinic or Externship, check the online course schedule to make sure that you understand any prerequisites or co-requisites it may have and its time requirements
 - a. Banner will check that you have taken the prerequisites or co-requisites and will prevent you from registering if you do not have them.
 - b. Banner will not check your Internal Clinic, External Clinic or Externship meeting times against the meeting times of the other courses you are registered in. *It is entirely up to you to keep the meeting times of your External Clinic or Externship in mind as you register for your other courses.* Check the Fall 2018 course schedules on the Law School web site for their meeting times.