

Fall 2019 On-Line Course Registration Instructions

REGISTRATION

- Registration takes place in 3 steps (Priority Clinical and Externship Course Registration on Banner, Priority Course Registration, and General Registration).
- Please watch the informative video on the mechanics of Registration located on the website. The following are written instructions:
 - Log on to TUPortal and click the Student Tools Tab
 - Use the Registration Channel on the right hand side of the page to select Add or Drop Classes
 - Select 2019 Fall Term and Submit
 - Enter your PIN number (from the table below)
 - Use the Add or Drop Classes page to register by entering the CRNs (NOT THE COURSE NUMBER) for the courses you choose

STEP 1:

PRIORITY EXTERNAL CLINICAL and EXTERNSHIP COURSE REGISTRATION

Rising 4LE, 3LEs and 3L Only

March 25 at 12PM (Noon) through March 26 at 10AM – SEE CHART BELOW

- Rising 4LEs, 3Ls, and 3LEs will be able to register in one External Clinic *or* one Externship Course for Fall 2019. External Clinics and Externship Courses are available for registration through TUPortal. These courses are listed on the Course Schedule and will show a CRN.
- Rising 2LEs and 2Ls do not participate in Priority External Clinical/Externship Course Registration *but* may register for any available seat (if the pre-requisites are met) through the All Course Registration – STEP 3 below.
- TUPortal will check that you have taken the prerequisites and will prevent you from registering if you do not have them. If you plan to register for a Clinic or Externship in the Fall 2019 and you are currently enrolled in the pre-requisite, you can contact Asst. Dean Bretschneider at jennifer.bretschneider@temple.edu before March 25 to obtain a waiver of the prerequisite.
- Please remember, Temple Law’s live-client experiential programs include: Internal Clinics (application process), External Clinics/Externship Courses (register on Banner), and School-Designed/Independently Designed Practicum Courses (submit completed form to Student Affairs). The application dates for School Designed Practicum courses will be sent in several weeks.
- Registration for live-client experiential programs is for Fall 2019 only (Spring 2020 registration will take place in the Fall 2019 semester).

CLASS and DIVISION	Can register for . . .	At these times . . .	Using PIN
Rising 4L Evening Rising 3L Day Rising 3L Evening	One Clinic or Externship	Begin – Mar. 25 at Noon End – Mar. 26 at 10 am	4LE = 222222 3L = 444444 3LE = 333333

STEP 2:

PRIORITY COURSE REGISTRATION

In Sequence (4LE, 3LE, 3L, 2L, 2LE)

April 1 – April 5 – SEE CHART BELOW

- Beginning Monday, April 1, Priority Course Registration will take place. This process allows students, in sequence, the opportunity to register for the course(s) that you want the most (usually a course needed for graduation, a 2L/3LE Integrated Program, or a course otherwise important to you).
- Registration will take place through Banner and a video explaining the mechanics of the process can be found here.
- If you register for more additional courses during this period, we will remove you from all of your courses.

CLASS and DIVISION	Can register for . . .	At these times . . .	Using PIN
Rising 4L Evening	Two courses only	Begin – Apr. 1 at Noon End – Apr. 3 at 10 am	222222
Rising 3L Evening	Two courses only	Begin – Apr. 2 at Noon End – Apr. 3 at 10 am	333333
Rising 3L Day	One course only	Begin – Apr. 3 at Noon End – Apr. 4 at 10 am	444444
Rising 2L Day	One course only	Begin – Apr. 4 at Noon End – Apr. 5 at 10 am	555555
Rising 2L Evening	One course only	Begin – Apr. 4 at Noon End – Apr. 5 at 10 am	555555

STEP 3:**ALL COURSE REGISTRATION**

In Sequence (4LE, 3LE, 3L, 2L, 2LE)

April 4 - April 17

- Beginning Monday, April 4, students should register for the remainder of their Fall 2019 courses. Please note that Wait-Lists will open during Add/Drop in the summer.

CLASS and DIVISION	Can register for . . .	At these times . . .	Using PIN
Rising 4L Evening	Other courses	Begin – Apr. 8 at Noon End – Apr. 17 at 11:59 pm	222222
Rising 3L Evening	Other courses	Begin – Apr. 9 at Noon End – Apr. 17 at 11:59 pm	333333
Rising 3L Day	Other courses	Begin – Apr. 10 at Noon End – Apr. 17 at 11:59 pm	444444
Rising 2L Day	Other courses	Begin – Apr. 11 at Noon End – Apr. 17 at 11:59 pm	555555
Rising 2L Evening	Other courses	Begin – Apr. 11 at Noon End – Apr. 17 at 11:59 pm	555555