SPRING 2023 – Online Course Registration Instructions

BEFORE YOU REGISTER:
- Agree to the University’s Financial Responsibility Agreement on TUPortal. Detailed steps on how to complete this requirement are on the law school website.
- Watch this informative video on the mechanics of Registration. Written instructions are also online.

THREE PHASES OF REGISTRATION: 1) Priority Clinical and Externship; 2) Priority Course; 3) General

PHASE ONE: Priority Clinical and Externship Course Registration
- Who – Rising 4LEs, 3LEs, 3Ls, 2LEs, and 2Ls
- What – External Clinic or Externship
- When –
  o 4LE and 3LE: 12PM November 3 – 10AM to 11:59 PM
  o 3L, 2LE, 2L: 12PM November 4 – 10AM to 11:59 PM
- Where/How – Through TUPortal using Class Pin Number
  o 4LEs = 222222
  o 3LEs = 333333
  o 3Ls = 444444
  o 2LEs/2Ls = 555555

PHASE TWO: Priority Course Registration
- Who – All Upper level students
- What – Course most wanted (needed for graduation or important to you)
  o 4LEs & 3LEs – two courses
  o 3Ls, 2LEs, and 2Ls – one course
- When – Starts November 7
  o 4LEs: 12PM November 7 – 10AM November 9
  o 3LEs: 12PM November 9 – 10AM November 10
  o 3Ls: 12PM November 10 – 10AM November 11
  o 2LEs/2Ls: 12PM November 11 – 10AM November 14
- Where/How – Through TUPortal Using Class Pin
  o 4LEs = 222222
  o 3LEs = 333333
  o 3Ls = 444444
  o 2LEs/2Ls = 555555
- NOTE: Clinics and Externships do not count as a course for this part of your registration. If you register for more than you are allowed during this period, you will be removed from all of your courses.

PHASE THREE: General Registration
- Who – All Upper level students
- What – Remainder of all Spring 2023 courses
- When – Starts November 14
  o 4LEs: 12PM November 14 – 11:59PM November 21
  o 3LEs: 12PM November 15 – 11:59PM November 21
  o 3Ls: 12PM November 16 – 11:59PM November 21
  o 2LEs/2Ls: 12PM November 17 – 11:59PM November 21
- Where/How – Through TUPortal Using Class Pin
  o 4LEs = 222222
  o 3LEs = 333333
  o 3Ls = 444444
  o 2LEs/2Ls = 555555
- NOTE: Waitlists will not be maintained or opened until Add/Drop in January 2023