

Summer and Fall 2024
Registration and Enrollment
Student Guide

I. Academic Advising

We recommend that you meet with an academic advisor **Tuesday, March 26 through Tuesday, April 9**. Students are assigned an academic advisor during their first year of law school who can help them navigate the registration process and plan their courses throughout law school. In addition to your assigned advisors, upper-class students and first year students should feel free to reach out to faculty and program staff in various subject areas who can provide students with advice about courses relevant for their interest areas.

If you do not know who your assigned academic advisor is, please reach out to Ms. Amanda Barnes in Suite 280 or by email at osa@law.umaryland.edu.

Walk-In Academic Advising

During the first day of Advance Registration, **Monday, April 1**, various academic advisors will be available in the Krongard Room (Room 106) from 12:00 pm to 6:00 pm to provide walk-in advising sessions.

II. Information Sessions

There will be information sessions targeted to each class level that will cover information about the registration process, highlight information important for your class year, and answer any questions you have.

1L (Rising 2D) and 1E (Rising 2E) Student Information Sessions

If you were unable to attend the registration information sessions prior to spring break, recordings of the sessions can be found here:

- [1L \(Rising 2D\) Students Information Session](#)
- [1E \(Rising 2E\) Students Information Session](#)

2L (Rising 3D) Student Information Session

- Will take place on **Thursday, March 28** from 3:30 pm to 4:15 pm in Room 107 and on [Zoom](#). Meeting ID: 937 8799 2542 | Passcode: 081953

2E (Rising 3E) and 3E (Rising 4E) Student Information Session

- Will take place on **Thursday, March 28** from 4:30 pm to 5:15 pm in Room 107 and on [Zoom](#). Meeting ID: 937 8799 2542 | Passcode: 081953

III. Course Catalog

The best resource for determining what courses are offered for Summer and Fall 2024, is the [Course Catalog](#). The updated course catalog will go live on **March 27**. Courses for Spring 2025 will also be posted to assist you in planning, but you will not register for Spring 2025 courses until **November 2024**.

IV. Academic Planning Charts

To assist you in planning your academic schedule, we encourage you to review the following Academic Advising Charts:

- [Evening Students \(Fall 2023 start\)](#)
- [Evening Students \(Fall 2022 start\)](#)
- [Day Students](#)

V. Important Dates

- **March 27** - The [Course Catalog](#) for the 2024-2025 academic year will go live on the law school website.
- **March 27** - The Clinic Fair will be held in the student mailbox area from 12:00 pm to 2:00 pm. This is a great opportunity to learn about different clinical opportunities.
- **April 1 & 2** - Advanced Registration takes place for course preferences for clinics, seminars, ALR, and other courses relevant to your class level.
- **April 8 to 16** - Summer and Fall 2024 course registration in Banner by class (see next section).

VI. Registration Timeline

ADVANCE REGISTRATION FOR ACADEMIC YEAR 2024-2025

After Spring Break, [Mr. Boggs](#), Director of Registration and Enrollment, will send you information about Advanced Registration. His email will include a .pdf copy of the 2024-2025 curriculum (Summer 2024, Fall 2024 and Spring 2025) to help you in your course planning. Please be advised that the law school's online [Course Catalog](#) (which goes live on **March 26**) will have the most current course offering information and is the authoritative source for courses offerings.

The [Advance Registration Form](#) will open on **Monday April 1** at 9:00 am and will close on **Tuesday, April 2** at 11:59 pm. Unlike course registration in Banner by class, the Advance Registration process is not a first-come, first-serve process. You must, however, complete Part I and Part II of the online form by **April 2. Once the online form closes, we cannot reopen it!**

Once the [Advance Registration Form](#) opens, you will enter your MyUM ID and password. The Advance Registration process is two parts: Part I is "Administrative Information" and Part II is "Course Registration Forms". You must complete Part I and Part II by the deadline. Do not skip the second step.

Your course registration forms for Summer 2024, Fall 2024 and Spring 2025 (wild card, clinic, ALR, non-senior seminar) are generated based on your rising class status. For rising 3D/4E students for AY 24-25 who will have a wild card selection, you must use it now during this online form process (even for the Spring 2025 semester) as this is the one time you will use it for the following academic year. Use it or lose it. We will keep a list of Spring 2025 admits and register them in November when the Spring 2025 SURFS/BANNER process opens.

If you have a hold on your SURFS account, it won't prevent you from making selections during Advance Registration.

Results of Advance Registration will post by COB on **Friday, April 5**. Students will receive an email with those results. If you see your name as admitted to a course you selected during Advance Registration, we will register you for that course or courses (so long as there are no holds on your account) during the SURFS/BANNER registration period.

SURFS REGISTRATION FOR SUMMER AND/OR FALL 2024

New this semester, students are assigned a Registration Window based on their academic credit level. The schedule is as follows:

Academic Credit Level	Registration Window
Rising Fourth Year Evening Students	Monday, April 8 at 8:00 am to 11:59 pm
Rising Third Year Day Students	Tuesday, April 9 at 8:00 am to 11:59 pm
Rising Third Year Evening Students	Thursday, April 11 at 8:00 am to 11:59 pm
Rising Second Year Day Students	Tuesday, April 16 at 8:00 am to 11:59 pm
Rising Second Year Evening Students	You will be block registered for classes and therefore do not have a registration window.

It is important to understand that within each Registration Window, courses will be filled on a **first-come first-serve basis**. In other words, students who register first in time within their Registration Window, will have the highest chance of getting into each course. While you may register after your scheduled Registration Window, you will have the best opportunity to get into desired courses by registering as scheduled. The Registrar will pre-register you for any courses in which you were enrolled during Advance Registration.

Open Drop/Add Period

Once your Registration Window closes, the next opportunity for you to Drop and/or Add a course (on a first-come, first served basis) will be

(Summer 2024 Session) Drop/Add opens Wednesday, April 17 and closes on June 3, 2024.

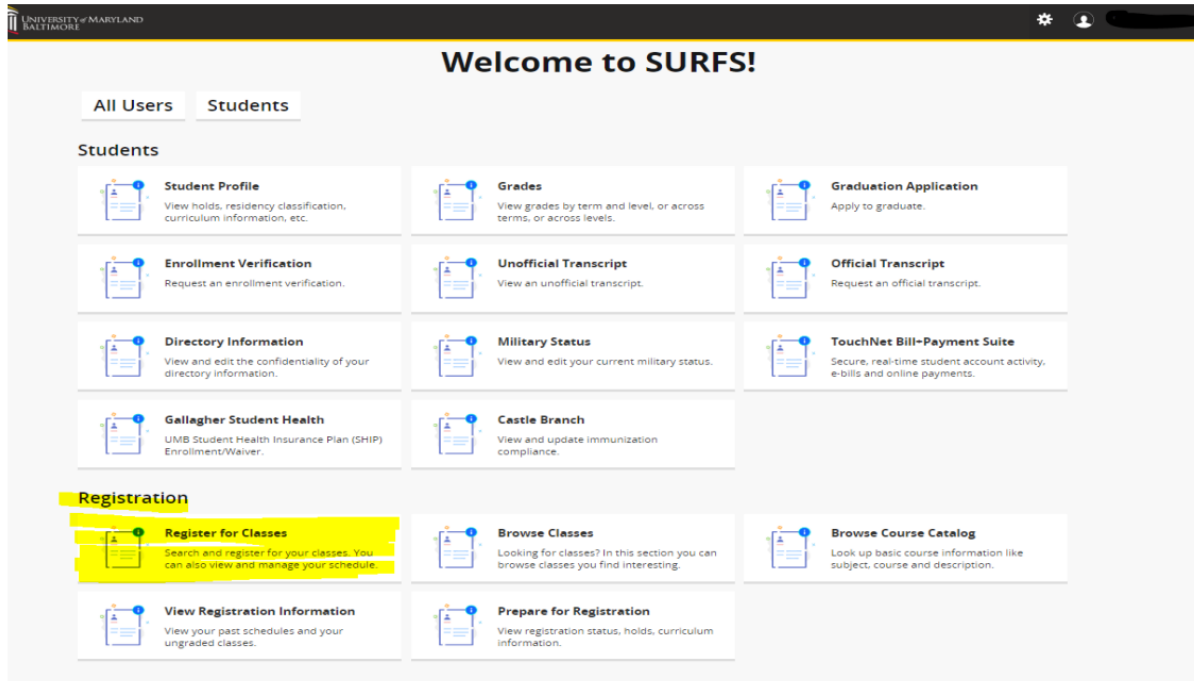
(Fall 2024 Session) Drop/Add opens Friday, April 19 and closes on Friday, August 30, 2024.¹

¹ First Year Day Students, First Year Evening Students, and Second Year Evening Students may not drop any required course that the Office of Registration & Enrollment has registered for you.

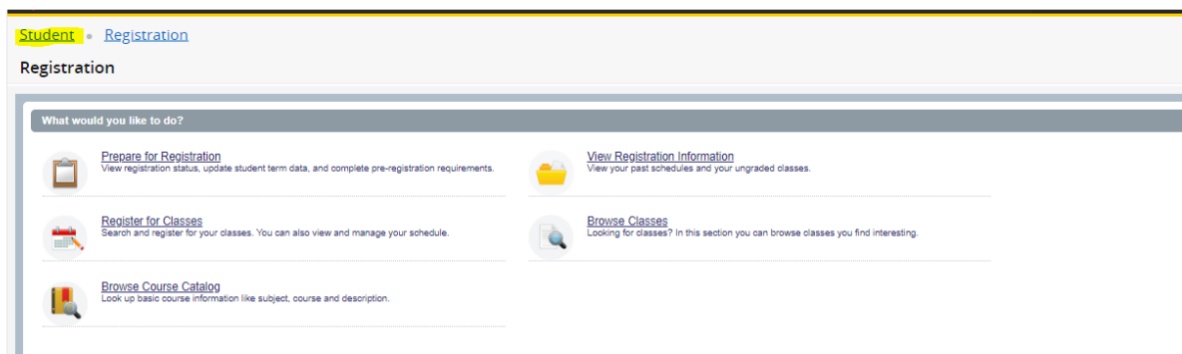
VII. Prepare for Registration – Clear any HOLDS

You may experience a HOLD on your account that will prevent you from registering during your assigned Registration Window. To see if you have any HOLDS on your account, please follow these steps:

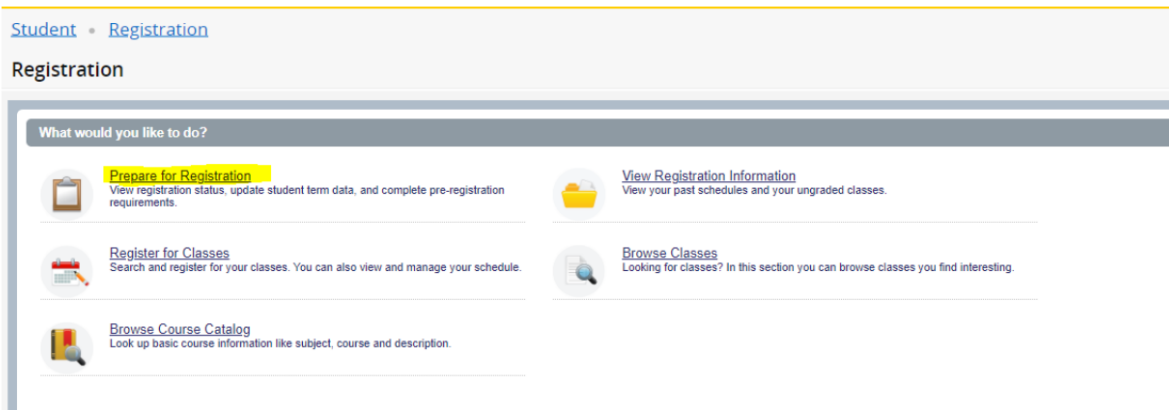
1. Login to [SURFS](#). From the Student Landing page, click "Register for Classes" under the "Registration" section.



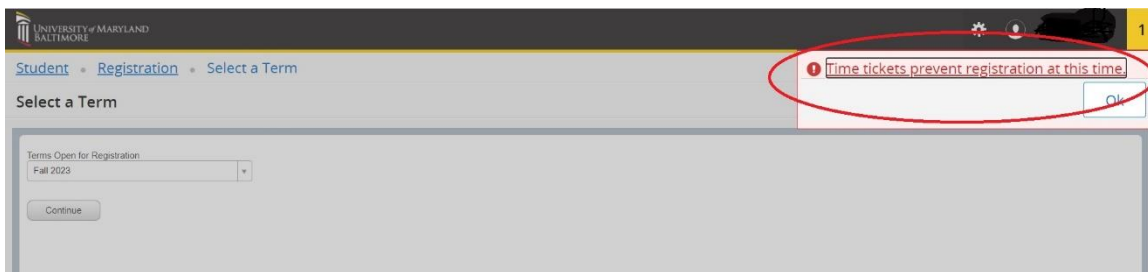
2. Next, click "Student." You will be directed to this screen.



3. Next, click "Prepare for Registration."



4. Any HOLDS or ERROR Messages will appear in the circled area below.



Common Holds

- International – Please call 410-706-7488
- Drug Abuse Prev – Please call 410-706-5433
- TitleIXCompliance – Please call 410-706-2281
- Student Health – Please call 667-214-1883
- FINAID Exit – Please call 410-706-7347
- Billing Hold – Please call 410-706-2930

If you have a HOLD on your account during your Registration Window, you will not be able to register until the hold is lifted. As such, it is important that you clear any HOLDS on your account ASAP.

If you have any questions or concerns regarding your HOLDS, you must reach out to the departments above. The Law School does not place HOLDS on students' accounts and cannot remove HOLDS.

If your HOLD is not lifted before or during your Registration Window, the earliest you can register is during the Open Drop/Add Period (see section II above). Any HOLDS will still need to be cleared in order for you to be able to register during the Open Drop/Add Period.

If no HOLDS message is displayed, you should be able to register for classes during your Registration Window.

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2023

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ✓ You have no holds which prevent registration.

! Your class standing for registration purposes is Third Year Law Day

Primary Curriculum

Level: School of Law

College: School of Law

Degree: Juris Doctor

Program: Law Day

Catalog Term: Fall 2023

Admit Term: Fall 2023

Admit Type: Standard

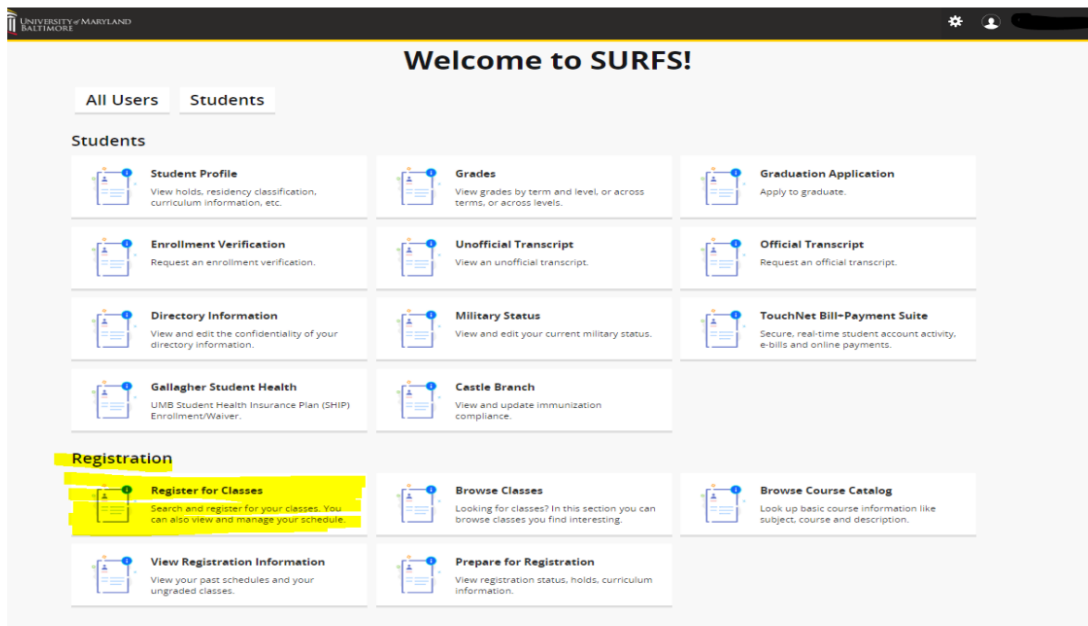
Major: Law

Department: Law

VIII. Register for Classes

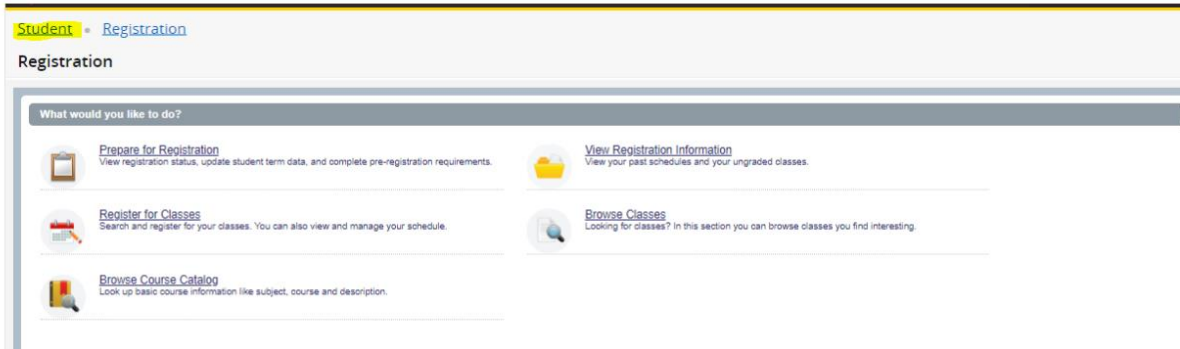
Once Your Registration Window opens, you may register for classes by following the steps below:

1. Login to [SURFS](#). From the Student Landing page, click "Register for Classes" under the "Registration" section.

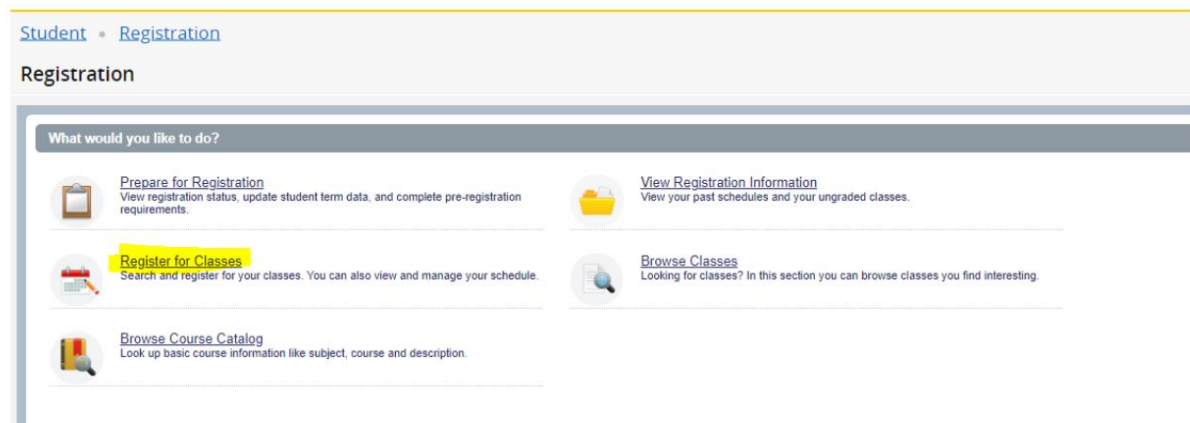


The screenshot shows the SURFS Student Landing Page. At the top, it says "Welcome to SURFS!". Below this, there are tabs for "All Users" and "Students". Under the "Students" tab, there is a grid of service tiles. The "Registration" section is highlighted in yellow, and within it, the "Register for Classes" tile is also highlighted in yellow. The "Register for Classes" tile contains the text: "Search and register for your classes. You can also view and manage your schedule."

2. Next, click "Student." You will be directed to this screen.

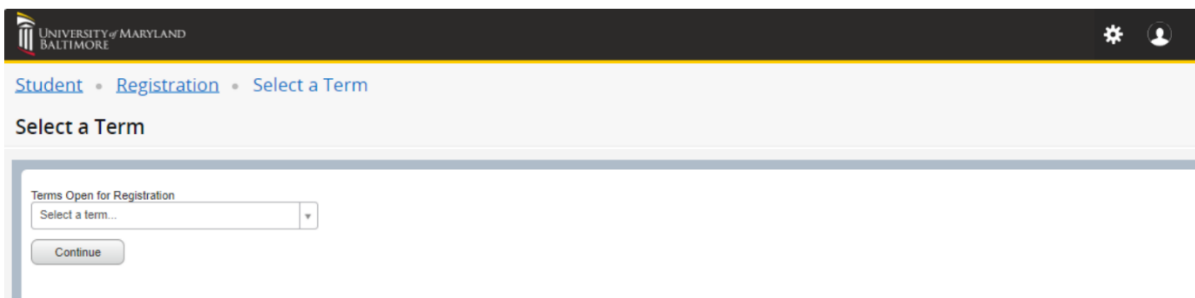


3. Next, click "Register for Classes."



4. Next select "Summer 2024" and/or "Fall 2024" using the drop-down menu.

SELECT TERM



Once you select the Summer and/or Fall 2024 term and press Continue, the Register for Classes page will open. You can search for classes via Course Reference Number (CRN) or by entering search criteria.² We recommend that you search by CRNs. As a reminder, you can find CRNs using the [Course Catalog](#). Summer courses start with 6 and fall courses start with 9.

² NOTE: There are other search options available under the Advanced Search link.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria

Term: Fall 2023

Subject:

Course Number:

College:

Keyword:

Search Clear Advanced Search

Searching by CRNs

- To search by CRNs, click on the “Enter CRNs” tab. We will use Administrative Law (CRN: 96734) from the Fall 2023 semester as our example. Once you enter the CRN, press the “Add to Summary” button.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023

CRN ADMINISTRATIVE LAW LAW 501F, 01

CRN

+ Add Another CRN Add to Summary

- The class will be added to the Summary panel in a PENDING status. You must press the Submit button to save.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023

CRN

+ Add Another CRN Add to Summary

Schedule Schedule Details

Class Schedule for Fall 2023

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
10am							
12pm							
2pm							
4pm							
6pm							

Display or Hide additional registration information using Ctrl + Alt + Y. Use Ctrl + Alt + C to reset all panels.

Summary

Title	Details	Hour	CRN	Schedule Type	Status	Action
ADMINISTRATIVE LAW	LAW 501F, 01	3	96734	Lecture	Pending	Web Registered

Total Hours | Registered: 0 | Dropping: 0 | CDD: 0 | Min: 0 | Max: 0

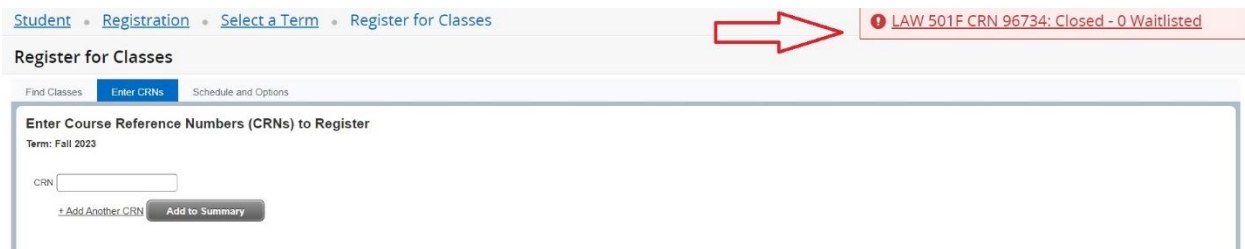
Submit

- If you have successfully registered, the status will change to Registered.

It is very important that you make sure that your registration choices have been confirmed by the computer system. The only way to do this is to log out of SURFS after you have selected course, then log back in and make sure that your selected courses appear under the “View Registration Information” section (see Section V below). If you do not see your selected

courses when you log back in, it means that you missed a step and will need to start over. **It is your responsibility to ensure that you are properly registered.**

9. If for any reason, you are ineligible to register for a class, a message will be displayed, such as this.



The screenshot shows a web interface for registering for classes. At the top, there is a navigation bar with links: Student, Registration, Select a Term, and Register for Classes. A red arrow points to a red notification box on the right that says "LAW 501F CRN 96734: Closed - 0 Waitlisted". Below the navigation bar, the page title is "Register for Classes". There are three tabs: "Find Classes", "Enter CRNs" (which is active), and "Schedule and Options". The main content area is titled "Enter Course Reference Numbers (CRNs) to Register" and shows "Term: Fall 2023". There is a text input field for "CRN" and two buttons: "+ Add Another CRN" and "Add to Summary".

You might encounter the following registration errors:

- Class Code Restriction – You are not eligible to register for this course.
- Prereq and Test Score Error – You have not met the prerequisite requirement to register for this course. See the [Course Catalog](#) for prerequisites.
- Repeat Limit 0 – You have selected a course that you have already taken in the past.
- Time Conflict – You have selected courses that are scheduled at the same time.

You cannot request a space in a class that gives you an error message. Contact the Office of Registration and Enrollment well in advance of your Registration Window closing if you believe the error message is incorrect.

I. Wait List

If a class is full, you will not be able to register for the class. You will, however, be able to add yourself to the Wait List. You should select “Wait List” from the “Action” tab. Once there is an opening in the course, the seat will go to the first person on that waitlist. You will not be able to see your place on the Wait List, only that you are on the Wait List for the course.

Note: You will not be able to add yourself to the Wait List for a class that meets at the same time as another course you are registered for.

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 233 Classes
Term: Fall 2023 Subject: LAW-Law [Search Again](#)

Title	Instructor	Meeting Times	Status	Linked Sections	Add
LICENSING & TECH... Simulation	Villard, Bruce (Prim...	S M T W T F S 06:30 PM - 09:35 PM T	! FULL: 0 ...		Add
ADMINISTRATIVE LAW Lecture	Steinzor, Rena (Pri...	S M T W T F S 06:30 PM - 08:30 PM T S M T W T F S 06:30 PM - 07:25 PM T	10 of 50 seat...		Add
ADV BIOETHICE &T... Seminar	Ram, Natalie (Prim...	S M T W T F S 09:50 AM - 11:50 AM T	! FULL: 0 ...		Add
INT'L HUMAN RIGHT... Lecture/Seminar	Sirleaf, Matiangaj (...)	S M T W T F S 01:05 PM - 03:05 PM T	! FULL: 0 ...		Add
MEDIATION: PRAC &... Simulation	Treem Guerin, Tob...	S M T W T F S 01:05 PM - 02:00 PM T S M T W T F S 01:05 PM - 03:05 PM T	! FULL: 0 ...		Add

Schedule Schedule Details **Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
MEDIATION: PRAC & THEO...	LAW 503D, 01	3	96462	Simulation	Pending	<div style="border: 1px solid black; padding: 5px;"><p>Wait List</p><p>**Web Registered**</p><p>Remove</p><p>Wait List</p></div>

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Submit

II. View Registration Information

You can view and manage your schedule under the “View Registration Information” section.

[Student](#) • [Registration](#)

Registration

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- View Registration Information**
View your past schedules and your ungraded classes.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

This page will display details about your existing registration. The Schedule Tab gives you a visual representation of your semester schedule. Days, times, location, start and end dates are displayed in Schedule Details.

View Registration Information

Look up a Schedule Active Registrations

Class Schedule

Term: Fall 2023

Schedule Schedule Details

Class Schedule for Fall 2023

- DISsertation RESEARCH | HPE-Health Prof Education 899 Section 1.B | Class Begin: 10/19/2023 | Class End: 12/15/2023 Registered
 Message: ""Web Registered"" | Hours: 1 | Level: Graduate Doctorate | Campus: Main | Schedule Type: Research | Instructional Method: Blackboard | Grade Mode: Pass/Fail
 10/17/2023 -- 12/15/2023 [S][M][T][W][T][F][S] - Type: Class Location: None Building: None Room: None
 Instructor: [Castone, Christina](#) (Primary)
 CRN: 99280
- FOUNDATIONS CLINICAL HLTH INFOR | Clinical Informatics 801 Section 01 | Class Begin: 08/21/2023 | Class End: 10/13/2023 Registered
 08/21/2023 -- 10/13/2023 [S][M][T][W][T][F][S] - Type: Class Location: None Building: None Room: None
 Instructor: [Grasso, Michael](#) (Primary)
 CRN: 99713
- Global Health Program Monitoring and Evaluation I | GLBH-Global Health 807 Section 1.A | Class Begin: 09/21/2023 | Class End: 12/22/2023 Registered
 08/21/2023 -- 12/22/2023 [S][M][T][W][T][F][S] - Type: Class Location: None Building: None Room: None
 Instructor: [Merrish, Peter](#) (Primary)
 CRN: 99171
- GRADUATE RESEARCH ASSISTANT | ABGA-Graduate Assistantship 900 Section 09 | Class Begin: 09/28/2023 | Class End: 12/22/2023 Registered
 08/28/2023 -- 12/22/2023 [S][M][T][W][T][F][S] - Type: Class Location: None Building: None Room: None
 Instructor: [Savidge, Jamie](#) (Primary)
[Murray, Theresa](#)
 CRN: 97277

The Schedule and Options tab displays courses already registered. The display is the same as that found in “View Registration Information.”

III. Important Reminders

- Make an Advising Appointment and/or attend an Information Session.
- Plan your schedule using a [Scheduling Worksheet](#). Write down the Course Registration Numbers (CRN) for your desired courses.
- Resolve any HOLDS ASAP! All HOLDS must be cleared prior to registration.
- Set a reminder/alarm for your Registration Window.
- Register during your assigned Registration Window. Registration will occur on a first-come, first-serve basis during each Registration Window and the Add/Drop Period.
- After you register, confirm that your registration schedule is accurate.

If you have any questions regarding this Registration Guide, please reach out to the Office of Registration & Enrollment at registration@law.umaryland.edu or dial (410) 706-2045. You can also stop by the Office of Registration & Enrollment in Suite 280.