

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### Registration Policies and Procedures

#### Administrative policy.

**Revision history:** Formerly a part of the annually revised Student Handbook; established as part of the Academic Policies and Procedures standalone policy in August 2022; established as a standalone policy in August 2023; technical edits made in May 2024; revised December 2024 to remove procedures for withdrawing from Southwestern, now covered in a standalone policy.

**Related policies:** SCALE Program Policies; Master of Laws Program Policies; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Attendance Policy; Maximum J.D. Units Policy; Student's Right to Cancel and Tuition Refund Policy; Religious and Cultural Observances Policy; Student Health-Related Leave of Absence and Return Policy; Withdrawing from Southwestern

**Scheduled Review Date:** April 2026 (Student Services Office and Registrar's Office)

#### A. Student Action Report (SAR)

A [Student Action Report](#) (SAR) form is required for the following registration transactions. In many cases, prior approval is required before the student can take the desired action.

1. Adding a course after the add period
2. Withdrawal from a course after the drop period
3. Adding an Honors Program
4. Adding and dropping an externship
5. Request for unit overload or unit underload
6. Change of graduation date
7. Cross-registration
8. Change of vital data (e.g., address, telephone, change of name)
9. Change of status (e.g., full-time to part-time or online to residential)
10. Request to exceed Credit/No Credit limit

## **B. Registering for Courses**

Students should consult the relevant [academic calendar](#) for the start date of classes and other important dates for their specific academic program.

Before the add/drop deadline, students must make course schedule changes via Self-Service. After the add/drop deadline, students must make course schedule changes via the Registrar's Office by completing a Student Action Report (SAR) and receiving approval from the Associate Dean for Student Services. Add/drop deadlines are listed on each program's academic calendar.

### **1. Registration priority**

Students register for courses under a priority start time system to ensure equitable access to courses during the registration process. The priority system is designed to facilitate course availability based on graduation date to help students with limited enrollment opportunities as they near graduation. In accordance with ABA Standards, J.D. students are given priority registration into bar examination preparation courses and courses required for bar admissions over students in other programs, such as the LL.M. programs

The registration priority start time is a random, computer-generated time. Once assigned, registration priority start times will not be changed. Students will have approximately 15 minutes from the start of their registration priority start time before the next group of students can begin registering.

Students will be able to take all required courses before their scheduled graduation and should not be discouraged by a later priority registration time. However, it is incumbent on each student to comply with their registration priority start time.

### **2. Adding courses**

Students who have completed the required 1L curriculum may add courses during the regular semester up to one week after the first day of the term as designated on the academic calendar. Summer session courses may be added up to one week after the first day of the summer session. January intersession and summer mini-term courses may be added until the first class of the term, as designated on the academic calendar. If a student enrolls in a course after the beginning of classes, the missed class(es) will be counted as absences at the discretion of the Associate Dean for Student Services. Students may not register only for mini-term courses during the fall and spring semesters.

### **3. Dropping courses**

A student may not drop any required courses. Externships and Clinics may be dropped only with the approval of a Co-Director of Externships or the assigned Clinic Faculty Director.

A student is permitted to drop a course after the last day to drop classes only for

serious and compelling reasons or as an approved disability or pregnancy accommodation. Approval for a course drop must be obtained from the Associate Dean for Student Services. Southwestern's policy requires that a student submit a Student Action Report (SAR) to the Student Services Office and meet with the Associate Dean for Student Services. Without an SAR, a course drop **cannot** be completed. If the petition is approved, a notation of "W" will be listed on the student's transcript for the course dropped.

A student may drop a non-required course through the first week of classes during the regular academic year and the summer session. January intersession and summer mini-term courses may be dropped through the first day of classes. After that point, any dropped course will be recorded as an Administrative Fail (\*F), unless otherwise approved by the Associate Dean for Student Services. Students wishing to withdraw from Southwestern after the last drop date should refer to the *Policy on Withdrawal from Southwestern Law School*.

The effective date of the course drop is usually the last day the student attended a class, but the Financial Aid Director will be consulted to ensure the effective date is accurate. Course drops cannot and will not be backdated before the last date of attendance. For information regarding pro-rated tuition refunds, students should consult the *Student's Right to Cancel and Tuition Refund Policy*.

### **C. Cross-Registration (for Non-SCALE J.D. Students)**

Cross-registration occurs when full-time day or PLEAS/Part-time day students register for courses designated for the evening program or when evening students register for courses designated for the day division. Cross-registration also occurs when a student in a residential or hybrid J.D. program registers for a required course in the Online J.D. Program and when an Online J.D. Program student registers for a required course in a residential program.

At the discretion of the Associate Dean for Student Services, certain courses designated for the evening division may be available for registration by day students, and certain courses designated for the day division may be available for registration by evening students. Students wishing to cross-register must complete a Student Action Report (SAR), indicating the reasons for the needed change (e.g., course conflicts, childcare issues, etc.). Cross-registration is allowed only with the approval of the Associate Dean for Student Services. Cross-registration will not be approved due to student preference for a certain professor or schedule. After the Associate Dean for Student Services approves cross-registration, students may enroll in the course through Self-Service (if before add/drop) or via the Registrar's Office (if after add/drop).

Students who request cross-registration because of an externship must obtain approval from the Associate Dean for Student Services after receiving written approval from the Externship Office. This request must state why cross-registration is necessary. Cross-registration to accommodate part-time externships is unlikely to be approved.

No approval is required for students to register for electives in the Online J.D. Program,

although students in a residential program should consult the limits on online or distance-education courses they may take under Southwestern's *Maximum J.D. Units Policy* and determine how taking distance-education courses may impact their ability to sit for a bar examination in their jurisdiction of choice by consulting the [Professional Licensure by Program](#) webpage and the board of bar examinations in that jurisdiction.

#### **D. Auditing Courses**

Southwestern students may take courses on an audit basis (i.e., no letter grades will be given; the auditor will not sit for exams or complete other assessments and will not receive professor feedback). Students must obtain permission from the Associate Dean for Student Services to audit a course. Courses that meet the experiential requirement, upper-division writing requirement, required Bar Readiness Curriculum, and other limited-enrollment courses requiring extensive class participation may not be audited. Requests to audit courses with waitlists or high demand will generally not be approved. Courses taken on an audit basis will appear as an "AU" on a student's transcript. Southwestern students are charged the usual tuition rates for audited courses. SCALE students should refer to the *SCALE Program Policies* for the rules on auditing courses in the traditional program.

#### **E. Policy Revisions**

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.