

REGISTRATION PROCEDURES

1. Law students will be registering for the fall semester via the University CheckMarq registration system on Monday, April 11th through Wednesday, April 13th. The following information explains the process.
2. CheckMarq contains the days and times of each class. Rooms will be assigned after registration.
3. The health and safety of our community members remains a top priority. We will continue to work with public health officials in the city and state to follow local guidelines and ensure we have all proper health and safety protocols in place.
4. The following materials can be found on the Law School website. Note that you must be logged into the website to access them:
 - A class schedule for Fall 2022
 - A tentative exam schedule for Fall 2022
 - The 2022 - 2023 academic calendar
 - A list of courses required for graduation, and the fall semester courses that will satisfy the perspectives, process, and public law elective requirements.
 - Information on all courses that will be offered during the fall semester (descriptions of both elective and required courses are included)
 - A list of faculty interest areas
 - A tentative list of classes for spring semester 2023
 - A list of course prerequisites
5. You may access your registration appointment time through the CheckMarq portal. If you are having trouble accessing CheckMarq, please contact the ITS Help Desk at 414-288-7799. Instructions for using CheckMarq are available through the CheckMarq portal. <https://www.marquette.edu/student-checkmarq/> **Note that you must complete Preregistration Cheq before you will be able to register. You may complete Preregistration Cheq at any time. You are strongly encouraged to check your registration time and to determine whether or not there is a hold on your account prior to registration.**
6. **Please note: All students must register via CheckMarq between Monday, April 11 and Wednesday, April 13. You may register any time after your appointment time.**

7. Enrollment limits for courses are as follows. While these limits apply to the vast majority of courses, certain courses will have a lower cap:

Perspectives courses	50
The Law Governing Lawyers	45
All other open enrollment courses	70
Seminars	16
Workshops	16
Advanced Legal Research courses	20

CheckMarq will automatically close a course once the enrollment limit is reached. Appointment times are based on number of credits earned – the more credits earned, the earlier the appointment time.

8. **Students who are interested in taking seminars, workshops, and advanced legal research courses should register as soon after their appointed times as possible. The longer you wait, the greater the likelihood that a specific course will be closed.**
9. The waiting list feature in CheckMarq is operational. If you are closed out of a class, please add yourself to the CheckMarq waiting list. You may see your position on the waiting list on the “View My Classes” section of CheckMarq. Note that you cannot add yourself to a waiting list unless the class is closed.
10. **If you add yourself to a waiting list, please make sure to identify the course, if any, that you will drop to make room for the waitlisted course. CheckMarq cannot add you from the waiting list if there is a time conflict or if the add will take you above 18 credits.**
11. **Waiting lists are in effect until the first class meets. After that time, it is up to the professor who, if anyone, she or he will allow in the course.**
12. The Law School reserves the right to cancel a class due to low enrollment or other unforeseen circumstances.
13. Also note Section 703 of the Law School Academic Regulations concerning deadlines for adding and dropping courses.
14. If you plan to take Directed Research or Graduate Assistant during the fall semester, please complete the form (available on the Law School website) and submit it to Dean Thomson. She will handle the actual registration.