

LAW SCHOOL REGISTRATION IN SELF SERVICE

1. Login to www.mybobcat.stu.edu

2. Click on Self Service. There are several links on the homepage:

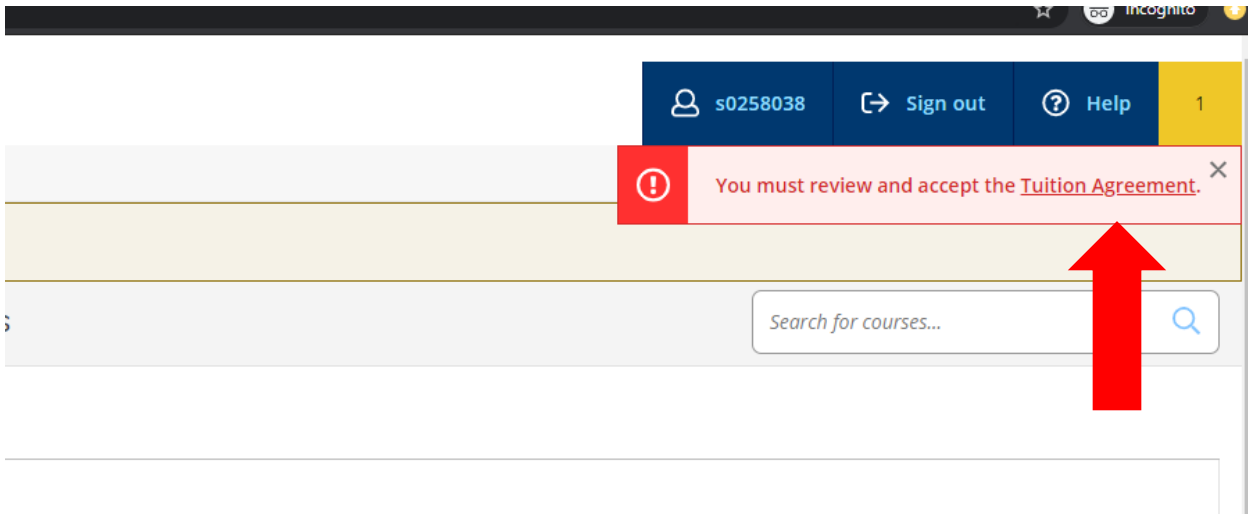
The screenshot shows the WebAdvisor interface. On the left, a navigation menu is visible with the following items: CONTINUING EDUCATION, APPLICANTS, STUDENTS, SELF SERVICE (circled in red), User Account, Business Office, Financial Aid, Communication, Registration, Academic Planning, and Academic Profile. The main content area features a 'Campus Announcements' section with a 'new announcement or edit this list' link and a table with columns for 'TITLE' and 'MODIFIED'. Below this is a 'Reminder' section with a large graphic that reads 'PRIORITY REGISTRATION FOR 2020 -> SPRING <- BEGINS ON OCTOBER 21'. On the right side, there is a 'Canvas (Virtual Classroom)' section with links to 'access LAW SCHOOL Canvas' and 'access SELF SERVICE' (circled in red). Below that is an 'Unread Messages' section showing '1602 Unread Messages' and '1602 STU Email'. At the bottom right, there is a 'Success Network' section with a link to 'Student Self-Service' (circled in red).

3. Click on the “Academics” dropdown on the left, and then “Law School Registration”

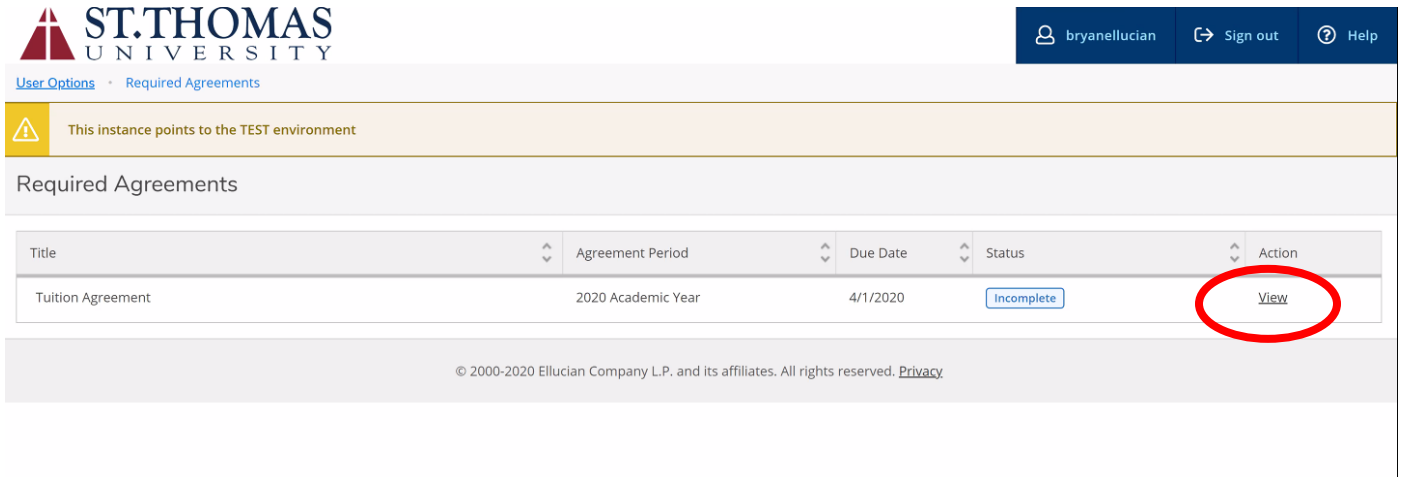
The screenshot shows the St. Thomas University Colleague Self-Service portal. The top left features a hamburger menu icon. The top right displays the St. Thomas University logo. Below the logo is a yellow warning banner that reads 'This instance points to the TEST environment'. The main content area is divided into two columns. The left column is a dark sidebar with the following items: Home, Financial Information (with a dropdown arrow), Academics (with an up arrow), Student Planning (with a dropdown arrow), Law School Registration (circled in red), Course Catalog, and Grades. The right column contains a welcome message: 'Hello, Welcome to Colleague Self-Service. Choose a category to get started.' Below this are three service tiles: 'Financial Information and Make a Payment' (with a dollar sign icon), 'Tax Information' (with a document icon), and 'Course Catalog' (with a book icon).

IF YOU HAVE COMPLETED THE PRE-REGISTRATION PROCESS, GO TO STEP 17.

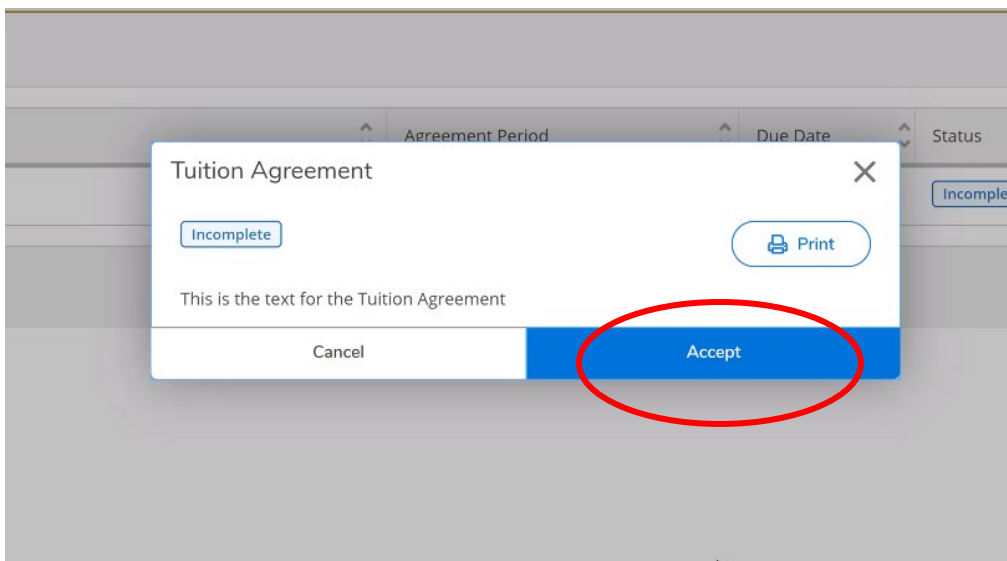
4. Click on the Tuition Agreement



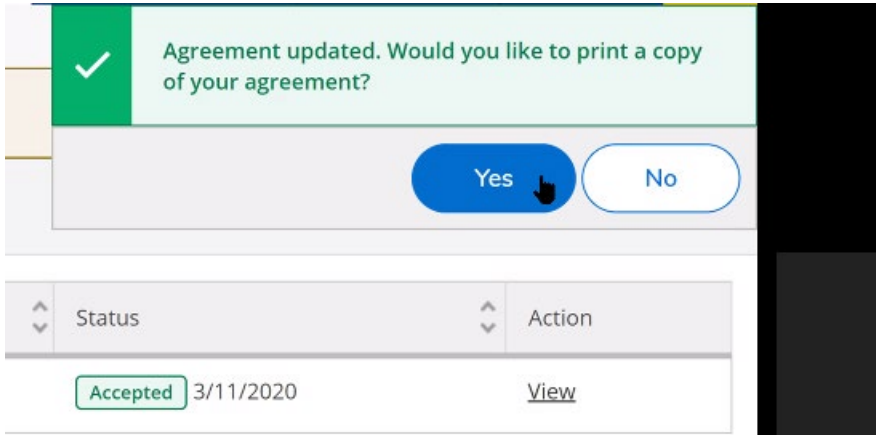
5. Click "View" to open the agreement



6. Review the agreement and "Accept" (the actual agreement will be displayed in this text box).



7. Select YES or NO to print or not print the agreement



8. If you select YES, you will be directed here to print:

Tuition Agreement

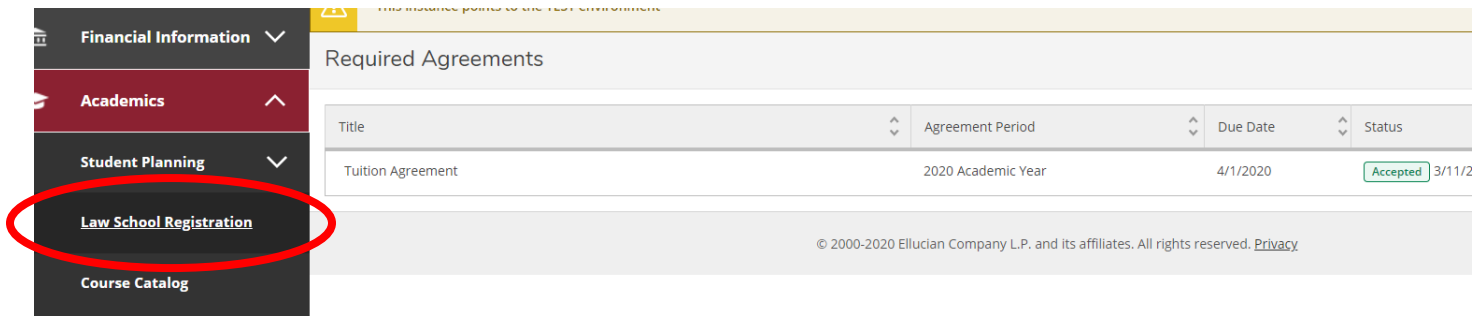
Status: This agreement was accepted on 3/11/2020 at 1:21 PM.

This is the text for the Tuition Agreement

9. You will see the date that the agreement was signed here:

Title	Agreement Period	Due Date	Status	Action
Tuition Agreement	2020 Academic Year	4/1/2020	Accepted 3/11/2020	View

10. Go back to "Law School Registration"



11. Type "LAW" in the search bar to search for Law Courses

your courses

LAW

petitions & Waivers

TERM

Register Now

2020 17 WEEK TERM begins on 3/23/2020 at 12:00 AM

Save to iCal Print

Planned: 21 Credits Enrolled: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri
11am						
12pm						

12. Click on "View Available Sections" to see what is available

LAW-601A LAW REVIEW (1 to 5 Credits)

SEE LAW 601

Requisites: None

Locations: Law School

View Available Sections for LAW-601A

Add Course to Plan

13. Click "Add Section to Schedule."

LAW-745 SPORTS LAW (2 Credits)

SPORTS LAW LAW 745 2 Credits An exploration of the regulation and legal issues involved in professional sports, including the nature of player contracts, league structure and rules, franchise agreements, broadcast licensing, and relationships with other aspects of the law, such as anti-trust, tax, and labor issues. There is a specific focus on the role of agents, contract negotiations and issues, union representation, and the judicial and administrative decisions relating to these issues.

Requisites: None

Locations: Law School

View Available Sections for LAW-745

LAW SCHOOL SUMMER 2020

LAW-745-01 SPORTS LAW

Add Section to Schedule

Seats	Times	Locations	Instructors
43	T/Th 1:15 PM - 3:15 PM 5/20/2020 - 7/21/2020	Law School LECTURE	Clark, T

14. Course information will appear. Click "Add Section." **This does NOT automatically register you.**

Section Details

LAW-830-01 IMMIGRATION LAW
LAW SCHOOL SPRING 2020

Instructors Michael Vastine (mvastine@STU.EDU)
Torres, M (mtorres@stu.edu)
Rodriguez, M (mrodriguez1315@stu.edu)

Meeting Information M, W 3:15 PM 4:45 PM
1/13/2020 - 5/7/2020
Law School, Law School Library 202 (LECTURE)

Dates 1/9/2020 - 5/7/2020

Seats Available 10 of 30 Total

Credits 3

Grading Graded

Requisites None

Course Description Immigration Law LAW 830 3 Credits An overview of the laws, theory, practice, and procedures that enable aliens to enter, to reside in, and ultimately to become citizens of the United States. Legal and social aspects of this process, including visas, detention, exclusion, deportation, judicial review, and citizenship by birth and naturalization are examined. Skills Course as of spring 2018.

Books Total

Close **Add Section**

If you wish to add a section to your schedule that does not have any seats available, you will be added to the **waitlist**. See below:

LAW-601A-01 LAW REVIEW
LAW SCHOOL SPRING 2020

Instructors Tibbs, D (tibbs@STU.EDU)

Meeting Information TBD

Dates 1/9/2020 - 5/7/2020

This section is full.

Seats Available 0 of 0 Total

Waitlisted 0

Credits
(1 to 5 credits)

Grading Pass/Fail

Requisites None

Course Description SEE LAW 601

Books Total

Close **Add Section**

15. Click "Back to Plan & Schedule" on the top, left.

Search for Courses and Course Sections

[< Back to Plan & Schedule](#)

Filter Results

Planned sections will appear in brown, full sections that you will be waitlisted for appear in red.

	Sun	Mon	Tue	Wed	Thu	Fri
7am						
8am						
9am						
10am			LAW-680-01 x		LAW-680-01 x	
11am						
12pm						
1pm						
2pm						
3pm		LAW-830-01 x		LAW-830-01 x		
4pm						

If a seat becomes available in a section you are waitlisted for, you will be notified via email. You can then come back to this page and register for the section.

16. Click "Back to Plan & Schedule" on the top, left.

Search for Courses and Course Sections

[< Back to Plan & Schedule](#)

Filter Results

17. You may now REGISTER for courses by clicking either of these buttons:

The screenshot shows a web interface for a course schedule. At the top, there are navigation tabs: "Schedule", "Timeline", "Advising", and "Petitions & Waivers". Below these, there are navigation arrows and the text "LAW SCHOOL SUMMER 2020". On the right side, there are buttons for "Remove Planned Courses" and "Register Now", with the latter being circled in red. Below the navigation, there are buttons for "Filter Sections", "Save to iCal", and "Print". On the right, there are statistics: "Planned: 3 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits". The main content area is divided into two parts. On the left, there is a course card for "LAW-620-01: CRIMINAL LAW" with a "Planned" status. The card lists details: Credits: 3 Credits, Grading: Graded, Instructor: Barbara Singer, Instructor: Gelin, S, Instructor: Rodriguez, M, 5/20/2020 to 7/21/2020, and Seats Available: 70. Below the details is a "Register" button, which is circled in red. On the right, there is a calendar grid showing the course sections. The grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for time slots from 11am to 5pm. Two yellow boxes representing course sections are visible: one on Monday from 12pm to 3pm and one on Wednesday from 12pm to 3pm.

18. After Registering, courses in Schedule will turn green, and the word "Planned" will change to "Registered" on each course.

The screenshot shows the same web interface as above, but with the course status updated. The course card for "LAW-620-01: CRIMINAL LAW" now has a "Registered, but not started" status. The "Register" button has been replaced by a "Drop" button. The calendar grid on the right now shows green boxes representing the course sections, indicating that the course has been registered. The statistics at the top right have also updated: "Planned: 0 Credits", "Enrolled: 3 Credits", and "Waitlisted: 0 Credits".