SECTION II: DROP/ADD VIA THE UNIVERSITY’S WOLVERINE ACCESS SYSTEM

WOLVERINE ACCESS—DROP/ADD HAS TWO PARTS

WOLVERINE ACCESS--DROPPING AND ADDING CLASSES

DIFFERENCE BETWEEN CLASS BIDDING INTERFACE (CBI) AND WOLVERINE ACCESS

REGISTRATION REQUIREMENTS

STUDENT BUSINESS HOURS

COMPUTER SOFTWARE (OPERATING SYSTEM/BROWSER)

NAVIGATION

BACKPACK AND REGISTRATION SIMULATIONS

BACKPACK/REGISTRATION FYI

STUDENT CENTER OVERVIEW

ACADEMICS SECTION

FINANCES SECTION

PERSONAL INFORMATION SECTION

ERROR MESSAGES (MODIFIED FOR LAW STUDENTS)

CHECK YOUR SCHEDULE

LOGOUT

ASSISTANCE USING WOLVERINE ACCESS

WOLVERINE ACCESS—ENROLLMENT

FEE ADJUSTMENT POLICY

WOLVERINE ACCESS--DEPARTMENT CONSENT

WOLVERINE ACCESS--INSTRUCTOR CONSENT

WOLVERINE ACCESS--PERMISSION CODE

NON-“PROF PICK” CLASSES

“PROF PICK” CLASSES
SECTION II: DROP/ADD VIA THE UNIVERSITY’S WOLVERINE ACCESS SYSTEM

Law School appointments to use Wolverine Access begin on Monday, December 22, 2014, at 8:00 AM (EDT) and end Thursday, January 22, 2015, at 5:00 PM (EDT).

WOLVERINE ACCESS--DROP/ADD HAS TWO PARTS

(1) **Drop/Add** for the student selection of upper class courses (excluding seminars and practice/simulation courses). **Winter 2015 Drop/Add begins Monday, December 22, 2014, at 8:00 AM (EDT) and ends Thursday, January 22, 2015, at 5:00 PM (EDT).** Students can drop upper class courses, seminars, and practice/simulation courses. Addition to the waitlist for open and full/closed seminars and practice/simulation courses depends on the availability of a numbered waitlist position (1-15). Students **cannot** enroll themselves from a waitlist unless the Law School Student Records Office has entered a permission code into Wolverine Access. (Please see #2 below.)

(2) **Waitlist Drop/Add** for seminar and practice/simulation course processing. **Winter 2015 Waitlist Drop/Add begins Wednesday, January 14 at 8:00 AM (EDT) and ends Thursday, January 22 at 5:00 PM (EDT).** Seminar and practice/simulation course waitlists are checked daily, permission codes entered, and e-mails generated indicating an enrollment deadline. **IMPORTANT** – Selected students will have a limited time-frame (sometimes less than 24 hours) in which to enroll themselves or lose their enrollment opportunity. Waitlisted students need to check their e-mail frequently during the Waitlist Drop/Add period.

WOLVERINE ACCESS--DROPPING AND ADDING CLASSES

DIFFERENCE BETWEEN CLASS BIDDING INTERFACE (CBI) AND WOLVERINE ACCESS

- A big difference between CBI and Wolverine Access is that students can no longer request open seminars and/or practice/simulation courses. **At this point in time, students must add their name to the bottom of the waitlist for open and full/closed seminars and/or practice/simulation courses:**
  - Through **Thursday, January 22**, students can add themselves to the bottom of a waitlist if the seminar and/or practice/simulation course has at least ONE student on the waitlist (to activate it) and one of the waitlist positions (1-15) is available. Should you encounter a problem or have a question, please contact Debby Hartranft, curriculum coordinator, (LawCurriculumCoordinator@umich.edu).
  - Through **Thursday, January 22**, students can drop themselves from a waitlist with the exception of a clinic. To drop yourself from or add yourself to a clinic waitlist, please e-mail the Clinic Coordinator, clinic-applications@umich.edu.

- An additional difference between CBI and Wolverine Access is the way “linked classes” are handled for registration purposes. CBI automatically picks-up the second of the two linked classes when students add or drop the first class. However, when adding or dropping linked classes via Wolverine Access students **must** add or drop BOTH classes. The linked classes are:
  - #910 Child Advocacy Clinic and #911 Child Advocacy Clinic Seminar
  - #920 General Clinic: Civil-Criminal and #921 General Clinic: Civil-Criminal Seminar
  - #927 Criminal Appellate Practice and #928 Criminal Appellate Practice Field
  - #933 Low-Income Taxpayer Clinic and #934 Low-Income Taxpayer Clinic Field
  - #952 Juvenile Justice Clinic and #953 Juvenile Justice Clinic Seminar
  - #951 Human Trafficking Clinic and #954 Human Trafficking Clinic Seminar
REGISTRATION REQUIREMENTS

- Active Law Registration Appointment
  - Your law registration appointment is the date and time at which Wolverine Access will allow you to enroll in term classes. You may not register prior to the date and time of your appointment.
  - You can check your law registration appointment date and time via the Student Center.
  - Prior to your law registration appointment going active (at the beginning of the Law Drop/Add period), you can place non-law classes in your Backpack but cannot enroll in any of them.
  - After your law appointment goes active (at the beginning of the Law Drop/Add period), you can add, drop, or swap classes. NOTE--Law students may not use the edit class option to modify law classes.
  - IMPORTANT--Dual degree law students may NOT under any circumstances use their non-law career appointment to add law classes! Remember, use your Law career with law classes and Rackham career with non-law classes.
  - If you do not have a law registration appointment, please call the Law School Student Records Office for assistance (734) 763-6499 or send an e-mail to Debby Hartranft, curriculum coordinator, (LawCurriculumCoordinator@umich.edu) and include your name and UMID number.

- Web Access
- Uniqname and Kerberos password
- Your uniqname is printed in lower case letters on the back your your MCard. If you do not have a uniqname or have forgotten your password, please visit the Information and Technology Services (ITS) “Uniqname” Web site (http://www.itcs.umich.edu/uniqname/) for directions and assistance.

STUDENT BUSINESS HOURS

- Monday - Friday, 6:00 AM to 4:00 AM
- Saturday, 6:00 AM to 11:00 PM
- Sunday, 7:30 AM to Monday 4:00 AM
- Time referenced is Eastern Standard Time (EST)

COMPUTER SOFTWARE (Operating System/Browser)

- Windows Vista/Internet Explorer version 8 or version 9
- Windows 7/Internet Explorer version 8 or version 9
- Adobe Acrobat Reader [for both Windows users and Macintosh users]
- Macintosh OS X 10.5 (Leopard)/Safari 4 or Safari 5
- Macintosh OS X 10.6 (Snow Leopard)/Safari 4 or Safari 5
NAVIGATION

- Open Wolverine Access: https://wolverineaccess.umich.edu
- Check the student “Announcements” for important information
- Click “Student Business”
- Enter your uniqname and Kerbros password
- Click “Self Service”
- Click “Student Center”
- YOUR Student Center will appear on the screen

BACKPACK AND REGISTRATION SIMULATIONS

The Student Business Help page has a link to the Backpack and Registration software simulations (Adobe Flash Player required) which students need to view to learn how to backpack non-law classes, add a class, add to a waitlist, drop a class, and swap one class for another classes.

IMPORTANT—Concerning class enrollment preferences in Wolverine Access and law students, checking the Waitlist box is the only Wolverine Access “Edit” option law students can use! The remaining Edit options must remain unchecked and these include:

1.) Override Time Conflict -- not allowed per the Law School’s Academic Regulations (available on the Law School’s “Office of Student Records” Web site)
2.) Grading (pass/fail basis)—refer to the Law School’s in-house Pass/Fail (i.e., Letter Grade Conversion to “Pass”) election system (available on the Law School’s “Office of Student Records” Web site)
3.) Audit—auditing a law class is not allowed
4.) Units/Credits—refer to the Law School’s Class Schedule footnotes for information
5.) Upper-level writing requirement—refer to the Law School’s Class Schedule footnotes for information, footnote #4

BACKPACK /REGISTRATION FYI

- **Law students are allowed to take a maximum of 15 credits per term. Please ignore the University’s 16 credit default.** If you have a compelling need to exceed the maximum number of credits, please seek permission from either Assistant Dean David Baum or Darren Nealy, Director of Student Services.
- The Law School has an in-house Pass/Fail election system to convert an eligible letter grade in an eligible class to “Pass” – 2 elections during a student’s entire Law School career are allowed. Detailed information about the Pass/Fail election process is available on the Law School Student Records Office Web site under “Pass/Fail.”
- Law students are **not** allowed to enroll themselves directly in a class with variable credits such as 900 Research. For enrollment information, please refer to the online Registration Instructions, *Law 900 Research & 992 Research: Special Projects*, available on the Law School Student Records Office Web site under “Registration.”
- **Time conflicts (overlapping times) for law students are not allowed!** The University of Michigan Law School Academic Regulations state in Part Three: Term Credit Hour Regulations, Section III. Courses with Overlapping Scheduled Meeting Times, “A student may **not** elect courses which have overlapping scheduled meeting times. A student who elects two or more such courses will **not** receive credit for any of the courses.”
- Do **not** use the browser BACK button to navigate in Wolverine Access because it may prevent you from saving changes or logging out securely. Instead, use the menus, links, buttons, and shortcut keys provided in the system.
Wolverine Access will automatically end your session or “time out” when you do not perform a transaction that interacts with the system within the “time out” period. The time out periods are set as follows:

- Single Login Service - 120 minutes (Remember: your authentication to Wolverine Access continues for 120 minutes after your last transaction if you fail to completely log out.)
- Student Business – 30 minutes

STUDENT CENTER OVERVIEW

The Student Center organizes your student transactions into three main categories: Academics, Finances, and Personal Information. Each of these sections has links to additional information via drop-down boxes.

ACADEMICS SECTION

- You can navigate to all your student academic transactions using the primary links or the drop-down navigation list.
- Once you have been enrolled in classes, your current class schedule displays. If you have more than one academic career, this view of the class schedule will display classes for all enrolled careers.
- Your class schedule display is based on the term and academic career selected.
- You can click a class section number to display the class details.
- A printer friendly button makes it easy to print your class schedule.

FINANCES SECTION

- Students with questions regarding student account billing and collection at the University of Michigan should contact:
  Student Financial Services/Teller Services
  515 E. Jefferson St.
  2226 Student Activities Building (SAB)
  Ann Arbor, Michigan 48109-1316

- **Hours (EST)**
  Monday-Wednesday: 8:00 AM - 4:30 PM
  Thursday: 10:00 AM - 4:30 PM
  Friday: 8:00 AM - 4:30 PM

- **Telephone and Fax**
  Phone: (734) 764-7447
  Toll Free: (877) 840-4738
  Fax: (734) 647-0061
  UM-SFO@umich.edu

PERSONAL INFORMATION SECTION

- Using Wolverine Access is the only way to update your address and phone number with the Law School and the University. Make sure your emergency contact, current address, current phone, and permanent address are correct. If not, please update the information.
- There are individual boxes on the right-hand side of the screen that display notices regarding financial holds, enrollment dates, academic resources, student resources, and financial information.
ERROR MESSAGES (MODIFIED FOR LAW STUDENTS)

- **Course previously taken and may be subject to institutional repeat policy:** You have enrolled in this course in a previous term. Contact Debby Hartranft, curriculum coordinator, (LawCurriculumCoordinator@umich.edu) to see if this course can be taken again for credit. *Warning message only. You have successfully enrolled, please review your schedule.

- **Department Consent required to enroll in class, add not processed:** Do not contact the professor seeking permission to add the class! If you are selected from the waitlist for this seminar, practice/simulation course or clinic, you will receive an e-mail from the Law School Student Records Office indicating that a “time sensitive” electronic permission code has been entered into Wolverine Access and you must add the course to your schedule by the date and time specified. Other courses have been coded with “Department Consent” to prevent students from enrolling directly in the class due to restricted access or a special registration procedure.

- **Instructor Consent required to enroll in class, add not processed:** Law students are not able to enroll in 900 Research (independent study) classes using Wolverine Access. Please refer to the online Registration Instructions, Law 900 Research & 992 Research: Special Projects, available on the Law School Student Records Office Web site under “Registration.”

- **Multiple Enrollment not allowed for course, add not processed:** You have already waitlisted or enrolled in another section of this course. To enroll, either drop your waitlisted section and re-submit your “add” transaction, or swap from your currently enrolled section to your preferred section.

- **Maximum Term Unit Load exceeded, add not processed:** You are attempting to enroll over your maximum number of 15 credits for the term! Contact David Baum (dbaum@umich.edu), Assistant Dean for Student Affairs, or Darren Nealy (dnealy@umich.edu), Director of Student Services, for permission to enroll over your maximum number of term credits.

- **Not Enrolled, class full, add was not processed:** The class has reached its enrollment capacity. If an electronic waitlist exists for the class (seminars, practice/simulation courses and clinics), re-submit your class add, being sure to check the “Waitlist if class is closed” checkbox, and select the “Register for Class” button. *Upper class courses do not have waitlists!*

- **Available seats are reserved, reserve capacity requirements not met, not enrolled:** Fall term only: A specific number of seats in this class are reserved for incoming LL.M. (“Master of Laws”) students. Reserved seats not taken by LL.M. students during their registration session on the last Friday in August will be released as soon as possible.

- **Time Scheduling Conflict for class X and class Y, not enrolled:** The class you are adding (ex: X) overlaps meeting times with a class in which you are already enrolled (ex: Y). **Law students may NOT override time conflicts!**

- **Unable to drop class, will drop below required minimum units for enrollment:** You are attempting to drop your last registered class and the University will not allow you to do so in Wolverine Access. Please contact Jack Atkinson (magnette@umich.edu), Law School registrar, for further information.

**CHECK YOUR SCHEDULE**

After entering a change via Wolverine Access, it is very important to check your schedule to make sure it is accurate.

**LOGOUT**

Please be sure to logout completely at the end of your Wolverine Access session (especially if you are using a lab computer) to ensure nobody else can access your records. To logout completely:

- Click “Sign Out” of Wolverine Access—Student Business
- Click “Log Out” of Weblogin.
- On the Weblogin Log Out screen, click the “Log Out” to confirm that you want to log out.
ASSISTANCE USING WOLVERINE ACCESS

- If you need help using Wolverine Access, please refer to the online help available on each Wolverine Access screen, send a message to 4HELP@umich.edu, or on campus phone 4-HELP or off campus phone (734) 764-4357.

WOLVERINE ACCESS--ENROLLMENT

Students who are not “officially enrolled” BEFORE the first day of classes, Wednesday, January 14, will be subject to a late registration fee of $50.00, which increases by $25.00 on the first of every month during the term.

Students who have not registered previously for classes and wait to “officially enroll” BEGINNING the first day of classes Wednesday, January 14, will incur a late registration fee of $50.00 and must have permission from David Baum (dbaum@umich.edu), Assistant Dean for Student Affairs.

FEE ADJUSTMENT POLICY

(Policy applies to Tuition Fee only)

<table>
<thead>
<tr>
<th>ACTION</th>
<th>WINTER 2015</th>
<th>IMPACT ON TUITION FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Term Disenrollment</td>
<td>By 01/13/15</td>
<td>Fee assessment cancelled. Student not required to pay any fees.</td>
</tr>
<tr>
<td>Official Withdrawal</td>
<td>01/14/15-02/03/15</td>
<td>Fee assessment cancelled. Student required to pay $50 disenrollment fee and $80 registration fee.</td>
</tr>
<tr>
<td>Official Withdrawal</td>
<td>02/04/15-02/24/15</td>
<td>Student required to pay 50% of fee assessment and $80 registration fee.</td>
</tr>
<tr>
<td>SSS Official Withdrawal</td>
<td>After 02/24/15</td>
<td>Student will be charged entire fee assessment.</td>
</tr>
<tr>
<td>Drop/Add a Course</td>
<td>By 02/03/15</td>
<td>Fee assessment based on hours for which student is registered.</td>
</tr>
<tr>
<td>Drop a Course</td>
<td>After 02/03/15</td>
<td>No reduction in fee assessment.</td>
</tr>
<tr>
<td>Add a Course</td>
<td>After 02/03/15</td>
<td>Fee assessment based on total credit hours, including added course.</td>
</tr>
</tbody>
</table>

NOTE--Fee Adjustment Policy for 7 week courses is found on the University’s Office of the Registrar Web site, Academic Calendar, Student Registration Deadlines:  http://www.ro.umich.edu/calendar
WOLVERINE ACCESS--DEPARTMENT CONSENT

Department Consent means students cannot add themselves directly to the class because there are special requirements. The classes that have Department Consent coding include:

- **ALL Seminars and practice/simulation courses**, students can add themselves to the bottom of a waitlist if the seminar and/or practice/simulation course has at least ONE student on the waitlist (to activate it) and one of the waitlist positions (1-15) is available. Should you encounter a problem or have a question, please contact Debby Hartranft, curriculum coordinator, (LawCurriculumCoordinator@umich.edu).

- If the waitlist is empty (inactive), then students must send an e-mail to Debby Hartranft, curriculum coordinator, (LawCurriculumCoordinator@umich.edu) to have their name added to one of the 15 waitlist slots, please make “Waitlist Addition” the subject line. The e-mail must contain the following information:
  - FULL name (no nicknames)
  - STUDENT ID number (listed on your U of M ID card)
  - Professor's FULL (first and last) name
  - 3-digit course number and course title
  - 5-digit class number
  - Term/year

- To add yourself to a clinic waitlist, please e-mail the Clinic Coordinator, clinic-applications@umich.edu.

- **ALL first-year classes**--510 Civil Procedure, 520 Contracts, 530 Criminal Law, 560 Property, 569 Legislation and Regulation, 580 Torts, 590 Legal Practice I, 591 Legal Practice II, and 592 Legal Practice Skills. However, Law transfer students and LLM students who want to add a first-year class for graduation must e-mail Debby Hartranft, curriculum coordinator, (LawCurriculumCoordinator@umich.edu). Non-law students are not allowed to take first-year classes.

- **#799 Senior Judge Seminar**--students who are interested in #799 Senior Judge Seminar must contact Kathi Ganz, administrative assistant, (kganz@umich.edu). If selected, Debby Hartranft, curriculum coordinator, will be contacted to process the enrollment.

- **#794 Senior Judge Seminar II**--students who are interested in #794 Senior Judge Seminar II must contact Kathi Ganz, administrative assistant, (kganz@umich.edu). If selected, Debby Hartranft, curriculum coordinator, will be contacted to process the enrollment.

- **#938 South Africa Externship and #939 South Africa Externship Seminar**--students who are interested in #938 South Africa Externship and #939 South Africa Externship Seminar should consult http://www.law.umich.edu/curriculum/externshipsandindependentstudy/southafrica/Pages/default.aspx for important information about the application process and requirements. Please contact the Office of Student Affairs, 313 Hutchins Hall, 734-647-1014 with questions. If selected, Debby Hartranft, curriculum coordinator, will be contacted to process the enrollment.

- **#942 Law Practicum Research**--students who are interested in #942 Law Practicum Research should read the detailed instructions/requirements for enrollment in the online Registration Instructions, Law 942 Law Practicum Research—“CPT” [Curricular Practical Training] available on the Law School Student Records Office Web site under “Registration.” Once the required paperwork is in order, Debby Hartranft, curriculum coordinator, will process the enrollment.

- **#940 Full-time Externship and #941 Full-time Externship Paper**--students who are interested in #940 Full-time Externship and #941 Full-time Externship Paper should consult http://www.law.umich.edu/curriculum/externshipsandindependentstudy/fulltimeexternships/Pages/default.aspx for important information about the application process and requirements. Please contact lawexternships@umich.edu with questions. If selected, Debby Hartranft, curriculum coordinator, will be contacted to process the enrollment.
• **#945 Semester Study Abroad and #946 Semester Study Abroad Paper**--students who are interested in #945 Semester Study Abroad and #946 Semester Study Abroad Paper must contact the Center for International and Comparative Law, 212 Hutchins Hall, 734-764-5269 for more information. If selected, Debby Hartranft, curriculum coordinator, will be contacted to process the enrollment.

• **#947 Geneva Externship and #948 Geneva Externship Seminar**--students who are interested in #947 Geneva Externship and #948 Geneva Externship Seminar must contact the Center for International and Comparative Law, 212 Hutchins Hall, 734-764-5269 for more information. If selected, Debby Hartranft, curriculum coordinator, will be contacted to process the enrollment.

• **#980 Advanced Clinical Law**--students who are interested in #980 Advanced Clinical Law must contact one of the clinic faculty or clinic administrators. If selected, Debby Hartranft, curriculum coordinator, will be contacted to process the enrollment.

• **#990 Part-time Externship and #991 Part-time Externship Seminar** --students seeking to enroll in #990 Part-time Externship and #991 Part-time Externship Seminar must follow the instructions on this page: http://www.law.umich.edu/curriculum/externshipsandindependentstudy/parttimeexternships/Pages/default.aspx. Please contact lawexternships@umich.edu with any questions. If permission to enroll is granted, Debby Hartranft, curriculum coordinator, will be contacted to process the enrollment.

### WOLVERINE ACCESS--INSTRUCTOR CONSENT

Instructor Consent means students cannot add themselves directly to the class because there are special procedures. The classes that have Instructor Consent coding include:

• **#900 & 992 Research**--students who want to add these classes must follow the instructions in the online Registration Instructions, *Law 900 Research & 992 Research: Special Projects*, available on the Law School Student Records Office Web site under “Registration.”

• **#800 Seminar Supplement**--students who want to add this class must follow the instructions in the online Registration Instructions, *Law 800 Seminar Supplement*, available on the Law School Student Records Office Web site under “Registration.”

### WOLVERINE ACCESS--PERMISSION CODE

A student attempting to enroll in a seminar, practice/simulation course, or clinic without an electronic permission code (even if s/he is the first person on the waitlist and there is an available seat in the class) will be stopped. Law students must ignore the University’s standard “Department Consent” error message and be patient! DO NOT try to “jump the waitlist” by contacting the professor to seek permission to add the class! If you are selected from the waitlist, you will be contacted by e-mail.

#### NON-“PROF PICK” CLASSES

Beginning Wednesday, January 14 -- during the Waitlist Drop/Add period -- and to the extent that students can be reached earlier, Debby Hartranft, curriculum coordinator, will review the waitlists for non-“prof pick” seminars and practice/simulation courses and offer an available seat to the first student on the waitlist. An electronic permission code will be entered into Wolverine Access and a “time sensitive” e-mail sent to the student.

The electronic permission code will work in the background once the “Register for Class” button is clicked. If the student fails to add the class by the designated date and time found in the e-mail, the enrollment opportunity will be LOST and the next student on the waitlist (in waitlist order) will be offered the seat.
“PROF PICK” CLASSES

“Prof pick” seminars and practice/simulation courses are identified in the term class schedule by footnote #9. During the Drop/Add period, the procedure to obtain a seat in a “prof pick” class is to add your name to the waitlist in Wolverine Access; then send an e-mail to the professor stating that you have placed your name on the waitlist and are submitting a statement of interest for their consideration. If/when a seat is available in a “prof pick” seminar or practice/simulation course, the professor will select a student from any position on the waitlist, and notify Debby Hartranft, curriculum coordinator, who will offer the seat by entering an electronic permission code into Wolverine Access for the selected student and sending them a “time sensitive” e-mail.

The electronic permission code will work in the background once the “Register for Class” button is clicked. If the student fails to add the class by the designated date and time found in the e-mail, the enrollment opportunity will be LOST and the professor contacted for another student selection.

Updated October 15, 2014 dmh