

Law School Registrar's Office – Frequently Asked Questions (FAQ)

Registration & Enrollment

How do I register for classes as a first-year student?

Since your classes are all pre-planned the Law School Registrar will register everyone in late June after the 2nd deposits have been paid. You will be able to see your schedule after you claim your email address and log into self-service portal.

How do I register for classes as a returning student?

Students register through the student information system during their assigned registration period. Registration dates and instructions are announced each semester.

Registration Procedure

Register for Courses by logging into [Self-Service](#) or via [Connect2U](#)

Written and Video instructions can be found on this [page](#).

How do I add or drop a course?

Courses may be added or dropped during the published add/drop period. Please refer to the Academic Calendar [found at this link](#). After the deadline, all requests are emailed to the law school registrar and require approval in accordance with law school policy.

What if a class is full?

You may join a waitlist if available. Waitlist procedures and enrollment priorities are outlined by the Registrar's Office. You will be sending an email if a spot opens and you will have 2 days to claim your seat and then it goes to the next person on wait list.

How many credits can I take each semester?

Students must enroll within the minimum and maximum credit limits established by the law school. Full-time 12-16 and Part-time 8-11.

How to find your book list?

Method One: Open your planner in self-service and click on your course in the schedule. Scroll down on the pop up to the bookstore information button. This will bring you to the required textbook for that course.

Method Two: Go to this [link](#) to build your course list. For term the Law School has Fall, Spring Law, and Summer. Select the term, the department is the first part of your course code (for example LAW or LAWE), the course is the middle section of the course code (for example 505), and section is the last part of the course code (for example 03), then click Add Course, repeat until all courses added.

Exam considerations:

All Law School exams are taken in an electronic format. You will be required to have a personal laptop capable of operating the software. JD Access students will be required to have a webcam. For more details regarding the exam process, please refer to this [detailed exam page](#).

Transcripts

How do I request an official transcript?

Official transcripts can be requested through Parchment [at this link](#).

Can I get an unofficial transcript?

Yes. Students can typically access unofficial transcripts through the student portal in self-service.

How do I update my name or address?

Personal information can be updated through the student portal in self-service.

Grades

When are grades posted?

Grades are posted after faculty submits final grades and the grading process is complete. Please refer to the Law School Academic Calendar for due dates.

Where are grades posted?

Grades are posted in self-service under the Grades tab.

I believe there is an error in my grade. What should I do?

Contact the Professor who taught the course first. Only if there is a mathematical error does the Professor will send an email to the Law School Registrar to explain the grade change process. This will need the Academic Deans' approval before the change is posted.

Graduation

How do I apply for graduation?

Students must submit application for degree which can be found in their self-service student portal.

How do I know if I've met my graduation requirements?

Students should review their degree audit regularly and consult the Law Registrar if they have questions about remaining requirements.

When will I receive my diploma?

Diplomas are issued after degree conferral and verification that all graduation requirements have been completed. Typically takes 4-6 weeks for actual diploma but they will all receive a digital diploma with 2-3 days after Commencement.

Enrollment Verification

How can I obtain proof of enrollment?

Please send Enrollment Verification requests to Terese Chenier at tchenier@law.wne.edu.

Degree Verification

Western New England University has authorized the National Student Clearinghouse to provide degree verifications. This service is available 24 hours a day, 7 days a week. The National Student Clearinghouse can be contacted at:

- **Web:** [National Student Clearinghouse](#)
 - **Mail:** National Student Clearinghouse, 2300 Dulles Station Blvd., Suite 300, Herndon, VA 20171
 - **Telephone:** 703-742-4200
 - **Email:** degreeverify@studentclearinghouse.org
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Bar Certification

Does the Law Registrar certify eligibility for the bar exam?

Yes. The Law Registrar submits required certifications to state bar authorities according to each jurisdiction's requirements and deadlines. Please send all bar certifications to tchenier@law.wne.edu.

What documents are needed for bar applications?

Requirements vary by jurisdiction. Students should review their state bar's instructions and contact the Law Registrar if institutional certification is required.

Policies & Deadlines

Where can I find the academic calendar?

The academic calendar is available on the [law school's website](#) and includes registration dates, deadlines, examination periods, and holidays.

What happens if I miss a registration deadline?

Late registration or schedule changes may require approval and may be subject to institutional policies.

LAW REGISTRAR

If you cannot find the answer to your question, please contact the Law Registrar's Office by email, phone, or during office hours. Staff are available to assist with registration, academic records, graduation, enrollment verification, and other student records services.

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