

Faculty of Law Class Registration Instructions for 2011/12

Registration Start Dates:

3rd year students start June 2 at 10:00 a.m.

2nd year students start June 9 at 10:00 a.m.

1st year students start July 13 at 10:00 a.m.

STEPS TO REGISTRATION	Feel free to contact us by e-mail at studentonline@dal.ca or by phone (902) 494-2450 if you have any questions.
<p>1. Go to http://dalonline.dal.ca</p> <p>If this is your first time using Dal Online, start by activating your e-mail account (instructions are to the right).</p>	<p style="text-align: center;">Are you using Dal Online for the First Time?</p> <p>You have been assigned an official Dalhousie e-mail address that will be used in all future correspondence. To activate your Dalhousie e-mail, please go to my.dal.ca and click on the new users tab. <i>You will need to activate your Dalhousie e-mail address before creating your "Dalhousie Online" PIN</i> (personal identification number), as your temporary PIN number will be e-mailed to that address.</p>
<p>2. Select Login or Create PIN if this is your first visit.</p>	<p>If this is your first visit, click Create PIN and follow the prompts to create a PIN before proceeding. You will need your Dalhousie ID number (B00XXXXXX). You will also need to have your Dalhousie e-mail activated to receive your PIN. See step 1 above for instructions.</p>
<p>3. Enter your Dalhousie ID (B00XXXXXX) and PIN and select Login.</p>	<p>Have you forgotten your PIN? To be sent a new six-digit temporary PIN to your e-mail address, enter your Dalhousie ID and click the Forgot PIN? button.</p>
<p>4. Once you have logged into Dal Online, select Web for Students, Registration and if you are a first year student select Block Registration.</p> <p>Returning students use Add/drop.</p>	<p>First Year students! The Law School will provide you with your block allocation as the first year class is divided into several smaller blocks. Find your section and then click the circle next to the block.</p> <p><u>Returning students, you must sign up for compulsory courses first!</u></p> <p>If your compulsory courses are not added first, you will get error messages telling you that you do not have the prerequisite when you try to register for your other classes.</p>
<p>5. From the pull-down menu select the year and term for which you are registering. Click Submit Term.</p>	<p>For the upcoming term you will select 2011/2012 Fall. You will also need to register for the 2011/12 Winter term.</p>
<p>6. First Year Students: Locate the block of classes for the section you have been assigned, click the radio button and select Register.</p> <p>Returning Students: Please record individual CRN (course reference number) or use the class search feature. The five-digit CRN is found in the first column of the online timetable.</p>	<p style="text-align: center;"><u>Term fees are not visible prior to fee assessment</u></p> <p>-Fall fees will be assessed in July, winter fees will be assessed in December. When making registration changes after these dates, follow these instructions to update your account balance:</p> <ul style="list-style-type: none"> - return to Registration, select Registration Fee Assessment. - Select Student Records and then Account Detail by Term. - To find the amount owing, refer to Account Balance at the top of the most current term. For assistance contact Student Accounts at (902)494-3998, Monday–Friday, 9am-4pm; e-mail: student.accounts@dal.ca
<p>7. Any other questions?</p>	<p>Be sure to check out the Selecting Classes guide at www.registrar.dal.ca. It includes information such as how to obtain your Dalhousie ID card (DalCard), when tuition is due, and other important information.</p>