

NNLSO Annual Meeting 2018, Tuesday, March 27, 2018

Session: **Roundtable: Law School Registrars & Admissions**

Presented by Jerri Cunningham, Baylor University, Colleen Timmons, Tulane University Law School

Summary by GaeLynn Kuchar

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**Session Description:** Join in the roundtable discussion and learn how colleagues at other institutions deal with challenges similar to what you may be dealing with and gain ideas on how you might change or make improvement to your processes.

**Notes:**

Discussion topics

Assigning students to pods/small sections/cohorts—some schools use random.org to assign numbers, some are assigned alphabetically, some use UGPA/LSAT to divide students into evenly divided groups.

Exam Proctors—some schools hire retired school teachers, some pay for proctors, some use law school staff, some have the faculty proctor the exam. Some school have proctors stay in the room the entire time, some just start and end the exam and leave during the exam.

ADA—Teresa from Drexel asked how schools make fire drill changes for students with mobility issues. She encouraged everyone have a plan in place. The student life dean might need to get involved and students my need to have a friend to help them in case of an emergency.

Rank on transcript—Some law schools include the rank on the transcript, some require that the student request that it be printed on the transcript, some schools do rank numerically.

Academic Success for Bottom 20% Students—Some students are required to take additional classes in order to graduate. Some require extra bar prep courses. Some attend an academic success course. Some are limited on the amount of credits per semester they can take. All schools want students to succeed.

Tracking Character and Fitness Issues—some use an Excel Spreadsheet, some create a “watch” list, some add addendum to their file, flag or stamp on their file.

Advising—some have faculty members act as mentors, some have staff member to advise students, some have faculty panels with 1L’s, Stetson has an academic advising fair where all students are invited, UC-Davis gives students a handout during orientation with different kinds of advisors. Different offices can provide different advising (student affairs office, career development, registrar, etc.).

1L Registration—Some school register 1L’s for the entire year, others register one semester at a time.

Staff Handbook—Colleen will share her staff handbook from Tulane with the membership.

Topics for future conferences—Class Schedule Creation; Office Retreats; Academic Support Programs  
ore Pre-Support Programs; Records Retention; Digital Born Records Retention; Grading Processes; SIS  
Updates; ABA Reporting; Leadership Changes; New Law Registrar’s—Things to Know your First Year.