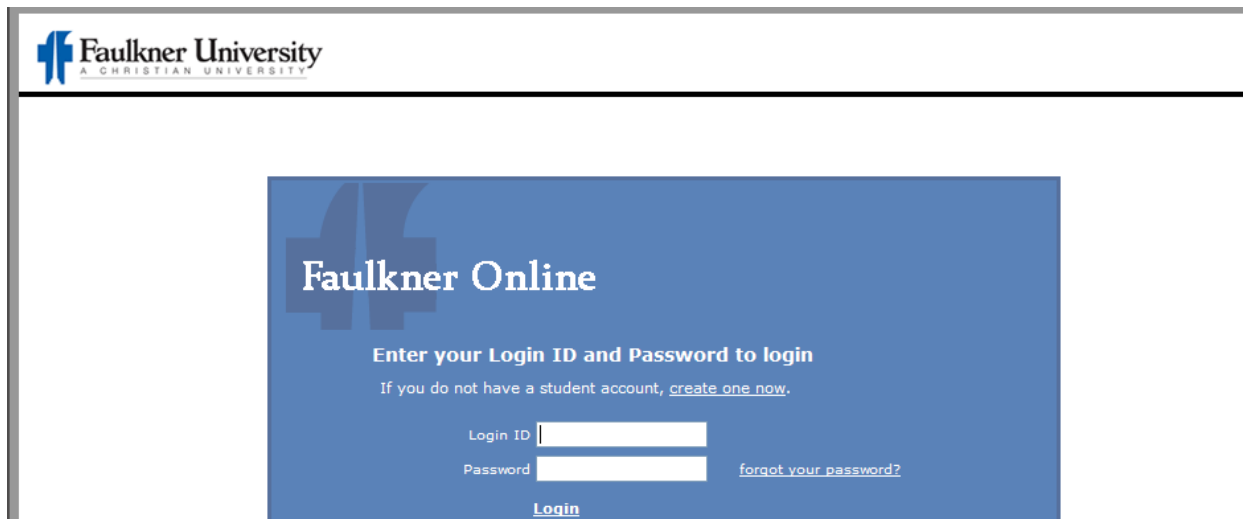


ONLINE REGISTRATION PROCEDURES

Dates for online registration will be provided by the Law Registrar.

All students should register online on these days. If you cannot arrange to participate in online registration during this period, please contact the Law Registrar, Shannon Mohajerin, at (334) 386-7213 or by email at lawregistrar@faulkner.edu. To audit a course, please contact Mrs. Mohajerin before registering for the course.

1. Go to <http://my.faulkner.edu> and enter your "Login ID" (Student ID Number) and password.



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Faulkner Online

Enter your Login ID and Password to login

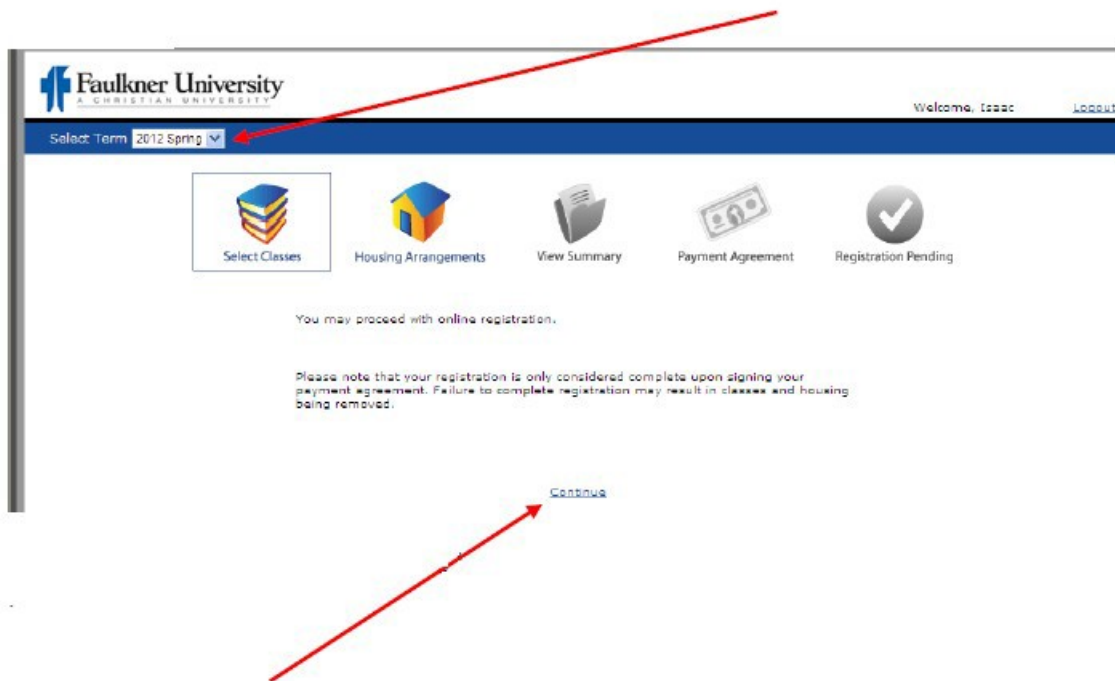
If you do not have a student account, [create one now](#).

Login ID

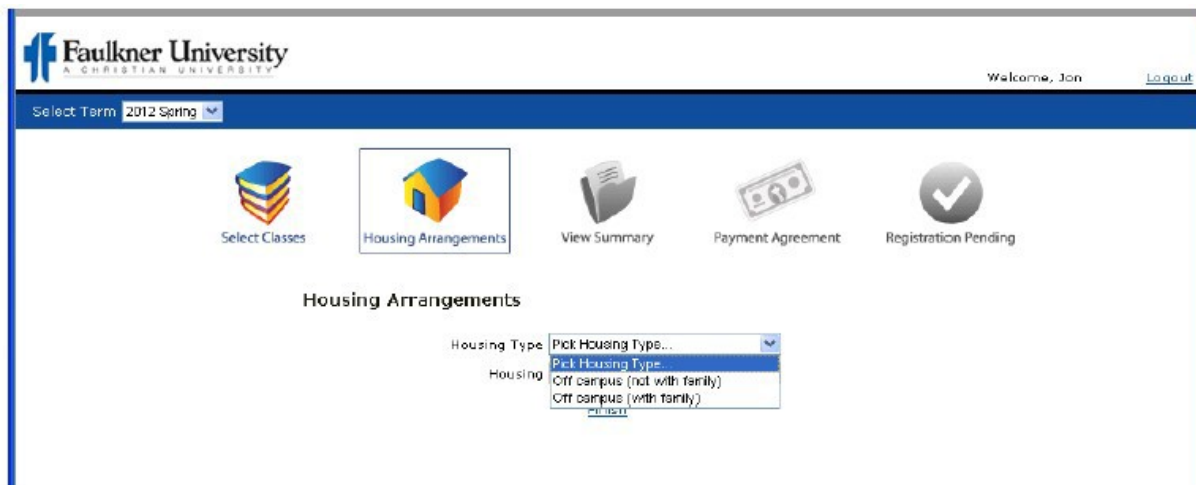
Password [forgot your password?](#)

[Login](#)

- When you log in, you will be directed to the online registration portal. Confirm that the term selected is “**2019 Fall.**”



- Click “**Select Classes**” and choose your Fall 2019 courses from the list. Full-time status in the summer is defined as a course load of 6 hours. You may register for up to 9 hours if you are taking a Field Placement plus two other courses. We recommend that you do not take three doctrinal courses in the summer because of the heavy workload, but if you have a need to do so, please contact Dean Campbell before registration for permission. Except in exceptional circumstances, you may take no more than a total of 16 credit hours in the summer during law school (*i.e.*, over two summers).
- Federal reporting regulations require that Faulkner collect data on the housing arrangements of each student. Please make the housing selection that most closely describes your living situation during the upcoming academic year. Click “**Finish**” to proceed to the next step.



- This will bring you to the “**View Summary**” page. The Law Registrar, Shannon Mohajerin, will be listed as your academic advisor. Please confirm that your class schedule is correct. Click “**Continue**” to proceed with registration completion.

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Welcome, Logout

Select Term: [Dropdown]

Select Classes | Housing Arrangements | **View Summary** | Payment Agreement | Registration Pending

Summary for Term 2012 _____

Please review your Class Schedule to ensure it is correct.

Class Schedule

Course	Section	Course Name	Hours	Start/End Dates	Days	Times	Type	Instructors	Venue
LAW 5440	01	Contracts	4.0	05/07/12 - 05/17/12	MWF	MULTI MULTI	Credit	Hammond, Jeff	JGL114
LAW 5242	01	Civil Procedure II	3.0	02/09/12 - 05/17/12	TR	10:00 11:20	Credit	Campbell, Charles	JGL114
LAW 5246	02	Constitutional Criminal Proced	3.0	02/09/12 - 05/17/12	TR	14:30 15:45	Credit	F. Lsgard Smith	JGL114
Total Hours: 10.0									

For Course changes contact Jennifer L. Johnson at jljohnson@faulkner.edu.

[Continue](#)

- Your payment agreement, with all charges totaled, will display in Adobe PDF format. You will need Adobe Reader to see this document. If you do not have Adobe Reader on your computer, you will receive a prompt to load/update the program on your computer. You can scroll to view the entire page of the document.

Faulkner Online - Online Registration

Welcome, Kayla Logout

Select Term: [Dropdown]

Select Classes | Select Housing | View Summary | **Payment Agreement** | Registration Pending

Sign _____ Payment Agreement

Please read this Payment Agreement and sign at the bottom by typing your name and clicking "Accept".

Business Office
5345 Atlanta Highway
Montgomery, AL 36109-3390
334-386-7165

Faulkner University
A CHRISTIAN UNIVERSITY

Registration and Payment Agreement

ID # _____ Name _____ Date _____
Address _____ Date of Birth _____
City _____ State _____ Zip _____
Home Phone _____ Work Phone _____ Cell Phone _____

7. Please be sure to review the entire document for accuracy. This is only a statement of charges incurred with this term's registration. Your Registration and Payment Agreement do not include any credits regarding your student loans (if applicable) or advanced payments. These credits will be reflected on your billing statements available from the Student Accounts Office. If you have any questions regarding charges reflected on the Payment Agreement, please contact Student Accounts at (334) 386-7165 or StudentAccounts@faulkner.edu.

8. If all information is correct, complete the form by agreeing to the terms of the Registration and Payment Agreement. To do so, scroll to the bottom of the document, electronically sign the document by entering your name in the "Name" box and click "Accept" at the bottom of the screen.

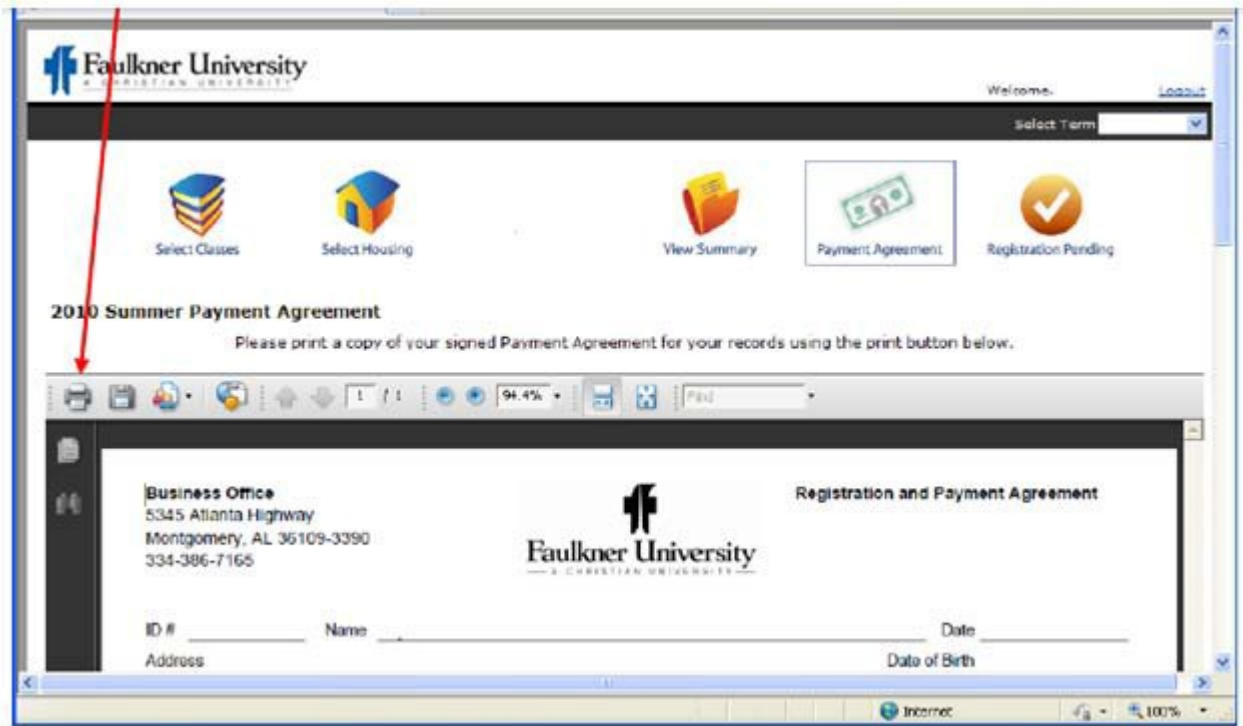
IMPORTANT: Your registration and financial aid requirements are not complete until you have both entered your name and clicked "**Accept**".

By typing in your name and clicking "Accept," you are agreeing to pay tuition and related fees according to the above listed terms of Faulkner University's payment agreement.

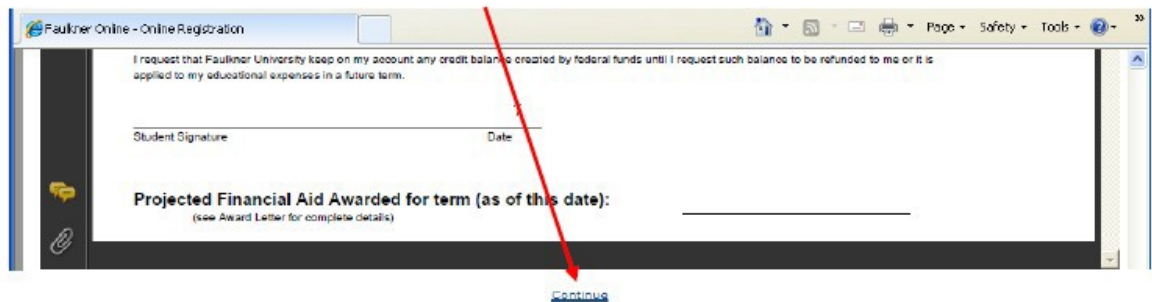
Name

3000 - 3010 Faulkner University
8248 Atlanta Highway, Montgomery, AL 36109-2341-275, 3820 or 800-879-5816 [Privacy](#) / [Legal](#)

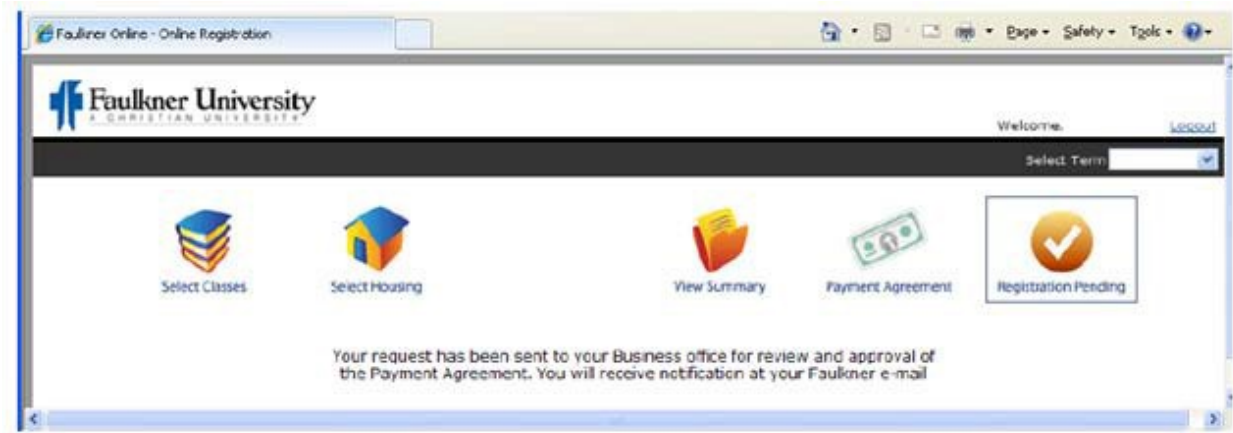
9. Please print a copy of the signed Registration and Payment Agreement for your records.



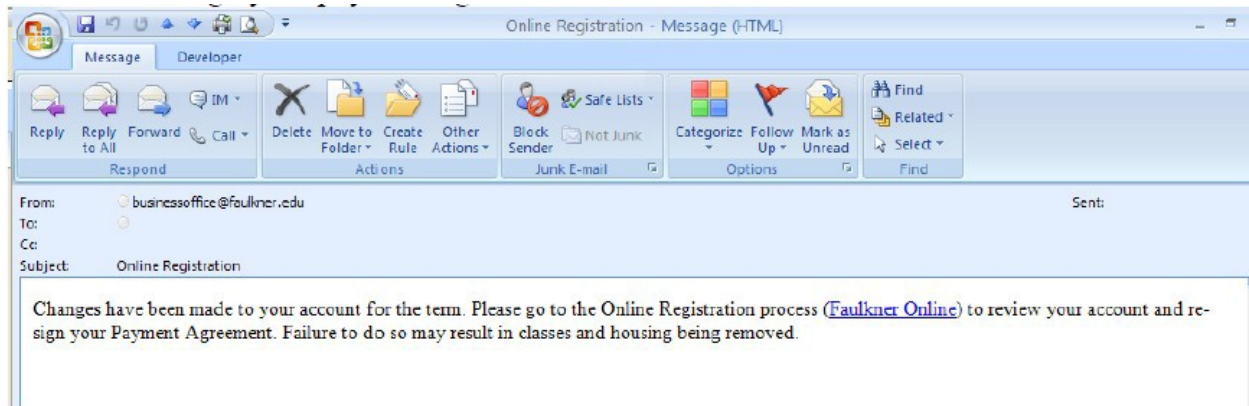
10. Then scroll to the bottom and click "Continue".



11. This will generate an email to the Student Accounts Office that handles your account. You will see this message on the screen:

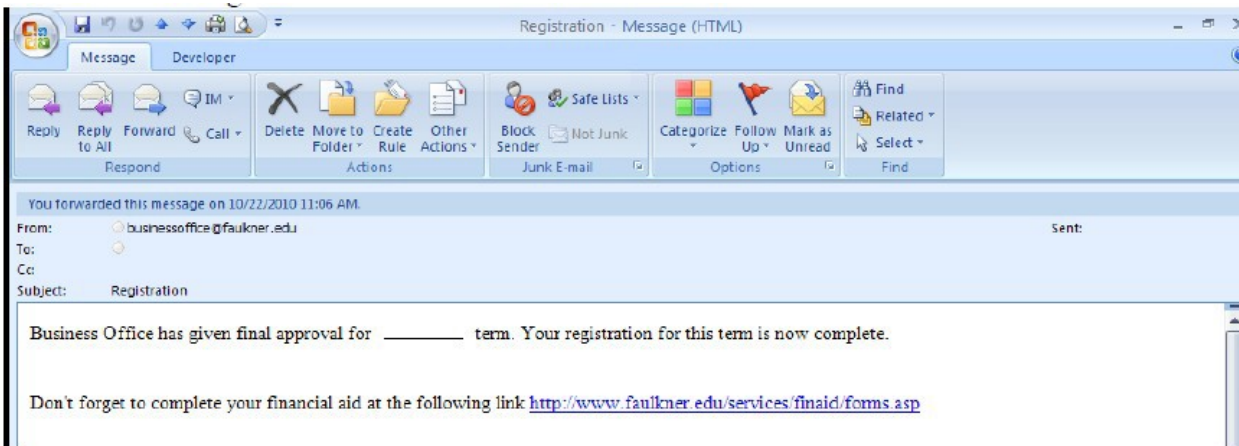


12. If there are any corrections needed, you will receive an email at your Faulkner email address requesting you to re-sign your payment agreement.



NOTE FOR LAW STUDENTS: Your Faulkner.edu email address is the primary means by which Faulkner University communicates with you regarding student and academic matters; please monitor this account diligently during the weeks between Online Registration and Orientation. Your Faulkner University email address will follow the format of firstname.lastname@faulkner.edu. Your login/password for my.faulkner.edu is the same for accessing your email. To access your email off-campus, go to <http://mail.faulkner.edu>.

- The notice about Financial Aid is a reminder to check to ensure that you have completed the documents available on the hyperlink.
- Please direct any questions regarding your Financial Aid documents and status to Ms. Kristal Darnell, Financial Aid Officer, at (334) 386-7484 or kdarnell@faulkner.edu.
- Please do not reply to your confirmation email unless you have a question regarding charges to your account or information contained on your Registration and Payment Agreement.



Congratulations! You have now completed the Online Registration process.

If you experience any problems, or have any questions regarding this process, please contact the Faulkner Law Registrar at (334) 386-7213 or lawregistrar@faulkner.edu

(Shannon Mohajerin)

or call the Faulkner Support Line at (334) 303-6504.