

# The “How to” Guide to Student Services | 2014-15

COLLEGE OF LAW



West Virginia University®

COLLEGE OF LAW



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## **MOUNTAINEER INFORMATION XPRESS (MIX) / STAR**

The Mountaineer Information Xpress, or MIX, is a Web platform customized for WVU students. Through MIX, you can check your grades, send and receive email, register for classes, pay your tuition and fees, and find out what's happening on campus.

Inside MIX, you will see a row of tabs at the top of the page, one of which is the STAR tab. This connects you with the WVU STAR Information System where you can check your financial aid award, pay your tuition and fees, add/drop classes, view mid-term and final grades, and much more.

### **How to Login to MIX / STAR**

1. Go to [www.mix.wvu.edu](http://www.mix.wvu.edu)
2. Enter your Username and Password
3. Click "Login"
4. Click the "STAR" tab at the top of the page
5. Click on "Click here to enter STAR." You are now connected to STAR.

### **MIX Emails**

Use MIX to check your emails frequently. Important information, including registration, financial aid, payments, externship opportunities, graduation, and approaching dates/deadlines, is sent to your MIX email.

### **What's Available on STAR?**

- Registration
  - Add or Drop Classes
  - Lookup Classes to Add
  - Enrollment Verifications
  - Change Class Options
  - Display Class Schedule
  - View Registration Fee Assessment
- Student Accounts
  - Review Charges & Payments
  - Make a Payment
  - Request Paper Bill
- Student Records
  - View Holds
  - Display Unofficial Transcript
  - Display Grades for the Current Academic Year
  - Graduation Application

## HOW TO REGISTER FOR CLASSES...

All students register online via MIX/STAR at the appropriate time determined by the College of Law. Students will begin receiving emails prior to registration. Please pay close attention to the details so that you are prepared when the time arrives. To register for classes:

1. Log-In to MIX / STAR (see above)
2. Click on the "Registration" link
3. Click on "Add or Drop Classes"
4. From the pull down window select appropriate term
5. Click on "Submit"
6. At bottom of page click on "Class Search" button
7. At "Subject" field select Subject from the menu by using the scroll bar. When subject appears place pointer on subject and click to hi-lite.
8. At "Course Number" field type course number
9. At "Title" field leave blank
10. At "Schedule Type" select "All"
11. At "Credit Range" field leave blank
12. At "Campus" field click on "WVU Campus Course"
13. At "Part of Term" field leave as "All"
14. At "Instructor" field leave as "All"
15. At "Start Time" field leave at default
16. Click on the "Class Search" button at the bottom
17. If the class is open, click pointer in the box on the left side of the page under the "Select" heading
18. Click on the "Register" button at the bottom of the page. If no error messages are received, you are now registered
19. To review your schedule click on the "Student Services & Housing" tab at the top of the page
20. Click on the "Registration" link
21. Click on "Concise Student Schedule"

### Notes:

- If you have selected courses that have variable credits, you can make adjustments by choosing the "Change Class Options" link
- Remember once you have completed registration, close your browser to protect your privacy
- If you are in STAR longer than 20 minutes, MIX will time-out due to inactivity on the MIX pages.
- Class schedules must be finalized by the last day of registration for any given term/semester. After the deadline, no additional registration can occur. Please review the 'Law School Academic Calendar' for specific dates.

## **Potential Registration Restrictions**

While registering for classes, you may encounter restrictions that prevent you from registering for a desired course. The potential registration restrictions are listed below. To request to register for the course with the below errors, you need to contact the instructor of the course. If the instructor approves, they will notify the Associate Dean of Academic Affairs and the Assistant Registrar for the College of Law, who will then contact you with the next appropriate steps to register. If you have any questions, please contact the Assistant Registrar for the College of Law.

1. **Pre-Requisite Error** – You have not completed the pre-requisite for the class.
2. **Section Closed** – The class has reached its maximum limit.
3. **Time Conflict** – You are attempting to register for classes that overlap in time.
4. **Departmental Approval** – The College of Law has placed a restriction on the course to only allow pre-approved students to register.
5. **Max Hours** – Law students are only permitted to register for 18 hours. To request to register for additional hours, contact the Chair of the Academic Standards Committee (currently Professor Bob Bastress).
6. **Holds** – If you have a hold on your account for any reason, you must resolve the situation before registering.

## **Curriculum Opportunities & Options**

To assist in the process of selecting upper-level courses, the Associate Dean's office publishes a "Curriculum Opportunities & Options" guide (<http://www.law.wvu.edu/r/download/184421>). This guide is designed to help first-year students choose courses for the fall semester of their 2L year and to sketch out an overall plan of study for the last two years of law school. To review this document, go to the WVU Law school homepage, select "Academics," select "Course Schedule & Registration Information," and then "2014-2015 Curriculum Opportunities and Options Guide."

## **HOW TO WITHDRAW FROM THE INSTITUTION...**

If you are considering an academic withdrawal from the current or future term, please consider all of your options and any possible ramifications. Possible ramifications may include, but are not limited to, issues with your scholarship/financial aid, W's on your transcript, and a delay in graduation. It is advised that you meet with the following staff prior to withdrawing:

- Associate Dean of Academic Affairs – John Taylor
- Assistant Dean of Student Affairs - Janet Armistead

- Financial Aid Counselor - Eric Meadows
- Assistant Registrar for the College of Law - J.J. Davis

Once the decision has been made to withdraw, please follow the below procedure.

1. To withdraw from all classes through the last day to drop a class with a “W”:
  - a. Log-in to MIX / STAR
  - b. Click on the “Registration” link
  - c. Click on “Add or Drop Class”
  - d. From the pull down window select appropriate term.
  - e. Click on “Submit”
  - f. Drop Classes

**Note:** If you are not returning for a future term and are registered for classes, you need to withdraw from the term before it begins.

2. If you need to withdraw from the **TERM** after the last day to drop a class with a “W,” but prior to the deadline to withdraw, send an email from your **MIX Account only** to the Assistant Registrar for the College of Law, J.J. Davis, at [jjdavis@mail.wvu.edu](mailto:jjdavis@mail.wvu.edu). Please include the following information:

- Your full name
- Last 4 digits of your student identification number
- Reason for your withdrawal
- Address
- Telephone number

**Note:** If you are withdrawing from ALL your classes during a Term, you will not receive any grade or credit for those classes, and your GPA is not affected. You will receive a “W” for each withdrawn class on your transcript and your hours attempted will include the classes from which you withdrew after the first week of the Term.

- **The last day to withdraw from all classes for the Spring and Fall Term is available on the “Law School Academic Calendar.”**

# LAW SCHOOL ACADEMIC CALENDAR

## **Fall 2014**

Monday, Aug 11 – Thursday, Aug 14	Orientation
Monday, August 18	First Day of Classes
Friday, August 22	Last Day to Add Classes Last Day to Change Grading Options (P/F, Audit) Last Day to Drop a Class w/o a “W” on Transcript
Monday, September 1	Holiday – Labor Day – No Classes
Monday, September 15	Deadline for Special Accommodation of Exams
Friday, October 24	Last Day to Drop a Class(es)
Tuesday, November 4	Holiday – Election Day – No Classes
Friday, November 21	Last Day to Withdraw from All Classes Last Day of Classes
Monday, Nov 24 – Friday, Nov 28	Fall Recess/Thanksgiving Break
Monday, Dec 1 – Friday, Dec 12	Final Exams
Friday, December 19	Commencement

## **Spring 2015**

Monday, January 12	First Day of Classes
Friday, January 16	Last Day to Add Classes Last Day to Change Grading Option (P/F, Audit) Last Day to Drop a Class w/o a “W” on transcript
Monday, January 19	Holiday – Martin Luther King, Jr. – No Classes
Friday, February 13	Deadline for Special Accommodation of Exams
Friday, March 20	Last Day to Drop a Class(es)
Monday, Mar 23 – Friday, Mar 27	Spring Recess
Friday, April 3	Holiday – Easter Recess – No Classes
Thursday, April 24	Last Day to Withdraw from All Classes Last Day of Classes
Monday, April 27 – Friday, May 8	Final Exams
Saturday, May 16	Final Exams

## HOW TO NAVIGATE DEGREEWORKS...

DegreeWorks is an online check sheet (audit) for students to review and monitor progress toward degree completion. It organizes academic coursework into blocks of requirements to help you easily identify courses you have completed and what courses you still need in order to complete your degree.

To access DegreeWorks:

1. Log-In to MIX / STAR (see above)
2. Scroll down to the “Resources” heading and click the “DegreeWorks” link.

Your DegreeWorks audit provides you a review of past, current, and planned coursework as well as information about completed and outstanding requirements. Your audit is organized by 'blocks.' These blocks show what requirements are needed to graduate and help you see what you need to do in order to fulfill the requirements within each block. The following 'blocks' may appear on your audit:

- Doctor of Jurisprudence: This block verifies that **all** requirements, including required courses, the minimum GPA requirement and the ninety-one-hour credit requirement, have been met.
- Law: This block verifies that all required courses (i.e. first-year courses, Appellate Advocacy, seminar, perspective course, capstone requirement) have been completed and that any applicable grade requirements for those courses (e.g., a grade of C or better in Appellate Advocacy) have been satisfied.
- Law Courses: This block is a summation of all law courses that are being used to meet the ninety-one-hour course requirement.
- Fallthrough: The Fallthrough block is a block for courses that are not being used to satisfy any other requirements in your audit (i.e. ninety-one-hour requirement, first-year requirements). These courses count towards your total number of degree hours and GPA.
- In-Progress: This block reflects all courses currently in-progress or registered for a future semester.
- Insufficient/Withdrawn/Repeated: This block shows courses that you have withdrawn from or failed, courses that were taken more than once (but were not repeatable for credit), and audited courses.

If you are a joint-degree student (J.D./M.B.A. or J.D./MPA), your DegreeWorks audit will only reflect work completed in the JD program. Because DegreeWorks cannot be programmed to take into account the credit hours earned for work on the other half of your joint degree, it will not accurately reflect your progress toward your J.D. If you have questions about whether you are on track, please contact the Assistant Registrar for the College of Law and/or the Associate Dean of Academic Affairs. When you have completed your joint-degree program, an annotation will appear on your transcript recording the credit hours you received for completing your joint degree program.



If you believe there is an error in your DegreeWorks audit, please contact the Assistant Registrar for the College of Law and/or the Associate Dean of Academic Affairs. For additional information on DegreeWorks, please visit the website of the University Registrar.

## **HOW TO VIEW YOUR FINAL GRADES...**

To view your final grades:

1. Log-In to MIX / STAR (see above)
2. Click on "Student Services and Financial Aid"
3. Select "Student Records" link
4. Select "Final Grades"

## **HOW TO APPLY FOR GRADUATION...**

At the beginning of the last semester of law school, prospective graduates are required to apply for graduation through the Office of the University Registrar. The Assistant Registrar for the College of Law will notify the prospective graduates, via email, of the pending deadlines and the appropriate time to complete the application online.

To apply for graduation, please follow the steps below:

1. Log-In to MIX / STAR (see above)
2. Click on "Student Services & Housing"
3. Click on "Student Records"
4. Click on "Apply to Graduate"
5. You may now begin the application process

### **College of Law Graduation/Hooding Website**

The Graduation/Hooding website for the College of Law goes live each year near the beginning of the spring semester. This contains all forms and information for College of Law graduates.

## HOW TO REQUEST AN OFFICIAL TRANSCRIPT

All financial obligations to West Virginia University must be cleared before transcripts can be released. Transcripts may not be picked up by another party unless the student has given written authorization with the request. The designated person will be expected to show a picture I.D. before obtaining the transcript.

A West Virginia University transcript is a complete record of a student's enrollment at WVU. This includes all undergraduate, graduate, and professional courses. Partial transcripts are not available. In addition, West Virginia University will not provide customers with copies of another institution's transcript that we may have in our possession.

To request your transcript:

1. Log-In to MIX / STAR (see above)
2. Click "Student Services and Housing"
3. Click "Student Records" link
4. Click "Order Official Transcript – WVU Main Campus Only" button. You are now directed to the order form provided by Credentials Inc. Please follow all the directions to complete the order.

**Note:** Before ordering a transcript, students should log on to their MIX account to insure that all grades and degree(s) have been posted. Missing grades or degrees will not justify resending a transcript at no charge. Transcript requests are processed immediately. They are not held for posting of final grades and/or degrees. If you are a current student and want to send a transcript with this information, please do not place your order until your grades and/or degree are posted to your unofficial transcript in MIX.

Additional information concerning transcript requests, including fees associated with transcript requests, is available at <http://registrar.wvu.edu/transcripts>.

## HOW TO OBTAIN AN ENROLLMENT VERIFICATION...

Enrollment verification can be obtained by logging in to your MIX account and going to the National Student Clearinghouse web site. Instructions for obtaining an enrollment verification are:

1. Log-In to MIX / STAR (see above)
2. Click "Student Services and Housing" link
3. Click "Student Records" link
4. Click "Request NSC Enrollment Verification" link
5. Click "Go to National Clearinghouse Site" button.

You are now directed to the National Student Clearinghouse web site. Review options and make selection. After selection has been made, print.

## HOW TO VIEW YOUR CLASS RANKING...

To view your class ranking:

1. Log-In to MIX / STAR (see above)
2. Scroll down to the "Resources" heading and click the "DegreeWorks" link. (You will now be logged into DegreeWorks.)
3. Click the 'Notes' Tab, located in the center of the page. Your class ranking will be listed as a note.
  - a. Ex: 2L Class Rank: Spring 2013 – 25 out of 130
  - b. Ex: 2L Class Rank: Spring 2013 – Not Ranked

### Notes:

1. Class rankings are not publicly announced.
2. Students in the top 50% of each class are individually informed of their class ranks.
3. Students who graduate in the top 25% of their class have their final class rank noted on their university transcript.
4. Students outside the top 50% of the class are not ranked.
5. The grade point averages that demarcate the top 25%, 33%, and 50% are publicly announced.

## HOW TO MAKE PAYMENT...

Students are encouraged to pay their account online through the STAR Information System. This service is available through MIX / STAR.

The accounts receivable information from STAR will give you real-time information about your account. You will be able to view all current charges and see payments applied to your student account as well. You will also be able to view all your anticipated credits from financial aid and other third-party sources.

Payment for charges posted to your student account can be made by electronic check or credit card (VISA, MasterCard, Discover, and American Express). Paying online is secure, convenient, and best of all, it's free!

**Note:** WVU assesses late payment fees for all accounts that do not meet payment deadlines. Late fees are also assessed monthly on unpaid balances.

### Pay Using the Web

To view your student account:

1. Log-in to MIX / STAR
2. Click on the "Student Services, Housing, and Financial Aid" link
3. Click on the "Student Accounts" link
4. Click on the "Electronic Bill by Term/Make Payment"
5. Select the Term, and scroll to the bottom and click "Make an Electronic Payment"

Notes:

- When making a debit card payment, many banks have a daily debit limit that can prevent a web transaction on STAR from processing. In such an event, students are responsible for making payment by another means by the payment deadline if they wish to avoid late penalties. Students may experience a blank payment page when trying to submit their payment. If payment by debit card, this means the card has been declined, most likely because of the daily limit.
- A 2.5% processing fee will be assessed on all credit/debit card transactions.

### **Pay By Mail (Check or Money Order)**

If you are using a “Bill Pay” service through a personal bank account, please allow 7-10 business days for your payment to be received and processed by our office. Please be sure to write your Student ID number on all check payments. Send all payments to:

WVU Office of Student Accounts  
PO Box 6003  
Morgantown, WV 26505

### **Pay In Person**

You can pay any of our cashiers in person. Our permanent location is on the ground floor of Stewart Hall (B-33) just inside the Prospect St. entrance. You can also make payment at our cashier satellite office at the Evansdale Residential Complex on the ground floor of Bennett Tower.

### **Third-Party Sponsor Payment**

If a third-party is paying on your behalf and requires a University invoice, please provide documentation indicating the third-party address and authorized amount to be billed and return this documentation to Student Accounts prior to the first day of the term in question. If your sponsor is not paying all of your charges, you are responsible for payment of the difference by the due date. If payment is not received for your share of the charges by the due date, a late penalty will be assessed. If your employer is reimbursing you after completion of your course work, your fees cannot be deferred and you must pay the amount due by the due date. Please see our Third-Party Billing section for more details.

## **HOW TO RECEIVE FINANCIAL ASSISTANCE...**

Although WVU Law’s reasonable tuition and fees are an excellent value —ranked 16th Best Value in the country by *preLaw* magazine—the College of Law recognizes that many students may not be able to afford the full cost of a legal education without financial assistance. Limited funds in the form of federal student loans, scholarships, and college work-study are available each year through WVU. Even if the student has not been accepted to the College of Law, he or she should apply for financial aid by March 1. The Free Application for Federal Student Aid (FAFSA) must be completed in order to receive any financial assistance, including all need-based scholarships. Students must complete the FAFSA in each successive year in order to be considered for financial aid.

The College of Law’s Financial Aid Counselor is Eric Meadows. His office is located on the 1st floor of the Law Center in room 100-G, which is in the Admissions area. You can stop by or call

him at (304) 293-5302. His office hours are M-W-F 1:00 PM-4:45 PM, and T-R 8:15-11:45 AM. Eric also works part time at the WVU Health Sciences Center throughout the week.

Deadlines for financial aid are as follows:

1. Federal Work Study: March 1 – A written request must be submitted to the Financial Aid Office.
2. Scholarships: March 1 – FAFSA results must be received by WVU by March 1 for first-round scholarship consideration.
3. Student Loans: No Deadline – The necessary documentation must be completed in a timely manner in order for the funds to be available for disbursement in August and January. WVU must receive your FAFSA results by June 30 to insure timely processing. Graduating students must complete a Loan Exit Interview if they borrowed from the William D. Ford Federal Direct Loan Program.

### **Important Codes**

Federal School Code for West Virginia University is 003827.

### **Scholarships**

A list of scholarships available from the Law School can be found on the web at [http://financialaid.wvu.edu/home/college-of-law/college-of-law-scholarships\\_p1](http://financialaid.wvu.edu/home/college-of-law/college-of-law-scholarships_p1). Scholarships available from outside sources can be found on the web at [www.fastweb.com](http://www.fastweb.com) and other helpful websites, as well as local businesses and organizations.

## **HOW TO CHANGE YOUR ADDRESS**

Students can update their address online. To update your address:

1. Log in to MIX / STAR
2. Click “Personal Information”
3. Click “Update Addresses and Phones”

## HOW TO CHANGE YOUR NAME

Students can change their name by submitting a request via fax (304-293-8991) to the Office of the University Registrar. This request needs to include:

1. Name
2. Date of Birth
3. Student Identification Number

In addition, please include a copy of the legal document (i.e. marriage certificate, divorce decree, etc.) verifying the name has legally been changed.

## IMPORTANT CONTACT INFORMATION

### Associate Dean of Academic Affairs

John Taylor .....[john.taylor@mail.wvu.edu](mailto:john.taylor@mail.wvu.edu) .....304-293-8180

### Assistant Dean for Career Services

Amber Brugnoli .....[amber.brugnoli@mail.wvu.edu](mailto:amber.brugnoli@mail.wvu.edu) .....304-293-6792

### Assistant Dean of Student Affairs

Janet Armistead .....[janet.armistead@mail.wvu.edu](mailto:janet.armistead@mail.wvu.edu) .....304-293-7320

### Director, Center for Law and Public Service

Jennifer Powell.....[jennifer.powell@mail.wvu.edu](mailto:jennifer.powell@mail.wvu.edu) .....304-293-8555

### Director of Admissions

Tina Jernigan .....[tina.jernigan@mail.wvu.edu](mailto:tina.jernigan@mail.wvu.edu) .....304-293-6253

### Financial Aid Advisor

Eric Meadows.....[eric.meadows@mail.wvu.edu](mailto:eric.meadows@mail.wvu.edu) .....304-293-5302

### Assistant Registrar for the College of Law

J.J. Davis .....[jjdavis@mail.wvu.edu](mailto:jjdavis@mail.wvu.edu) .....304-293-6767

Office of the University Registrar

Phone .....304-293-5355  
Fax .....304-293-8991  
Email.....[registrar@mail.wvu.edu](mailto:registrar@mail.wvu.edu)  
Address ..... PO Box 6878  
Morgantown, WV 26506

Office of Student Accounts

Phone ..... 304-293-4006  
Fax ..... 304-293-7337  
Email.....[osa@mail.wvu.edu](mailto:osa@mail.wvu.edu)  
Address ..... B-33 Stewart Hall  
PO Box 6003  
Morgantown, WV 26506