WestVirginiaUniversity®
COLLEGE OF LAW

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WVU Portal

The WVU Portal is a Web platform customized for WVU students. Through the WVU Portal, you can check your grades, send and receive email, register for classes, pay your tuition and fees, and find out what is happening on campus.

Inside the WVU Portal, 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 WVU Portal and STAR

1. Go to https://portal.wvu.edu
2. Enter your Username and Password
3. Click "Login"
4. Click the "STAR" icon
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 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 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, it will time-out due to inactivity on the 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 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.
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. 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 "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 for Academic Affairs – Elaine Wilson
- Assistant Dean for Student Life – Tina Jernigan
- Financial Aid Liaison- Elissa Momen
- Assistant Registrar for the College of Law- Kristi Wright

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 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 registrar@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 SEMESTER 2019

Wednesday, August 21	First Day of Classes
Tuesday, August 27	Last Day to Add Classes, Change grading option (P/F, Audit), and Drop a class without a "W"
Monday, September 2	Holiday – Labor Day – No Classes
Tuesday, November 19	Last Day to Drop a Class(es) , Last Day to Withdraw from all classes
Monday, November 25- Fri., November 29	Fall Break
Friday, December 6	Last Day of Class
Monday, December 9-Friday, December 20	Final Exams
Saturday, December 21	Commencement

SPRING SEMESTER 2020

Monday, January 13	First Day of Classes
Friday, January 17	Last Day to Add Classes, Change grading option (P/F, Audit), and Drop a class without a "W"
Monday, January 20	Holiday – Martin Luther King, Jr – No Classes-University Closed
Mon., March 16 – Fri., March 20	Spring Recess
Friday, April 10	Spring Holiday- No Classes-University Closed
Friday, April 17 (tentative)	Last Day to Drop a Class(es) , Last Day to Withdraw from all classes
Friday, April 24	Last Day of Class
Monday, April 27 – Friday, May 8	Final Exams
Friday, May 15 (tentative)	Commencement

SUMMER SEMESTER 2020

Monday, May 18	First Day of Classes (Full Term, 1st 6-weeks)
Monday, May 25	Holiday – Memorial Day – No Classes
Friday, June 26	Last Day of Classes (1st 6-weeks)
Monday, June 29	First Day of Classes (2nd 6-weeks)
Friday, July 3	Holiday – Independence Day (celebrated) – No Classes
Friday, August 7	Last Day of Classes (Full Term, 2nd 6-weeks)

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 the WVU Portal (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. 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. 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 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 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 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 ensure 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 STAR account and going to the National Student Clearinghouse web site. Instructions for obtaining an enrollment verification are:

1. Log-In to 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 the WVU Portal (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 2015 – 25 out of 130
   b. Ex: 2L Class Rank: Spring 2015 – Not Ranked

Notes:
1. Class rankings are not publicly announced.
2. Students (2L and 3L) 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 for 2L and 3L students.

HOW TO MAKE PAYMENT…

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

Paying your bill online is the fastest and easiest way to take care of your bill payment.

To pay online, log into WVU Portal and access STAR. From "Electronic Bill by Term" (in STAR), click the "PAY" link at the top of the page or "PAY NOW" at the bottom of the bill.

Choose one of two payment methods:

- E-Check - Use this method to avoid a convenience fee. An e-check works just like a paper check, except you input the routing and account numbers for your checking account. *Just like a paper check, e-checks can be returned for insufficient funds or if your account or routing number is incorrect.*

- Credit Card - Enter your credit card number, expiration date, and CVV code on the back of the card.*Visa, Mastercard, Discover, and American Express are accepted for a 2.25% convenience fee.*

Enter the amount you wish to pay and follow the instructions for your selected method. You will receive an email confirming payment. It may take 2-3 business days to see a debit in your checking account or a charge to your credit card account.

Parents who have been granted access by their student can view and pay bills in the Parent-Guest portal.

Other Forms of Payment

- Checks, money orders, or certified bank checks, paid to the order of **WVU** or **West Virginia University**, can be mailed to:

WVU Mountaineer Hub
2nd Floor - Room 200
P.O. Box 6004
Morgantown, WV 26506

  or accepted at the Mountaineer Hub (62 Morrill Way, Evansdale Crossing). Cash payments cannot be accepted at the Mountaineer Hub.

- Wire Transfer - WVU partners with Flywire to provide WVU international students with an easy and secure method to send international payments in your home currency.

- 529 College Savings Plan - Each plan is different, so contact your plan manager for instructions. Checks may be sent to the Mountaineer Hub address referenced above.

- Third Party Payments - Do you have a sponsor paying your tuition or fees? Contact osatps@mail.wvu.edu. Sponsors, please include:
  - Student's Name
  - Student's WVU ID Number
  - Specific charges or dollar amount that sponsor will be paying
  - What academic terms sponsor will be paying
  - Billing address for sponsor
  - Name and contact information for person authorizing contract

HOW TO RECEIVE FINANCIAL ASSISTANCE...

Becoming a lawyer is a big step and a major investment. WVU Law's affordable tuition and fees are recognized as an excellent value.

Even as an affordable law school choice, however, the College of Law recognizes that many students need financial aid to afford the full cost of legal education. Each year, WVU Law assists students in accessing a range of financial aid, including loans, scholarships, grants, graduate assistantships, and college work-study.

Your first step to be considered for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). Even before you're accepted to the College of Law, we encourage you to apply for financial aid by March 1.

The College of Law's Financial Aid Liaison is Elissa Momen. You can stop by or call her at (304) 293-0456.

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 https://financialaid.wvu.edu/students/professional-law/scholarships-1.   Scholarships available from outside sources can be found on the web at 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 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 for Academic Affairs
Elaine Wilson......................................elaine.wilson@mail.wvu.edu 304-293-7802

Assistant Dean for Career Services
Heather Spielmaker ....heather.speilmaker@mail.wvu.edu 304-293-8229

Assistant Dean for Student Life
Tina Jernigan ....tina.jernigan@mail.wvu.edu 304-293-7320

Director, Center for Law and Public Service
Jennifer Powell...................................jennifer.powell@mail.wvu.edu 304-293-8555

Director of Admissions
Beth Pierpont ....beth.pierpont@mail.wvu.edu 304-293-6253

Assistant Registrar for the College of Law
Kristi Wright ....kristi.wright@mail.wvu.edu..........................304-293-6767

Office of the University Registrar

Phone 304-293-5355

Fax..304-293-8991

Email..registrar@mail.wvu.edu

Address .... PO Box 6878

Morgantown, WV 26506

Office of Student Accounts

Phone 304-293-1988

Address .... PO Box 6004

Morgantown, WV 26506