

To: Continuing ALR Students

Date: August 22, 2011

From: Lynn Lenart and Kyle Passmore, Instructors of Record for Advanced Legal Research

Subject: Instructions to Continuing ALR Students Signing-Up for ALR Modules—Fall Semester 2011

Module enrollment period: Monday, August 22 - Friday, September 9

Deadline for completing modules: 5 PM, Friday, November 11

According to our records, you have completed the required ALR modules and you currently have an “*In Progress*” grade for ALR. In addition to the required modules, you also need to complete a minimum of 6 elective module hours prior to graduation. This memo contains instructions on the steps you need to take if you wish to sign-up for and take any elective ALR modules this semester.

You have from Monday, August 22 through Friday, September 9 to sign-up for any elective modules you plan to take this semester. Please note that Friday, September 9 is also the deadline for dropping any elective modules that you decide you no longer want to take. When you sign-up for modules it is your responsibility to read the syllabus for each of the modules you plan to take so you understand what is required of you and so you can drop the elective module(s) by the Friday, September 9 deadline if you decide you will not have time to do the work this semester.

Once the September 9 deadline passes you will not be permitted to add or drop any elective modules. While you do not have to take all 6 elective module hours this semester, you must complete every module you sign-up for this semester by 5 PM, Friday, November 11. Failure to complete elective modules by the deadline could result in a grade of NO CREDIT for the course and you would have to register and pay for ALR again.

As long as you continue to meet ALR deadlines for completing the elective modules you take, the “*In Progress*” grade will remain on your transcript until you complete the required minimum of 14 module hours (8 required hours + 6 elective hours). As long as you have a grade of “*In Progress*” in the course, you will not need to register and pay for ALR in any subsequent semester.

The ALR modules are offered as web-based classes utilizing [TWEN](#). Listed below are the directions for signing-up for elective modules this semester.

Signing-up for the Elective Modules:

<u>Module</u>	<u>Instructor</u>
Federal Government Documents (2 hrs.)	Kyle Passmore
Internet Legal Research (2 hrs.)	Annette Souare
Intro. to Casemaker (1 hr.)	Annette Souare
LexisNexis-Shepard’s (1 hr.)	Kyle Passmore
Ohio Legislative History (2 hrs.)	Lynn Lenart
Patent Searching (2 hrs.)	Lynn Lenart
Westlaw-Keycite (1hr.)	Kyle Passmore

In order to enroll in elective modules you will need to sign-on to [TWEN](#) using your Westlaw password and click on the “Add Course” button on the “My Courses” menu bar. From the list of available University of Akron courses, select the ALR electives you plan to take, scroll to the bottom of the screen, and click submit. If you add an elective module on TWEN, and then prior to September 9 decide you do not wish to take the elective module, you would return to this web page and drop the module. After September 9, you cannot make changes to your module enrollment.

You can use [Springboard](#) to locate specific information about your individual ALR progress. Just go to [Springboard](#) and log-in using your UANet ID and password. From your Springboard home page select Advanced Legal Research from your list of courses. Click on the Grades link in the Course Navigation Bar. You

will see a list of all of the ALR modules. For each module you have completed the list will indicate the number of hours you earned in that module. Once fall ALR module enrollment is complete we will update your record to indicate the modules you enrolled in for the fall semester. There will be a "0" next to each module in which you enrolled. After you complete a module we will update your record to reflect the hours you earned. Fall ALR enrollment information will be updated by September 16, one week after the module enrollment deadline. Starting September 19, module completion information will be updated within 5 business days after your instructor e-mails your module completion confirmation to you.

Additional information about ALR is available on [Springboard](#). There is ALR information posted in the News on your Springboard ALR course home page and additional information is available by clicking on the ALR Information link in the Course Navigation Bar. You can also contact either Kyle Passmore at 330-972-6352, [pkyle@uakron.edu](mailto:pkyle@uakron.edu) or Lynn Lenart at 330-972-6357, [lennart@uakron.edu](mailto:lennart@uakron.edu) with your ALR questions.

If you have questions about a specific module, please contact the module instructor:

Instructor	Phone	Email	Office
Lynn Lenart	330-972-6357	<a href="mailto:lennart@uakron.edu">lennart@uakron.edu</a>	Law 269
Kyle Passmore	330-972-6352	<a href="mailto:pkyle@uakron.edu">pkyle@uakron.edu</a>	Law 248
Annette Souare	330-972-5992	<a href="mailto:souare@uakron.edu">souare@uakron.edu</a>	Law 251