I hope you had a successful Fall semester and are having an enjoyable holiday break. Accompanying this memorandum are initial reading assignments for the Spring 2004 semester. Additional assignments will be posted on the second-floor bulletin board as they are received. Spring classes begin on Tuesday, January 20, 2004.

In addition to initial assignments, the following documents also accompany this memorandum:

* The 2003-2004 academic calendar.
* The Bookstore’s hours in the coming weeks.
* Trial Advocacy section assignments.
* A notice describing all additions and changes to the Spring schedule since the Spring Registration Bulletin was issued.
* The final exam schedule for the Spring semester.

**Purchasing Books for the Fall Semester:** You may ask the Bookstore to hold your Spring course books for you when they arrive, or, for an extra fee, you may request that the books be mailed to you. If you would like to take advantage of either of these options, stop by the Bookstore or call 312/906-5605. In addition, you may order your books over the web by clicking on the Follett’s Bookstore link on the Chicago-Kent Student Portal web page (http://www.kentlaw.edu/portals/current.html).
Schedule Changes: You may drop a course any time through the end of the second week of Spring classes without being charged for the course. If you drop a course after the second week of classes, however, you will not receive a tuition refund. You may add an open course without special permission until the end of the first week of Spring classes; during the second week, however, you may add an open course only with permission of the instructor. You may not add a course after the second week of the semester.

Spring Final Exams: The final exam schedule for the Spring semester accompanies this memorandum. Absent extraordinary circumstances, you must take your exams at the times scheduled, even if you have two exams in a row or one at 6:00 p.m. and another at 8:30 a.m. the next morning. You are deemed to have an “exam conflict” only if you have two exams scheduled at the same time, or three exams scheduled consecutively. (Please note that you are permitted to register for courses even if their exams are scheduled at the same time; one of your exams will be rescheduled.) If you believe there are extraordinary circumstances justifying rescheduling an exam even though you do not have an exam conflict, contact Jamie Lake, the Director of Student Services, well in advance of the exam date.