

## 2008 FALL REGISTRATION INSTRUCTIONS FOR JD STUDENTS

### REGISTERING FOR CLASSES

To register for 2008 Fall semester classes, students must use [Student Web Services \(SWS\)](#). If you are an LL.M. student, [click here to access the LL.M. registration materials](#).

The date on which a student may begin registering for Fall semester classes is determined by his year of study/division. A student's eligibility to register begins at 7:00 a.m. on the date indicated for his year of study/division and continues until the close of the registration period. Please refer to the listing of [registration eligibility dates for all priority registration numbers](#).

**Please note:** To allow for system maintenance during the registration period, [Student Web Services \(SWS\)](#) will not be available for student use for a significant period during the day on Saturdays.

### THE REGISTRATION PRIORITY SYSTEM

The registration priority system was adopted to ensure that all students have a fair opportunity of registering for classes.

### Registration Priority Days

Date	Priority	Year of Study / Division
Mon, July 14	1	Fifth, Fourth and Third Year Evening Students
Tues, July 15	2	Fifth, Fourth and Third Year Day Students
Wed, July 16	3	Second Year Evening Students
Thurs, July 17	4	Second Year Day Students
Fri, July 18	5	LLM and Visiting Students
Sat, July 19		System down for maintenance
Sun, July 20		Open Registration

# REGISTRATION REQUIREMENTS AND PROCEDURES

## MAXIMUM AND MINIMUM NUMBER OF UNITS ALLOWED

### Day Division (Full-Time)

Day students **MUST** register for a minimum of **12** units and, if not on probation, may register for a maximum of **16** units without approval for extra units.

If a student wishes to take fewer than 12 units, she must petition in writing and obtain the written approval of the Registrar. Students may petition via email to: [registrar@lls.edu](mailto:registrar@lls.edu) or complete a *General Petition* form available in the Office of the Registrar or on the Registrar's [website](#). Unless that approval is obtained, day students who enroll in fewer than 12 units will be billed the full-time, flat tuition rate.

A student who seeks approval to take more than 16 units, must petition in writing. Students may petition via email to: [registrar@lls.edu](mailto:registrar@lls.edu) or complete a *General Petition* form available in the Office of the Registrar or on the Registrar's [website](#). Students wishing to take extra units should petition well before their online registration date to allow time for the petition to be reviewed prior to the time they are eligible to register for classes.

### Evening Division (Part-Time)

Evening students **MUST** register for a minimum of **8** units and may register for a maximum of **11** units. If an evening student wishes to take more than 11 units in his final semester, he must obtain the approval in writing of the Registrar. Students may petition via email to: [registrar@lls.edu](mailto:registrar@lls.edu) or complete a *General Petition* form available in the Office of the Registrar or on the Registrar's [website](#). (Students should refer to the [Student Handbook](#) for more detailed information.)

### Restrictions on Dropping Courses

Once a student is registered for a required course (e.g., Constitutional Law, Evidence, and Ethical Lawyering), she may not withdraw from the required course without approval of the Associate Dean for Student Affairs.

### WAITLISTS

If a class in which a student wishes to enroll is closed, she may waitlist herself for the class and follow the waitlist procedure described below. Students on a waitlist may not attend the waitlisted class.

There will be **two phases** of enrollment eligibility notification from the waitlists for Fall 2008 registration. **The first phase will begin on Monday, July 28.** The waitlists will be activated daily at 1:00 p.m. from Monday, **July 28** through Thursday, **July 31**. During that time, if a seat becomes available, the student will receive an email message from the Office of the Registrar, indicating that he is eligible to enroll from the waitlist. To enroll in a waitlisted class, eligible students must log into [SWS](#) and select "Enroll from the Waitlist" from the status drop-down list for the appropriate course. **The second phase will begin on Wednesday, August 13.** From Wednesday, **August 13** through Thursday, **August 21**, the waitlists will be activated daily at 1:00 p.m. Eligible students can then use the "Enroll from the Waitlist" function in [SWS](#) to add the appropriate course. **All waitlist requests will expire on Friday, August 22.**

**A student's enrollment eligibility expires at 9:00 a.m. on the day after he becomes eligible to enroll from the waitlist.**

## **OPEN ADD PERIOD**

On Monday, August 25, from 7:00 a.m. to 6:59 p.m. students will not be allowed to register, add, or drop classes. **The open add period begins at 7:00 p.m. on Monday, August 25, and continues until 6:59 p.m. on Tuesday, August 26.** During that time, students may enroll in open classes on a first-come, first-served basis. Tuesday, August 26 is the last day on which students may register or add classes.

## **SPECIAL TYPES OF REGISTRATION APPROVALS**

### **Registration for Ethical Lawyering**

All **Second Year Day** students and **Third Year Evening** students **MUST** complete Ethical Lawyering before the end of the 2008-2009 academic year. Because this is a skills course in which all sections must maintain specific, limited enrollments, special rules apply to the registration process for Ethical Lawyering. These rules are as follows: To ensure the specified enrollment in all Fall sections, the Law School reserves the right to force register a student in a particular section of Ethical Lawyering, **whether or not** that student wishes to enroll in Ethical Lawyering.

**Once an Ethical Lawyering section has closed, students are not allowed to switch to another section without petitioning.** However, the Registrar may allow a student to change sections if there is a seat available for her in the section she wishes to add, once all students required to take Ethical Lawyering have been enrolled. If a student who is enrolled in Ethical Lawyering wishes to change sections, she should file an *Ethical Lawyering Petition* form or may email the petition to [registrar@lls.edu](mailto:registrar@lls.edu). To maximize your ability to change Ethical Lawyering sections students should file their petition before the start of classes.

### **Registration for Externships**

**Prior approval is required to register for an externship.** All students applying for an off-campus externship must apply through the Externship Department. Advance approval by the Externship Director or the Assistant to the Director is required for any proposed externship placement. Once approval is obtained, the student will be permitted to register for the externship using [SWS](#).

Students applying for an externship with the Disability Rights Legal Center – Center for Conflict Resolution must submit an *Add/Drop* form, signed by the supervising Disability Rights Legal Center staff member, to the Office of the Registrar.

Students who fail to follow these procedures will not be permitted to enroll in an externship.

### **Registration for Law Review Journals and Scott Moot Court Honors Board**

Law Review Journals and the Scott Moot Court Honors Board are all year-long activities for which students must register in the Fall semester for both the Fall and Spring semesters. The appropriate course numbers and unit values are listed in the *2008 Fall Course Offerings*. **Students may register for Law Review Journals by invitation only.**

Students who enroll into Appellate Advocacy in the Fall 2008 semester and who wish to register for the Scott Moot Court Competition must achieve a standard of B- or 79.

## **Registration for Directed Research Projects**

Before a student can enroll in a Directed Research Project, he must secure the permission of the professor who will supervise the Directed Research paper, as well as that of the Associate Dean for Academic Affairs. Students may not register via SWS for a Directed Research Project. *Directed Research Request Forms* are available in the Office of the Registrar or on the Registrar's [website](#). Students should refer to the [Student Handbook](#) for more detailed information.

## **Petitions Regarding Required Courses**

An upper division student in the following categories may petition in person by submitting a *General Petition* form or may email the petition to [registrar@lls.edu](mailto:registrar@lls.edu) if she:

- Wants to enroll in any required course outside of the general sequence for her section (e.g., Section 1, 2, 3, or Evening).
- Wants to enroll in a required course other than those listed for the student's year (e.g., second year day, second year evening, and third year evening).
- Is on probation and, after receiving the written approval of the Student Affairs Advisor, wishes to enroll in a required course in order to repeat it.

## **REPEATING A COURSE**

Students wishing to take a course for the first time will be given priority over students repeating a course. A student wishing to retake a required course can only waitlist the course during the priority registration period. Students will be notified if they can add a course through the waitlist process.

*Students may not repeat a class with the same professor unless it is unavoidable.* Any student, who has to repeat a class with the same professor, must obtain approval. Students may petition via email to: [registrar@lls.edu](mailto:registrar@lls.edu) or complete a *General Petition* form available in the Office of the Registrar or on the Registrar's [website](#).

## **REGISTRATION AS A RESEARCH ASSISTANT**

Students acting as Research Assistants may not enroll in a course being taught by the professor for whom they are working. Additionally, Research Assistants who are assisting the professor compile materials for a course should not be taking the course simultaneously. This is to avoid bias (actual or perceived) in favor of the Research Assistant.

## **SECOND YEAR DAY REQUIREMENTS**

Second year day students are required to take Constitutional Law II (4 units) and Evidence (4 units) in the Fall semester. Students are also required to take Ethical Lawyering (3 units) either in the Fall or Spring semester. Please refer to *Registration for Ethical Lawyering* (above) for additional information.

## **SECOND YEAR EVENING REQUIREMENTS**

Second year evening students are required to take Constitutional Law I (3 units) and Criminal Law (4 units) in the Fall semester, Civil Procedure (5 units, year-long course – 2 units in the Fall semester and 3 units in the Spring semester), and Constitutional Law II (4 units) in the Spring semester).

### **THIRD YEAR EVENING REQUIREMENTS**

Third year evening students are required to take Evidence (4 units) in the Fall semester. Students are also required to take Ethical Lawyering (3 units) either in the Fall or Spring semester. Please refer to *Registration for Ethical Lawyering* (above) for additional information.

### **PREREQUISITES**

It is the student's responsibility to ensure that he has fulfilled any prerequisites required for a course. Students will not be permitted to enroll in a class for which they have not met the prerequisites. In some cases, a student may be able to obtain a written waiver from the professor teaching the class. The student should submit this waiver to the Office of the Registrar ([registrar@lls.edu](mailto:registrar@lls.edu)) prior to the time they are eligible to register for classes.

### **ATTENDANCE IN ELECTIVE CLASSES**

In addition to attendance on the first day of class, attendance is mandatory for all classes that meet during the Add/Drop period. Attendance will be taken during these class meetings and those with unexcused absences will be dropped to accommodate students on the waiting list.

**Please note:** Students should not rely on this procedure as a means of withdrawing from a class. If a student wishes to withdraw from any elective class, she should drop the class using [SWS](#).

### **SCHEDULE CHANGES**

Course offerings, examination dates, and class schedules including meeting times, days and rooms are subject to change without notice.

Students are advised to check the Office of the Registrar's [website](#) for changes related to room assignments as well as days and times of class meetings.

## **OFFICE OF THE REGISTRAR GENERAL INFORMATION**

### **ADDRESS AND TELEPHONE CHANGES**

Students should ensure that the Office of the Registrar has a current address and telephone number on file. Students must update their information online through [SWS](#).

### **BAR CERTIFICATION**

The Committee of Bar Examiners will mail a *Law School Certification* form to the Office of the Registrar for all graduating students who apply to take the February California Bar Examination. Upon verification of completion of degree requirements, the Office of the Registrar will forward the student's final transcript and the Law School Certification form to the Committee.

### **EXAMINATION PROCEDURES**

Students should use their 7-digit student identification number for identification purposes on all in-class examinations, take-home examinations, and papers.

Students should refer to the [Student Handbook](#) for additional information on examination procedures.

## **EXAMINATION CONFLICTS**

The Office of the Registrar will automatically reschedule examinations and notification will be sent to students who have more than one exam scheduled for the same day.

A student may petition to reschedule an examination for one of the following reasons: a time conflict (defined as two or more exams **on the same calendar day**)\*; religious observation prevents the student from taking the examination on a particular day; the student has a serious illness or other medical emergency; the student has a death in the immediate family; or extraordinary and compelling circumstances beyond the student's control. Students may petition via email to: [registrar@lls.edu](mailto:registrar@lls.edu) or complete a *Petition to Reschedule an Examination* form available in the Office of the Registrar or on the Registrar's [website](#).

**Students may not approach a faculty member about rescheduling the examination in his course.**

Students should refer to the [Student Handbook](#) for more detailed information on rescheduling examinations.

**(\*) Please note:** Exams which do not occur on the same calendar day are **NOT** considered in conflict and will **NOT** be rescheduled. For example, a morning exam that is directly preceded by an evening exam is not subject to rescheduling.

## **GRADE REPORTING**

Students may view their grades using [SWS](#).

It is up to each professor to determine whether to provide students with information pertaining to the grade distribution in her course. The Office of the Registrar will not issue any information regarding grade distributions.

Professors are assigned rolling deadlines for submitting grades.

## **IDENTIFICATION CARD**

Each student is required to carry a Loyola Student Identification Card. The card will allow a student access to the campus, examination rooms, Library and the Office of Career Services, and to make purchases from the Graphics Department.

## **LOAN DEFERMENTS**

Loan deferments are verified for a maximum of one academic year. Almost all the major lenders are automatically notified of student enrollment through the National Student Clearinghouse. If a student is using a lender that does not participate in the Clearinghouse process, forms should be brought to Office of the Registrar **WITHOUT** the dates for the period of enrollment filled in. The Office of the Registrar will complete this information. Loan deferment forms submitted with the incorrect dates will be corrected. Forms that have been altered to correct the period of enrollment may be rejected by the loan-servicing agency.

## **ACADEMIC ADVISING**

Staff in the Office of the Registrar and the Office of Student Affairs are available to advise students regarding course selection and other academic issues.

Students may contact the Office of the Registrar at (213) 736-1130 or the Office of Student Affairs at (213) 736-8151 for an appointment. We strongly suggest you review the tracks information at

[intranet.lls.edu/tracks](http://intranet.lls.edu/tracks), graduation requirements at [reg.lls.edu/graduation/grad-checklist.html](http://reg.lls.edu/graduation/grad-checklist.html), and the Bar Exam Checklist at [reg.lls.edu/graduation/bar-checklist.html](http://reg.lls.edu/graduation/bar-checklist.html).

## **DISABILITIES**

Loyola Law School complies with the Americans with Disabilities Act of 1990 and with Section 504 of the Rehabilitation Act of 1973 as amended. These Acts prohibit discrimination based on a disability.

The Committee on Disability Issues establishes general policy and guidelines for decisions on individual accommodation requests. The Office of Student Affairs coordinates the award and administration of disability accommodations.

The Law School endeavors to assist students with disabilities to complete law school and perform in an academically comparable manner with other students. Students requesting disability accommodations must complete a *Request for Reasonable Accommodation* form and provide supporting documentation of their disability. Disability accommodations will not be awarded based upon disclosures of a disability in the admissions application, personal statement, and letters of recommendation or otherwise.

Students may obtain a *Request for Reasonable Accommodation* form by visiting the Office of Student Affairs or by contacting them at (213) 736-8151. Because obtaining the appropriate supporting documentation may be difficult, and as the review of requests for reasonable accommodations can be a lengthy one, students are encouraged to apply immediately.