

## SPRING 2020 REGISTRATION BULLETIN

### IMPORTANT TO KNOW!

Registration begins ( <b>See chart below</b> )	Tuesday	November 12, 2019
<b>Registration &amp; Payment form due</b>	<b>Tuesday</b>	<b>December 17, 2019 (3:00 PM)</b>
Online Registration Closes	Monday, 11:59 PM	December 16, 2019
Payment due date	Monday	January 6, 2020
Last day to drop Externship or Clinic	Monday	January 14, 2020
<b>Semester begins</b>	<b>Monday</b>	<b>January 21, 2020</b>
Last day to add classes	Friday	January 27, 2020
Last day to drop classes		
MLK Day (NO Classes)	Monday	January 20, 2020
Spring Break (No Classes)	Monday-Sunday	March 16–22, 2020
Last day of classes	Tuesday	May 5, 2020
Last day to withdraw ("W" grade)		
Reading Period (No Classes)	Wednesday – Friday	May 6 – May 8, 2020
Final Examination Period		May 9 –20, 2020
Semester Ends	Wednesday	May 20, 2020
Commencement	Thursday	May 21, 2020

Registration will open on Tuesday, Nov. 12, 2019 at 6:01 AM PDT. Registration is processed according to the following groupings. Registration received after the opening date for your group will be processed on a first-come, first-served basis.

Group	Registration Opens	Group Members	#
FEMN	Tuesday, Nov. 12, 6:01 AM	All Part Time 2020 grads	29
DRS	Tuesday, Nov. 12, 12:31 PM	All Full Time 2020 Grads	55
ASGD	Wednesday, Nov 13, 6:01 AM	All Other Part Time Students	68
WKDA	Thursday, Nov. 14, 6:01 AM	All Other Full Time Students	66

Students may register for classes in one of three ways:

1. On-Line (continuing students only): Students may register for classes from November 12, 2019 – December 16, 2019, and may make changes to their schedules through December 16, 2019. On-line registration is considered to be complete only when the signed Registration and Payment Form indicating method of payment has been received by the Student Services Office. Students registering after December 16<sup>th</sup> must register in person.
- 2.
3. Mail-in: You may submit registration materials by mail now, but they must be **RECEIVED BY** December 16, 2019. Forms received prior to November 12<sup>th</sup> will not be processed until the appropriate registration date. Students registering on line will have at least a three hour head start on getting into preferred classes. Registration materials are considered received as of the date they arrive in the Student Services Office, *not* the date they are postmarked. Students registering after December 16<sup>th</sup> must register in person.

4. In-person: You may submit registration materials in person during office hours, but registration won't be processed until the day your group window opens. If you register after January 6, 2020, you must be prepared to make any payment necessary to bring your account current.

## **REGISTRATION PERIODS AND DEADLINES**

November 27 – December 2, 2019 – Registration will be turned off from 1:00 pm on Wednesday, November 29 until 10:00 am on Monday December 2<sup>nd</sup> for month-end bookkeeping.

November 12, 2019 – December 16, 2019 - registration accepted on-line, by mail, or in person, and are processed according to the registration group assigned.

December 17, 2019 – January 2, 2020 - registration materials are accepted in person only and processed on a first-complete, first-served basis. Students registering on this date must make payment arrangements before their registration will be processed, with full or partial tuition payment (if applicable) due on the payment due date, January 3, 2020. Registration and payment forms are due on this date.

January 6, 2020 – January 18, 2020 - registration materials are accepted as **late** and are subject to a \$100.00 late registration fee. *Students registering during this period must pay the late registration fee and make full or partial tuition payment in order to be eligible for registration.*

November 12, 2019 – registered students may add classes. Beginning December 17<sup>th</sup>, all registration changes must be completed in person, by email or fax.

January 6, 2020 – payment deadline – see the ***Financial Information*** section for details.

January 14, 2020 - last day to drop Externships. Beginning Wednesday, January 15, 2020, students must obtain written permission from the Dean of Academics to withdraw from the program. Students who fail to attend Externships will receive a 0.0 ("F").

May 5, 2020 – last day to withdraw from elective courses.

## Registration Information

**(This is not really new unless you've never read this far)**

### Basic Bar Studies

Basic Bar Studies is a six-unit course divided into two separately graded components: 228A Basic Bar Studies (MBE) and 228B Basic Bar Studies (Essay). You will need to waitlist for both section and during the same time slot. The section designations are coded to the bar review providers; KN means it is the Kaplan section of the night BBS class, TD means it is the day section of Themis' BBS class. I will be sending out sign-up forms for each provider at a later date. Once the bar review company has confirmed that you've done whatever they require, I will move you off the waitlist and into the class itself. You do not need to write BBS on your registration form unless you want to.

### Constitutional Law

As you may have noticed, there are three sections of Constitutional Law II, though there were only two sections in Fall. What this means is that there is no guarantee you will be able to continue with the same professor. Both Professors Brower and Sobel use the same casebook and cover the same material. I have set up waitlists for all four sections and will contact you VIA EMAIL if a space becomes available. Please plan accordingly.

### Permission Only Courses

Some courses require the permission of the program director to enroll. If you have applied for Externship or are participating in Moot Court, Mock Trial, Negotiations Competition, or Law Review, please add yourself to the waitlists for the appropriate sections. Externship has both a placement section and a seminar section. It is imperative that you waitlist for both. I will move you from the waitlist into the class upon confirmation of your eligibility and/or selection for the class. Please keep an eye on your schedule for spring so you will know in advance of the start of the term if there is an issue.

### Independent Study/Special Project

If you are intending to undertake an independent study for either units or to fulfil the upper division writing requirement, please waitlist for LAW 504 Special Project (CRN 3084). I will send to you via email the necessary paperwork and will hound you until it is submitted or you request to be removed from the list. As many of you know, I'm fairly proficient at nagging.

### Waitlists

If you waitlist for one of the courses listed above (and haven't registered for its functional equivalent) or any other course, please total the number of units for which you are waitlisted and register for LAW 888 Billing Purposes Only (CRN 3058). Type the number of billing units you need to add. This is so the correct tuition rate will be applied. If you've registered for substitute courses, you will NOT need to register for billing units (clear as mud, right?). Please email me if you need clarification.

I will contact people VIA EMAIL on the waitlist in the order in which they added if seats become available or if your eligibility is determined (Law Review, BBS, Externship, etc.). You have 24 hours to reply to my email before I move to the next person. It is your responsibility to keep an eye out for messages. The only priority system for regular waitlisted courses is first come, first served. If you do not add yourself to the waitlist properly, there is **NOTHING** I can do to "fix" it. You must remember to "submit" the registration status change.

Some waitlists will close (I'm looking at you, Law of Vice). I will not add more spaces to the waitlist as it is **HIGHLY** unlikely that I will get that far down the list. The system measures time by the thousandth of a second, and yes, it is entirely possible for a section to close and the waitlist fill during

the first MINUTE that registration is open. If you scroll back to the very first page of the registration bulletin, you will see the number of students in each registration group. If there are 25 seats available for a class and there are 40 students registering...yes, closed classes and waitlists happen. Professors may NOT select students from the waitlist, nor can they sign students into their classes. Please don't ask them.

### **THE FINE PRINT SECTION (STILL IN 12 POINT FONT)**

**ACADEMIC LOAD** - Full-time students are required to register for 12 – 16 credits per semester. Part-time students are required to register for 8 - 10 credits per semester. Overloads (11 or 17 credits) will not be approved absent compelling circumstances. If you intend to register for 7 or fewer credits, you must be approved for a reduced load prior to registration in order to have your registration forms processed. If you are changing from full-time to part-time, or vice versa, please complete the Petition for Change of Status and have it approved by Dean Keller prior to registration.

**ATTENDANCE** - Students are required to attend class sessions for all courses in which they are registered and to be prepared to participate in class discussions. Any student who misses more than 15% of instruction in a required course will not be permitted to attend further class meetings, shall not be permitted to take the final examination(s) and will receive a grade of AF. Students enrolled in non-required courses who exceed the number of allowed absences are provided with an opportunity to withdraw from the course. Students are reminded that individual faculty may impose more stringent attendance requirements.

**TEXTBOOKS** –Western State College of Law no longer has an official bookstore. Law texts can be purchased on-line from the enterprises listed on the booklist. The booklist for Spring 2020 will be emailed to all registered students on or about December 18, 2019. If we're incredibly fortunate, it may even appear on our website. Questions about textbooks and casebooks should be directed to Librarian Sarah Eggleston (seggleston@wsulaw.edu).

**PREREQUISITES** - All students are required to have satisfied the course prerequisites prior to registration. If a student has not fulfilled the course prerequisites, the Registrar will disenroll the student from the course. It is the responsibility of the student to ensure that course prerequisites have been satisfied. Prerequisites are listed in the course descriptions found in the Student Services Office.

**RESTRICTIONS (HOLDS)** - Students with holds placed by administrative offices such as Admissions, Student Finance or Student Accounts will not be permitted to register until the hold is released by that department. Registration forms cannot be processed for students with holds. Students whose holds are not released on or before Wednesday, January 3, 2020 will be subject to late registration fees (\$100.00).

**PETITIONS** - Students requesting a deviation from any policy or procedure related to enrollment, the curriculum, or registration must submit a written petition stating the nature of the exception requested as well as the reason for the request. Petitions for waivers of recommended courses and waivers of prerequisites may be submitted with registration materials. Requests for changes of status, including under and overloads, should be submitted prior to registration.

**FOUNDATION LAW POINT CLASSES** - Foundation Law points can be earned only in the following courses:

*Civil Procedure I	*Civil Procedure II	*Contracts I
*Contracts II	*Criminal Law	*Property I
*Torts I	*Torts II	Administrative Law
Basic Bar Studies	Business Associations	California Civil Procedure
Community Property	Constitutional Law I	Constitutional Law II
Criminal Procedure	Estates	Evidence
Federal Income Taxation	Professional Responsibility	Property II
Remedies	Sales	Selected Topics in American Law

\*Courses with an asterisk are designated as first year courses. A maximum of four (4) Foundation Law Points can be counted from this group.

One foundation law point is earned for a grade of 2.5 or higher in the above classes. No foundation law points are earned for a grade less than 2.5 in the above classes. See the Student Handbook section 3.3.1 for more information.

**WITHDRAWALS** - Students may withdraw from elective courses and receive the grade of "W" until Tuesday, May 5, 2020. Students may not withdraw from a required course, an externship, clinic or a special project without written permission from the Associate Dean of Academic Affairs. The Associate Dean will grant such permission only in extraordinary circumstances. If permission is granted, the grade of "W" will be recorded on the student's official transcript. If permission is not granted, the student must continue to attend the course in which they are registered. Failure to attend will result in the grade of 'AF' being assigned.

**SCHEDULE CHANGES/COURSE CANCELLATIONS** - Class schedules, examination dates, and course offerings are subject to change without notice. Students are encouraged to check the official bulletin boards for changes. If a student is enrolled in a cancelled course, the Student Services Office will attempt to notify the student to provide sufficient time to make schedule changes. Occasionally, attempts to contact students will be unsuccessful. In that case, students will be dropped from the course and a tuition credit issued if applicable.

**INTERNATIONAL STUDENTS** - As a non-immigrant student, your stay in the United States will require compliance with the rules and regulations of the U.S. Government; these rules and regulations are complex and subject to change. Visit the Bureau of U.S. Citizenship and Immigration Service (USCIS) website at <http://uscis.gov>. Click on Immigration Services and Benefits Programs and then scroll down under Temporary Visitors to find the category addressing Students Attending U.S. Schools. Internet research will provide current, first-hand information on the appropriate process for your particular situation. Please understand that it is your responsibility to attain current, valid procedural information regarding your specific visa requirements.

Please note that one of the requirements for foreign students seeking to study in the U.S. is that the student must be enrolled as a full-time student at the institution. Foreign students not enrolling in 12 or more units will be considered out of compliance and the USCIS will be notified.

**VISITING STUDENTS** - Western State College of Law welcomes visiting students from other ABA approved law schools. Students interested in visiting Western State should submit a letter of good standing, an official transcript and a visiting student application. Visiting students are expected to adhere to Western State policies and procedures during their stay. Visiting students are not eligible for awards and honors.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

**The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.**

Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the Registrar, he/she will retrieve the record from the appropriate personnel officials. The contents of student files are the property of Western State College of Law and are not available for copying.

Upon request, the school discloses education records without consent to officials of another school in which the student seeks or intends to enroll.

**The right to request the amendment of a record that they believe is inaccurate or misleading.**

Students may ask the school to amend the student's education records if he/she believes they are inaccurate or misleading.

If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If the campus denies the amendment request after the hearing, the student is given the right to insert a statement in the education record.

**The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution as an administrator, supervisor, instructor, or support staff member; a person serving on the board; a person or company with whom the institution has contracted to perform a special task (such as an auditor or attorney); a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Another exception which permits disclosure without consent is the disclosure of directory information, which may be disclosed to the general public without prior written consent of the student.

The following information is designated as directory information by WSCL:

Names of students; Date and place of birth; Addresses; Phone numbers (includes cell phone); Campus assigned email address; Dates of attendance; Program of study; Degree completion; date and degree earned; Student's current status (full time, part time, graduated, leave of absence); Previous institutions attended and degrees earned elsewhere; Participation in officially recognized activities; Awards received, Class Rank.

You may inform the Registrar within two weeks of the start of the term that you refuse to let the institution release directory information. The request must be made in writing and is valid until a subsequent written request is received.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by Western State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:**

Family Policy Compliance Office;  
U.S. Department of Education;  
600 Independence Avenue, SW;  
Washington, DC 20202-4605