

SPRING 2022 REGISTRATION BULLETIN

IMPORTANT TO KNOW!

Registration begins (See chart below)	Tuesday	November 9, 2021
Payment due date	Tuesday	January 4, 2022
Last day to drop Externship	Tuesday	January 11, 2022
MLK Day (NO Classes)	Monday	January 17, 2022
Semester begins	Tuesday	January 18, 2022
Last day to add classes	Monday	January 24, 2022
Last day to drop classes		
Spring Break (No Classes)	Monday-Sunday	March 14–20, 2022
Last day of classes		
Last day to withdraw ("W" grade)	Tuesday	May 3, 2022
Reading Period (No Classes)	Wednesday – Friday	May 4 – May 6, 2022
Final Examination Period		May 7 –20, 2022
Semester Ends	Wednesday	May 20, 2022
Commencement	TBD	

You may submit your completed registration and payment form now. I will process all registration forms received on a first-come, first-served basis beginning on Tuesday, Nov. 9, 2021, according to the following groupings. These groups are based on your anticipated graduation date and enrollment status, as of the ABA's census date (Oct. 5, 2021).

Group	Registration Processing Begins	Group Members	#
	Tuesday, Nov. 9, 2021	All 2022 Grads	
	Wednesday, Nov 10, 2021	All Other UD PT Students	
	Thursday, Nov. 11, 2021	All Other UD FT Students	
	Friday, Nov. 12, 2021	All Fall 2021 1Ls	

How to Register (there are changes in this section):

Below are several important points. Consider them **rules**, not guidelines:

- Registration will be 100% paper based.
- Submit your completed Registration and Payment form as soon as possible, preferably via email as a pdf. Do NOT submit a photograph of your form, especially from an iPhone.
- You may type your name on your Registration and Payment form **IF AND ONLY IF** you submit it from your *stu.wsulaw.edu* email account. Otherwise, you **MUST** sign it **IN INK**. Please plan to submit your form well before December 17, 2021 (now is a good time). Students who submit the Registration and Payment form after the 12/17/2021 date will be registered for open classes once the Student Accounts office (Brenda Ishmael) has had an opportunity to assess whether payment will be due on January 4, 2022, and has provided you with that payment information.
- A completed Registration and Payment form has Sections I, II, III, and IV filled out, is signed, and dated.

- Students who began their studies prior to Fall 2021 are welcome to mix and match day and evening course sections as best fits your needs. If any sections close, I will begin a waitlist and notify you that you are on it. Students will be added to waitlisted sections in the order in which their names appear on said waitlist.
- First year students (new Fall 2021 law students) **MUST** remain within their section letters but may select a different instructor for Legal Writing and Research II within your section letter. If I run out of space in a particular professor's section, I will register you where I have space and notify you via email of your section assignment.

Students may submit their Registration and Payment forms in one of three ways:

1. Email - You may submit registration materials by email at any time prior to the due date (even right now!). Forms received prior to November 9th will not be processed until the appropriate registration date. Registration materials are considered received as of the date and order they arrive in my wsulaw.edu inbox.
2. In person - You may submit your completed (and signed) Registration and Payment form at the Student Services reception desk. We'll note the time on the form.
3. Fax - You are welcome to fax your Registration and Payment form to 714 525-6721. I receive faxes sent to this fax number as emails with pdf attachments.

REGISTRATION PERIODS AND DEADLINES

Right this second – December 17, 2021 – registration forms are accepted via email, fax, or in person and will be processed according to the registration group assigned.

December 17, 2021 – January 4, 2022 – 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 4, 2022.

January 4, 2022 – payment deadline – see the *Financial Information* section for details.

January 5, 2022 – January 24, 2022 - 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.*

January 11, 2022 - last day to drop Externships. Beginning Wednesday, January 12, 2022, students must obtain written permission from the Associate Dean for Academic Affairs to withdraw from the program. Students who fail to attend Externships will receive an AF ("0.0").

May 3, 2022 – last day to withdraw from elective courses.

Registration Information **(This is sort of new)**

Registration Itself

Online registration does not exist yet. Because the registration process is taking place in a paper-based environment, I will print and number registration forms as they are delivered to my inbox or desk and will process them in that order within each registration group. If I can't open or print your form, I will notify you immediately. Please do NOT submit photos, especially if the file is in an .heic format.

That's Apple's proprietary photo file and I do not possess any software that enables me to open it. Photos are also notoriously bad when printed and very hard to write, on and we need to be able to complete the bottom section of your form so we can return it to you. If you absolutely must take a photo of your registration form in order to submit it, please convert it to a pdf before sending it in.

Once I have registered you for classes, I will email you to let you know the status of each course you requested. I will also notify you if I have any questions.

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 list both sections on your Registration and Payment form. I will be sending out sign-up forms for Themis at a later date. Once Brian Freano, our Themis rep, has confirmed that you have submitted their paperwork to him, I will move you off the waitlist and into the class itself.

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 list them on your form in Section II. Externship has both a placement section and a seminar section. It is imperative that you list both. I will enroll you in the class upon confirmation of your eligibility and/or selection for the class and will notify you via email that it has been done.

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 write that on your Registration and Payment form, along with the number of units you anticipate completing for it (1, 2, or 3). I will send to you via email the necessary paperwork. You will need to submit to me the form signed by your supervising professor and Dean Arshagouni as well as a brief outline of your paper. These must be submitted by January 24, 2022.

Waitlists

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.

Professors may NOT select students from the waitlist, nor can they sign students into their classes. Please don't ask them to do so.

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 Arshagouni prior to registration.

ATTENDANCE - Students are required to attend classes (or Zoom sessions for online classes) 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 (equivalent to a 0.0). 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 2022 will be emailed to all registered students on or about December 17, 2021. If we're incredibly fortunate, it may even appear on our website. Questions about textbooks and casebooks should be directed to Julie Kohler (jkohler@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 not enroll the student in the course. It is the responsibility of the student to ensure that course prerequisites have been satisfied. Prerequisites are listed in the course descriptions that were emailed to you.

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 Tuesday, January 4, 2022 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	

*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" from January 25, 2022, until Tuesday, May 3, 2022. Students may not withdraw from a required course, an externship, or a special project without written permission from the Associate Dean for 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. Customs and Immigration Enforcement (USICE) website at <https://www.ice.gov/sevis>. 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 with permission to attend, 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 20222-4605

SPRING 2022 REGISTRATION - FINANCIAL INFORMATION

IMPORTANT TO KNOW:

- **Students are responsible for reading all registration materials, knowing and meeting the deadlines, and completing the proper forms!**
- **Tuesday, January 4, 2022 is payment deadline.** Students who do not pay their amount due by Tuesday, January 4, 2022 will be DISENROLLED from all classes and removed from all waitlists and will be assessed a later registration fee upon re-enrollment.
- **ALL STUDENTS MUST SUBMIT A SIGNED *Registration And Payment Form***
- Your prior semester account balance must be current or paid in full in order to preserve enrollment for the spring 2022 semester.
- Students who are DISENROLLED must re-register for available classes, make their payment, and pay the \$100 late registration fee.
- We send every registered student *one* statement.
- You can find important consumer information at: <http://www.wsulaw.edu/student-consumer/> for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info.
- The Western State's current Catalog is accessible online at <http://www.wsulaw.edu>
- Please review your Student Handbook for academic and administrative policies.

WHAT AMOUNT SHOULD YOU PAY?

- **\$** Students should carefully review their copy of their processed Registration and Payment Form and **PAY THE AMOUNT INDICATED** as due by Tuesday, January 4, 2022.
- **\$** Students who register on or after Tuesday, January 4, 2022, must submit payment, including the \$100 late registration fee, if applicable, in order to register.

WHAT DOES IT COST FOR THE SPRING 2022 SEMESTER?

TUITION AND FEES		Other Fees and Charges (non-refundable)	
Tuition, full-time (<i>12 – 16 units</i>)	\$21,430 per semester	Late registration fee	\$100
Tuition, part-time (<i>1 – 10 units</i>)	\$14,330 per semester	Parking permit replacement fee	\$0
Tuition, summer session	\$1,433 per unit	Check or credit card returned by bank	Bank Rate or minimum \$35
Tuition, overload (<i>additional amount for an 11th unit or for each unit above 16 taken during any fall or spring semester</i>)	\$1,433 per overload unit	Late payment fee	\$25
Registration Fee, each semester (non-refundable)	\$50	Transcript Fee	\$7
Student Activity Fee, each fall and spring semester (non-refundable)	\$80	Diploma fee	\$20
Parking, each fall and spring semester	\$0	Graduation fee	\$50
Parking, summer session (non-refundable)	\$0		
STRF Fee (non-refundable <i>one-time fee</i>) of 50¢ per \$1,000 of institutional charges, rounded to nearest dollar ¹			
<i>Please note that Students in their final fall or spring semester may petition to pay only the “per-unit” rate of \$1,433 per unit taken if enrolled in less than 8 units in order to complete their unit requirements.</i>			

PAYMENT METHODS - You can pay by credit card online at <https://www.westcliff.edu/wscl-payment/>, by check mailed to Western State Student Services, 16715 Von Karman, Suite 100, Irvine, CA 92606.

¹ The STRF rate is subject to change based upon the balance in the STRF account. Statute requires the Bureau begin collecting if the balance falls below \$20 million (\$20,000,000.00) and caps the account at \$25 million (\$25,000,000.00). Because this institution participates in the STRF, students who are otherwise eligible are protected by STRF regardless of whether the fee is assessed.

PAYMENT OPTIONS - Indicate one or more of the following on your Registration and Payment Form:

✓ Payment in full by January 4, 2022*	✓ the financial assistance plan (mark all that apply) (This plan allows students who have been “ <i>certified</i> ” for financial assistance through a program approved by Western State to defer (at the option of Western State) the portion of tuition and fees equal to the certified aid amount. <i>WARNING: Students selecting this option should carefully review their copy of their processed Registration and Payment Form to confirm the amount of tuition and fees that are being deferred based on certified anticipated financial aid.</i>)
✓ two payment plan <i>payments due on January 4, 2022* and March 1, 2022</i>	
✓ three payment plan <i>payments due on January 4, 2022* , March 1, 2022, and May 2, 2022</i>	
NOTICE: <ul style="list-style-type: none">• <i>Students who register after December 17, 2021 must register by mail (or email) and make appropriate payment and/or payment arrangements to complete the registration process.</i>• <i>Students registering on or after January 4, 2022 must register by mail (or email), pay a \$100 late registration fee, and make appropriate payment and/or payment arrangements to complete the registration process.</i>	

PAYMENT PLAN DUE DATES - Monthly payments, if applicable, are due as scheduled on your Registration and Payment Form copy.

WESTERN STATE COLLEGE OF LAW REFUND POLICY / CALIFORNIA STATE REFUND POLICY - The California State Refund Policy applies to students who drop all courses in a semester from Western State College of Law whether by providing notification to the school or ceasing attendance without notification, whichever is later. Students dropping all courses in a semester are considered withdrawn for refund purposes. All students will be subject to the institutional refund policy. Students who receive federal student aid (student loans) are subject to the Return of Title IV Funds Policy.

A California student may cancel his or her enrollment agreement without any penalty or obligation at any time and is entitled to a full refund of all monies paid, less a one-time, non-refundable application fee of sixty dollars (\$60) and one hundred ninety dollars (\$190) of the tuition deposit, if the student withdraws from his or her program of study under any of the following circumstances:

- before starting classes;
- after attending only one day in his or her program of study; or
- within seven calendar days after enrolling in his or her program of study, whichever is later.

The student may also cancel enrollment if the services cease to be offered. If the student cancels enrollment for this reason, Western State College of Law will refund the appropriate portion of the tuition or other charges for which the student did not receive services (a full refund of the program paid to date will be provided if no teach-out provision is implemented; a pro-rata refund will apply if a teach-out provision is implemented).

All refunds shall be returned to students within forty-five (45) calendar days of cancellation.

A student may cancel his or her enrollment agreement and withdraw from Western State College at Westcliff University at any time by providing notification to the school or ceasing attendance without notification.

If the student has received Federal student financial aid funds, the student is entitled to a refund of monies not paid from Federal student financial aid program funds.

If a student withdraws *after* the cancellation period described above, the institution shall perform a pro-rata calculation including all monies paid and all tuition and fees for the enrollment period, excluding a one-time, non-refundable sixty dollar (\$60) application fee and a one hundred ninety dollar (\$190) administrative fee. The proration is based upon the number of days the student attends during the enrollment period of withdrawal as follows: A daily tuition and fee charge is calculated by dividing the institutional charges for the enrollment period by the number of days the student is registered to attend in the enrollment period. This daily charge for the program is then multiplied by the number of days the student attended (start of the enrollment period to the last day of student’s attendance) during this withdrawal enrollment period. This proration will be calculated up to and including the sixty (60) percent point of the enrollment period. There shall be no refund available to the

student if the student withdraws after completing more than sixty (60) percent of the enrollment period. After the proration is calculated, the institution will return all necessary monies, including aid disbursed during the academic term, as outlined in the refund distribution. If tuition and fees are still due, the student will be billed for the balance. If the student has a refund or credit balance, a refund is expected to be made within forty-five (45) calendar days of the student's completion of, or withdrawal from, the program in which the student was enrolled.

The refund credit is calculated on total semester tuition cost; therefore, it is highly probable when withdrawing to have an outstanding balance due to Western State College of Law after the withdrawal is processed. A refund calculation schedule and sample calculations may be obtained from the Student Finance/Student Accounts Office.

Students who received federal financial aid (i.e. student loans) are also subject to the additional Return of the Title IV Funds policy listed below.

Return of Non-Federal Financial Assistance

Institutional scholarships and other non-federal funds are applied at the same rate as the withdrawal credit percentage.

Appeal Process

An appeal process exists for students who feel individual circumstances warrant an exception from the published Western State College of Law refund policy. A student may submit a written petition, with documentation of the "special circumstances" to the Student Finance Office. Petitions may be approved unconditionally, approved "with condition(s)", or denied. The petitioner will be notified of the final decision in writing.

Return of Title IV Funds

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student who is a Title IV recipient withdraws from school. The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the sixty (60) percent point of the term. If the student has completed more than sixty (60) percent of the term, the student earns one hundred (100) percent of the Federal student financial assistance. The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five or more days, it will reduce the term length. If the scheduled break is before the student's last day of attendance, it will also reduce the calendar days completed. If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Direct Loans, Federal Perkins Loans, and Federal PLUS Loans. Funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school), and, with the student's authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered the student. If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

Financial Aid Refund Distribution Policy

All students receiving financial aid who withdraw completely from the program may have to return any refund amount to the appropriate Student Financial Aid Program in accordance with the refund distribution schedule which follows:

1. Federal Unsubsidized Direct Loan

2. Federal Perkins Loan
3. Federal PLUS
4. Other federal, state, private, or institutional aid programs, if required by the program
5. Students

Western State College of Law at Westcliff University will return unearned aid if:

1. The student officially withdraws
2. The student is dismissed, or
3. The institution determines the student's withdrawal date, in the case of an unofficial withdrawal.

Withdrawal Policy

A student may withdraw from Western State College of Law at any time. The student must inform the Registrar in writing of his or her decision to withdraw. A student who does not inform the Registrar of his or her withdrawal will receive a failing grade (AF) in each course in which the student is registered.

Because the federal Return of Title IV calculation is in addition to the Western State College of Law refund policy, federal aid students who withdraw from the semester may owe a balance to the Western State College of Law after this calculation is done and funds are returned to the federal programs.