

SPRING 2017 REGISTRATION BULLETIN

IMPORTANT TO KNOW!

Registration begins	Tuesday	November 15, 2016
Registration & Payment form due	Friday	December 16, 2016 (2:00 PM)
Payment due date	Wednesday	January 4, 2017
Last day to drop Externship or Clinic	Tuesday	January 10, 2017
MLK Day (NO Classes)	Monday	January 16, 2017
Semester begins	Tuesday	January 17, 2017
Last day to add classes	Monday	January 23, 2017
Last day to drop a class		
Spring Break (No Classes)	Monday-Sunday	March 12–18, 2017
Last day of classes	Tuesday	May 2, 2017
Last day to withdraw ("W" grade)		
Reading Period (No Classes)	Wednesday – Friday	May 4 – May 6, 2017
Final Examination Period		May 6 –19, 2017
Semester Ends	Friday	May 19, 2017
Commencement	Saturday	May 20, 2017

As a reminder, **every** student is required to submit a Registration and Payment form for the upcoming semester No Later Than 2:00 PM on December 16, 2016. Please, please, please do this now. You are allowed to do this early. In fact, I encourage it. If this sounds suspiciously like begging, it is

You are welcome to scan and email the form (pdf, please) to Records@wsulaw.edu, fax it to (714) 525-6721, submit it in person, or via U.S. Postal Service. The only method we strongly discourage is sending it via cell phone photography. Please, spare us all that indignity. Additionally, we still require 'wet' signatures, so you will have to print it to complete it.

Registration will open on Tuesday, Nov. 15, 2016 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	#
100A	Tuesday, Nov. 15, 6:01 AM	All Part Time 2017 grads	30
100B	Tuesday, Nov. 15, 1:01 PM	All Full Time 2017 Grads	50
200	Wednesday, Nov 16, 6:01 AM	All Other Part Time Students	88
300	Thursday, Nov. 17, 6:01 AM	Full Time Students	81
400	Friday, Nov. 18, 6:01 AM	1L Full Time (Fall Starts)	88

How to Register:

Students are strongly encouraged to register on-line for their class sections. Below are several important points. Consider them rules, not guidelines:

- First year students **MUST** stay within their sections of doctrinal classes (A to A; B to B; C to C). This includes Property I and Principles of Agency and Partnership. Your registration will be audited.
- Legal Writing and Research A-section students will have the option of registering for an A section class (either A1 or A2), the D section class, or a C section (evening) class; B-section students will have the option of registering for a B section class (either B1 or B2), the D section class, or a C (evening) section class. Part time students will be registering before full time students so space in the C section classes for full time students will be very limited.
- Students **MUST** list Basic Bar Studies, Clinic, Externships, Law Review, Moot Court, Mock Trial and Negotiations Competition in Section II of their Registration Forms. The classes will show on-line as closed. I will add you on my end once your eligibility for enrollment is established.
- You must sign your Registration and Payment form **IN INK**. You are welcome to mail it, email it as a PDF, or fax it to (714) 525-6721 but it must be received no later than December 16, 2016. There will be occasional reminders.

Students may register for classes in one of three ways:

1. On-Line (*continuing students only*): Students may select classes from November 15, 2016 – December 16, 2016. 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 16th must register in person. New students are not eligible to register on-line their first semester.
2. Mail-in: You may submit registration materials by mail now, but they must be **RECEIVED BY** December 16, 2016. Forms received prior to November 15th will not be processed until the appropriate registration date. Students registering on line will have at least a six 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 16th must register in person.
3. In-person: You may submit registration materials in person during office hours.

REGISTRATION PERIODS AND DEADLINES

Special Note: I will be out of the office from November 21 through November 25. I will be back on November 28. This is when registration processing will resume.

November 15, 2016 – December 16, 2016 - registration accepted on-line, by mail, or in person, and are processed according to the registration group assigned.

December 19, 2016 – January 4, 2017 - 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 4, 2017. Registration and payment forms are due on this date.

January 5, 2017 – January 23, 2017 - 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 15, 2016 – registered students may add classes. Beginning December 19th (technically, beginning December 17th, but I won't be here to take care of it), all registration changes must be completed in person, by email or fax.

January 4, 2017 – payment deadline – see the ***Financial Information*** section for details.

January 10, 2017 - last day to drop Externships and Immigration Clinic. Beginning Wednesday, January 11, 2017, students must obtain written permission from the Dean of Academics to withdraw from either course. Students who fail to attend Externships or Clinic will receive a 0.0 ("F").

May 2, 2017 – last day to withdraw from elective courses.

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 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 University 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 2017 will be emailed to all registered students on or about December 12, 2016. 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.

FUTURE COURSE OFFERINGS - The following required courses are offered every fall semester: Business Associations, Community Property, Constitutional Law I, Evidence, Estates, Professional Responsibility, Property II and Sales. The following required courses are offered every spring semester: Business Associations, Constitutional Law II, Evidence, Property I and Remedies. Criminal Procedure is offered both fall and spring

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 4, 2017 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 2, 2017. 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 University 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 University 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 WSU:

Names of students; Date and place of birth; Addresses; Phone numbers (includes cellphone); 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