Enrollment Instructions Summer and Fall 2017

Enrollment for the Law School will be conducted online by accessing the following website: https://sa.ku.edu. Please read these instructions carefully and consult the schedule of classes for more complete information. These instructions supplement the information contained in the schedule of classes and should not be seen as the only source of information for law students. Access to the schedule of classes is available online at https://classes.ku.edu.

There are three steps to becoming officially enrolled:

1. Enrollment Preparation (includes checking your account online and clearing any holds. If your holds are not cleared your enrollment will be delayed and may therefore delay your financial aid disbursement).
2. Enrollment.
3. Fee payment.

THE COURSES LISTED IN THESE INSTRUCTIONS DO NOT CONSTITUTE A CONTRACT

Summer 2017 Academic Calendar

1L Classes

1st Session
Thursday-Friday, May 18-19: New Student Orientation/Lawyering Skills Classes.
Tuesday, May 23-Thursday, June 15: Classes.
Classes will be held on Memorial Day May 29.
Friday, June 16: Reading Day.
Monday, June 19 and Wednesday, June 21: Exams.

2nd Session
Thursday, June 22-Tuesday, July 18: Classes.
Monday, July 4: No Classes.
Wednesday July 19: Reading Day.
Thursday, July 20 and Monday, July 24: Exams

Upper Level Classes

1st Session
Monday, May 15-Tuesday, June 13: Classes.
Classes will be held on Memorial Day May 29.
Wednesday, June 14: Reading Day.
Thursday-Friday June 15-16: Exams.

2nd Session
Monday, June 19-Wednesday, July 19: Classes.
Monday, July 4: No Classes.
Thursday, July 20: Reading Day.
Friday and Monday July 21&24: Exams.

July 15, 2017 - Last day to submit Application for Degrees to ensure August 1, 2017 graduation.
August 11, 2017 - Grades for both summer sessions must be submitted electronically by midnight.

IMPORTANT – YOUR OPPORTUNITY TO ENROLL ONLINE FOR THE SUMMER AND FALL OF 2017 BEGINS AT THE ENROLLMENT APPOINTMENT TIME LISTED IN ENROLL AND PAY.

Enrollment Appointments

Enrollment appointments begin on March 31, 2017. In order to view your appointment time you should use this navigation: Login to Enroll and Pay> Enrollment

You will be able to enroll online for the summer from your appointment time until May 15th. You will be able to enroll online for the fall from your appointment time until August 21st.
Summer 2017

Summer Fee Payment Information

Resident Tuition/fees 736.00 per credit hour
Non-Resident Tuition/fees 1283.00 per credit hour
Campus Fees check the website for current rates -http://www.registrar.ku.edu/fees/

EBills will be available on or about April 21, 2017. You can check your billing and account information online on Enroll and Pay > Campus Finances

International Students- If you have not paid all of your tuition, fees, and mandatory health insurance by June 25, 2017 your enrollment will be cancelled for non-payment.

Add/Drop

Summer
March 31-May 15-You can add/drop online.
The last day to add a class in the summer is the 5th day of the class. Schedule change forms are available in the Registrar’s office. Contact Enrollment Services, 121 Strong, 864-5462, for specific refund amounts related to the Law School’s summer session courses.

Special No-Drop Rule:

The following summer courses have special no-drop rules:
Criminal Prosecution Field Placement Program-with permission of instructor
Project for Innocence and Post-Conviction Remedies- with permission of instructor
Judicial Field Placement Program-with permission of instructor and judge
Legal Aid Clinic- with permission of instructor

Enrollment Appointment Times:
Enrollment appointment times are set according to the number of hours a student has completed plus the number of hours in which they are currently enrolled:

Day 1: 59+ hours
Day 2: 29-58 hours
Day 3: 0-28 hours
Fall 2017 Academic Calendar

Fall Semester 2017

Thursday-Wednesday, August 17-23: Orientation/Lawyering Skills classes for fall starters.

Tuesday-Wednesday, August 22-23: Orientation/Lawyering Skills classes for summer starters.

Thursday, August 24: Classes begin.

Monday, September 4: Labor Day, no classes.

Saturday, October 14: Fall break begins.

Wednesday, October 18: Classes resume.

Wednesday, November 22: Thanksgiving recess begins, no classes.

Monday, November 27: Classes resume.

Wednesday, November 29: Last day of classes.

Friday, December 1: Reading day.

Monday, December 4: First day of final examinations.

Friday, December 15: Last day of final examinations.

Saturday, December 16: Recess begins.

October 15, 2017- Last day to submit an application for degree to ensure December 31, 2017 graduation.

Payment of Fees

Fee Payment information:

Initial term invoices are generated as follows: Fall - August 21, Spring - January 21, and Summer - April 21. Payments must be received by the appropriate due date to avoid a non-refundable $100 late payment fee. If a second bill is sent and is not paid by the due date, another non-refundable $100 late payment fee will be assessed to the student’s account. Thereafter, a 1.5% default fee will be assessed on all unpaid tuition and fees until the charges are paid in full. A student will NOT be able to enroll in future terms, or receive a transcript or diploma until the account is paid in full.

The University of Kansas billing system is completely online. Students will be notified by email around the 21st of each month when a new eBill has been generated. To obtain your eBill, login to Enroll & Pay at https://sa.ku.edu then select Manage Account - Print/View a Bill.

For further fee payment information visit: www.bursar.ku.edu.

Add/Drop

May be performed online from the date of your enrollment appointment through August 25, 2017. Following August 25, 2017: Adds and change of sections can only be done offline and a schedule change form is required. To process adds or drops you will need to obtain a Dean’s stamp from the Registrar and take the form to the Student Records Center at 121 Strong Hall. Add/Drops should be made on the same day in order to avoid being billed for additional hours.

Refund Schedule- registrar.ku.edu/tuition-and-fees
Enrollment Instructions:

**Login:**
Students can link to online services at Enroll and Pay by going to: www.sa.ku.edu then logging in at the top section. Online ID can be obtained at: https://www.aims.ku.edu/services/services.shtml?entry=new.

**Self Service for Students**
Students can log in and choose either- Enrollment, Campus Personal Information or Campus Finances. In Campus Personal Information students can change their address or phone number, view demographic information, add information about emergency contacts, as well as check their holds. If a student has a hold instructions will be given as to how to clear the hold. In Enrollment, students may view their enrollment appointment, search the University Catalog and Schedule of Classes, enroll, add or drop classes, select optional campus fees. In Campus Finances students can view tuition and fee assessments, make payments, and view Financial Aid information.

**Enrollment**
Choices are: Enrollment, Add classes, Drop Classes, Swap Classes. To search the timetable or the Course Catalog Type LAW in the Subject field and fall 2017 term. The system works best if you use the catalog numbers (i.e. LAW 909)

**Class Search**
Click on- View Schedule of Classes. Select the term and the subject area Law. The Catalog Number functionality is the same as the Catalog Search page.

**View Enrollment Appointment**
Beginning March 3, 2017 click on View Enrollment Appointment and choose the fall 2017 term. On the next page, you will see the first opportunity you have to enroll (Start/Date Time), and also the maximum units you can take in the term without obtaining special permission. Even though this page displays an end date for the enrollment appointment, you will be able to add/drop, update and swap classes until August 28, 2017 online.

**Enroll in a class**
Choose a term for enrollment then click add a class. Type in the five digit class number corresponding to the classes you want to enroll and click enter after each one. This is the fastest way to enroll! Attached is a listing of summer and fall 2017 classes with class numbers included. After entering all classes click the Next button to see if the enrollment was successful. This is a critical step. Classes that were added successfully will be designated by a green dot. Classes with errors will be designated with a red X and you can click on errors found to see the reason(s) the enrollment was not successful. Once enrollment is complete it can be confirmed at “View My schedule”.

Criminal Prosecution Clinic, Elder Law Externship, Externship Clinic, Judicial Clinic, Legal Aid Clinic, Kansas Supreme Court Research Clinic and Project for Innocence will require a permission number to enroll. These specific clinics will provide the Registrar with a list of people who should be enrolling. The Registrar will email those students to give them a permission number for the class. Externship Clinic codes will be distributed by email after Professor Joyce Rosenberg gives her approval.

Some courses have related discussion sections, such as Trial Advocacy. When a student enrolls in a related section they will automatically be enrolled in the large class.

**Tuition and fees**-Rates for fall 2017 are not yet available. See page 2 for summer rates.
Final Exams
A final exam schedule for the summer and fall semester of 2017 is posted on the Registrar’s bulletin board and included in the enrollment instructions. Choose your summer and fall course schedules mindful that you may have several consecutive final examinations and that relief from such a situation cannot be guaranteed to any student.

Waitlists
During fall 2017 main enrollment waitlists will be online in enroll and pay. Upcoming 3L’s will be given priority since they will be the first to enroll. If you choose to use the waitlist, keep in mind we’ve identified a few glitches- If you sign up on a waitlist the computer will automatically enroll you in the class if there is an opening and will not give you any notice. The computer will not enroll you if you are already enrolled in a class that conflicts with the waitlisted class. If you sign up on a lab section waitlist you cannot move to another lab section waitlist and you will not be enrolled if an opening becomes available in another lab. If you have a hold the computer will not pull you from the waitlist. Since you will be automatically enrolled in the class if there is an opening you will be responsible to check your schedule online regularly and make any adjustments necessary.

Background for fall semester 2017 Trial Advocacy Instructors

Stacey Donovan, a 1997 graduate of the University of Kansas School of Law, is Assistant Public Defender for the Third Judicial District Public Defenders office in Topeka, KS.

Marc Erickson, a 1994 graduate of the University of Kansas School of Law, is a partner at Wagstaff & Cartmell whose civil trial practice emphasizes the areas of medical malpractice, personal injury, natural gas and propane explosions, electrocutions and other claims against utilities, products liability, business litigation, and municipal zoning law.

New, Reconstituted, or Reintroduced Courses, summer and fall 2017:

LAW____ Prosecutorial Ethics (1-2). This course is designed to focus on the special role of the prosecutor in the criminal justice system, and to provide an in depth look at the unique ethical and professional issues that government lawyers face in criminal cases. It uses the problem approach to the subject, and the readings and other supplements are organized around a set of hypothetical situations encountered by prosecutors at various stages of prosecution.

LAW ____ Public Sector Labor Law (1-2).
A study of federal and state regulation of union-employer relationships in the public sector. Subjects include public employee organizational rights, public sector union security arrangements, the duty of public employers to bargain and the subjects upon which bargaining is required or permitted, limitations on public employees’ right to strike and public sector impasse and dispute resolution procedures, including interest arbitration. (Completion of or concurrent enrollment in Labor Law (Law 939) required.)

Law 994: Special Topics: Civil Claim Settlement
The Civil Claim Settlement course this next Fall will focus on civil claim settlements occurring both in and outside of trial courts and involving both federal and state law matters. The course will cover topics addressed not only by civil procedure laws, but also by laws in such diverse areas as contract, tort, professional responsibility, insurance and evidence. It will include consideration of both partial and complete settlements of civil claims which have not yet arisen (e.g., premarital agreements); have arisen, but have not yet prompted litigation (e.g., insurance); and, have been presented in litigation. The course will emphasize the differing roles of the key players, including the actual or potential parties as well as their agents, parents, employers, insurers,
subrogors, lienholders, and lawyers. Throughout, civil case settlement laws will be contrasted with laws guiding criminal case pleas.

Among the covered topics are the differences in civil case settlements in private and public dispute resolution forums; settlement talks; lawyer and judicial conduct in facilitating or approving settlements; the secrecy of settlements; the effects of partial settlements on any later trials; enforcement of settlements agreements; the interests of nonparties in civil claim settlements; choosing appropriate settlement laws; and, the requirements for enforceable settlement agreements. The course can be described as intradisciplinary.

Prerequisites for the course are the first year law school classes in Civil Procedure, Torts, and Contracts. The text will be a practitioners’ manual set for publication by Lexis Nexis later in 2017. The text will be supplemented on occasion with additional materials geared to local legal practices.

The major goals of the course include both skills training and exploration of the procedural, substantive, and ethics laws guiding civil claim settlements. The course is not a pretrial or trial practice class. It does combine a study of some procedural, substantive, and ethics laws studied in other courses. But chiefly it involves a study of laws not covered much elsewhere, including the Federal Arbitration Act; the laws on the authority to settle; contribution and indemnification laws; collateral source rules; and the laws on Mary Carter, high-low and other partial settlement agreements.

The final exam will be an open book, in-class test to be completed in two hours.

**Law 994 Special Topics: Legislative Process**
This course examines the role of the legal issues surrounding the legislative process. Topics covered include the representative character of the legislature, constitutional and internal rules governing legislative deliberation, and inputs into the legislative process, such as campaign spending and lobbying. The course incorporates a statutory drafting exercise that culminates in a simulated legislative hearing.

**Law 994 Special Topics: Mass Incarceration**
Approximately 2.2 million adults are incarcerated the United States. More are on some type of penal supervision. This population is the largest penal population in the world. In 2012, close to 25 percent of the world’s prisoners were in American prisons, although the United States accounts for about 5 percent of the world’s population. The National Academy of Science has concluded that “[t]he growth in incarceration rates in the United States over the past 40 years is historically unprecedented and internationally unique. This seminar will explore how the United States got here, what the consequences of mass incarnation are, and how should we respond to and remedy this “historically unprecedented” level of incarceration.

Please Note the Following Important Reminders:

**Add and Drop Policies:**
Classes may be added only within the first 5 days of the summer session or the first two weeks of the fall semester. After the second week of classes (the fifth day in a summer session), classes may be added only with the express approval of the Associate Dean and the instructor of the course in question. If a student drops a Law School class at any time up to and including the last day of classes in the semester, the class enrollment will be canceled and will not appear on the student's record.

**Special Drop Rule:**
The following courses have special no-drop rules:

- Criminal Prosecution Field Placement Program--after acceptance
- Project for Innocence and Post-Conviction Remedies--with permission of instructor
- Judicial Field Placement Program--with permission of instructor and judge
Legal Aid Clinic– with permission of instructor
Pretrial Advocacy-after acceptance
Trial Advocacy-after the fifth day of class.

**Alternate Grading System**
The following courses are graded Credit/No Credit:
- Criminal Prosecution Field Placement Program
- International Moot Court Competition
- Judicial Field Placement Program
- Kansas Journal of Law and Public Policy I
- Kansas Journal of Law and Public Policy II
- Law Review
- Moot Court Competition
- Moot Court Council
- Mock Trial Competition
- Mock Trial Council
- National Moot Court Competition

**Application for Degree:**
Any student who expects to graduate in August of 2017 or December of 2017 must complete an application for degree online Hooding form and Bar Information form. These forms will be placed in your mailbox early in the semester you are listed to graduate. Deadlines are given in the Academic Calendar section. Diplomas can be received by mail by filling out a form and sending it, along with the appropriate fee to the University Registrar’s Office 121 Strong Hall.

**Clergy Statement:**
The annual security report about KU safety policies, crime statistics, and campus resources is available online http://www.ku.edu/safety/ or on paper by contacting the Dean of Students, 143 Strong Hall, 785/864-4060.

**Degree check:**
A degree check function is available in the myku portal under the progress tab. A student can generate a new degree progress report or and view a checklist to see what academic requirements have been met and what requirements are remaining.

It is strongly recommended that students who are planning to graduate in the coming semester check the degree progress report to make sure they will meet degree requirements. They can check with the Registrar if they have questions and it is best to do so before beginning the last semester.

**Grades:**
Grades are viewable at the end of the second summer session and at the end of the fall semester after Professors/Instructors post them electronically. The due date is 3 weeks after the end of the last final exam for the summer or fall.

**Independent Research:**
Requirements for Independent Research are listed in the course description. There are no exceptions to these requirements. Special permission from the Professor is required prior to enrollment in Independent Research. To obtain special permission you should email the Professor and forward his/her response to the Registrar at vpalmer@ku.edu. You will receive an email response with a number that will allow you to enroll online. This should be done before the beginning of the semester.
Joint-Degree Students: See the Registrar if you have questions.

Law Students Enrolling in Non-Law Courses:
Law students not enrolled in joint-degree programs may take up to six hours of graduate level, non-law courses for credit toward graduation requirements with the permission of the Associate Dean for Academic Affairs. Students are required to submit requests via email to the Associate Dean for Academic Affairs and should include a course description, list of required readings and a course syllabus, if available. Approval to take a non-law course must be obtained from the department offering the course prior to enrollment at the Law School. Permission numbers are required to enroll online. The department offering the course will provide the permission number. Remember that grades in these classes do not affect your law school GPA but you must earn a B or better for the class to count towards the J.D.

Make-up classes:
In the event a make-up class becomes necessary to meet the ABA standard for minutes in the classroom the class will be scheduled by the Professor and he/she will assign a specific date. The following days have been set aside:

First Year Make-Ups: 12:30 Monday
                      12:30 Friday

Upper-Level Make-Ups: 12:30 Monday
                       12:30 Friday
                       3:45 Friday

Second-Year Requirements:
Professional Responsibility must be taken before the student finishes his or her 60th hour of Law School. Exceptions are not permitted.

If a student intends to apply for a Kansas Legal Intern certification (rule 719) for the summer after their 2L year so that they can appear in court they will need to have completed 60 credit hours.

Transcripts:
An official copy of your academic record is located in the Office of the University Registrar. Unofficial copies of the academic record are available at the myku portal under the my progress tab, law report.

Withholding Directory Information:
A student may request to have directory information, as defined in "Policies Affecting Student Rights and Responsibilities," withheld from the public. This request can be made at the University Registrar’s Office at 121 Strong Hall.

Additional courses may be added at a later date. Notifications of any changes will be made via email.

Prerequisites:
When choosing your classes please be aware of class prerequisites and abide by them. If you enroll in a class for which you have not completed the prerequisite, you will be asked to drop the class from your enrollment. A substantial number of second and third-year courses have one or more upper-level courses as prerequisites. The prerequisite table is listed in the online catalog: http://catalog.ku.edu/law/#prerequisites