Enrollment Instructions Summer and Fall 2016

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 2016 Academic Calendar

1L Classes
1st Session
Thursday-Friday, May 19-20: New Student Orientation/Lawyering Skills Classes.
Monday, May 23: Lawyering Skills.
Tuesday, May 24-Thursday, June 16: Classes.
Classes will be held on Memorial Day May 30.
Friday, June 17 Reading Day.
Monday, June 20 and Wednesday, June 22: Exams.

2nd Session
Thursday, June 23-Tuesday, July 19: Classes.
Monday, July 4: No Classes.
Wednesday July 20: Reading Day.
Thursday, July 21 and Monday, July 25: Exams

Upper Level Classes
1st Session
Monday, May 16-Tuesday, June 14: Classes.
Classes will be held on Memorial Day May 30.
Wednesday, June 15: Reading Day.
Thursday-Friday June 16-17: Exams.

2nd Session
Monday, June 20-Wednesday, July 20: Classes.
Monday, July 4: No Classes.
Thursday, July 21: Reading Day.
Friday and Monday July 22&25: Exams.

July 15, 2016 - Last day to submit Application for Degrees to ensure August 1, 2016 graduation.
August 12, 2016 - Grades for both summer sessions must be submitted electronically by midnight.

IMPORTANT – YOUR OPPORTUNITY TO ENROLL ONLINE FOR THE SUMMER AND FALL OF 2016 BEGINS AT THE ENROLLMENT APPOINTMENT TIME YOU HAVE BEEN ASSIGNED.

Enrollment Appointments

Enrollment appointments begin on March 25, 2016. 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 Fee Payment Information

Resident Tuition  376.20 per credit hour
Non-Resident Tuition  880.00 per credit hour
Law School fee  306.80 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 21st, 2016. 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, 2016 your enrollment will be dropped for non-payment.

Add/Drop

Summer
March 26-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 Clinic-with permission of instructor
Project for Innocence and Post-Conviction Remedies- with permission of instructor
Judicial Clinic-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 2016 Academic Calendar

Fall Semester 2016

Thursday-Wednesday, August 18-24: Orientation/Lawyering Skills classes for fall starters.
Tuesday-Wednesday, August 23-24: Orientation/Lawyering Skills classes for summer starters.
Thursday, August 25: Classes begin.
Monday, September 5: Labor Day, no classes.
Saturday, October 8: Fall break begins.
Wednesday, October 12: Classes resume.
Wednesday, November 23: Thanksgiving recess begins, no classes.
Monday, November 28: Classes resume.
Wednesday, November 30: Last day of classes.
Friday, December 2: Reading day.
Monday, December 5: First day of final examinations.
Friday, December 16: Last day of final examinations.
Saturday, December 17: Recess begins.

October 15, 2016- Last day to submit an application for degree to ensure December 31, 2016 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 26, 2016. Following August 26, 2016: 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 2016 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 5, 2016 click on View Enrollment Appointment and choose the fall 2016 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, 2016 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 2016 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 2016 are not yet available. See page 2 for summer rates.
Writing Requirement

Each student must satisfy the upper-level writing requirement by:

- the successful completion of 2 hours of independent research;
- the successful completion of a 2- or 3- hour course that involves close faculty supervision of writing, as certified by the faculty member; or
- publication of a student note or comment in the Law Review or Journal, or completion of a paper publishable in the Law Review or Journal, as certified by the editor- in-chief and by the faculty adviser.

All written work must be of at least C quality to satisfy the upper-level writing requirement.

The following courses offered this summer or fall have been certified by the faculty to the Associate Dean as involving or permitting close supervision of student writing. Please consult with individual faculty for details.

**Contract Drafting**-satisfies the WR
**Independent Research**- 2 credit hours in one semester will satisfy the WR
**Jurisdiction**-satisfies the WR if taught by Mulligan
**Kansas Journal of Law and Public Policy**- two semesters fulfill the WR
**Law Review**-two semesters fulfill the WR
**Project for Innocence and Post-Conviction Remedies**-two semesters or two summer sessions fulfill WR
**Public Policy Clinic**-satisfies the WR
**Sex Crimes**- option to fulfill the WR
**Water Law**-with 1 additional hour of Independent Research
**Writing for Law Practice**-satisfies the WR

Final Exams
A final exam schedule for the summer and fall semester of 2016 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 2016 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 type of 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 2016 Trial Advocacy Instructors

**William Coates, Jr.**, a 1972 graduate of the University of Kansas School of Law, an attorney in the office of Holman Hansen, Colville and Coates in Prairie Village, Kansas.

**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 2016:**

- Electronic Discovery-E-Discovery: Litigating Discovery Issues Related to Electronically Stored Information (2)

This course will explore developing trends in the increasingly prevalent field of electronically stored information (“ESI”) in litigation. Students will learn about the various types of ESI and gain an understanding of how the federal rules impact ESI issues. The curriculum will include discussions of recent cases, the amended federal rules of civil procedure, and the best practices in litigating recurring e-discovery issues. The course follows the natural progression of a case, providing students the opportunity navigate e-discovery matters at each step in the litigation process, including: records retention policies, litigation holds, discovery requests, search methods, production and metadata, spoliation sanctions, and ultimate admission of ESI evidence at trial. No advanced computer skills are required for this class.

**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 Clinic--after acceptance
- Project for Innocence and Post-Conviction Remedies--with permission of instructor
- Judicial Clinic--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 Clinic
- International Moot Court Competition
- Judicial Clinic
- 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 2016 or December of 2016 must complete an application for degree online and a Writing Requirement form, 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.

**Clery 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 they still need to complete.

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. It is best to do so before beginning the last semester.

**Grades:**
Grades are viewable at the end of both summer sessions and at the end of the fall semester online the day after the Professors/Instructors post them electronically. This 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  
3:45 Wednesday

Upper-Level Make-Ups: 12:30 Monday  
12:30 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.

Notes from Professors:

LAW 858 Agriculture Law and Contemporary Food Production and Safety Issues - This class is about contemporary food production and food safety issues. This class should be taken by anyone who has a general interest in legal issues concerning agriculture and food production and/or who may practice law in a state that has a significant agriculture industry.

Roughly twenty five per cent of the class will focus on the role of law in dealing with food safety issues. Areas to be considered include, biotechnology [genetically modified crops (GMOs) and animal cloning], BSE (mad cow disease) testing and traceability of sick or contaminated animals, bio-terrorism and food labeling. The other parts of the course will cover more traditional production issues. These will include such things as: the current world controversy focusing on the role of government subsidies in U.S.; barriers of entry into farming; leasing of agricultural land; the marketing and storing of commodities, special secured financing rules in Article 9 of the Uniform Commercial Code relating to agriculture credit, the impact of the bankruptcy of a warehouse (elevator) containing producers' stored commodities and problems confronting the livestock industry.

The materials for the class will consist of my own soft bound materials produced by the KU bookstore and a statutory supplement containing UCC articles 2, 9, and 7 that you should already have.

There are no pre-requisites for this class.
If you have any questions contact Emeritus Professor Keith Meyer- kmeyer@ku.edu.

Law 906 Estate Planning: Principles
Concurrent enrollment in Trusts and Estates is allowed by Professor Hickert.

Law 989 Topics in Family Law
The Topics in Family Law this semester will cover two topics omitted or not covered deeply in Family Law: Parentage (especially paternity) and Assisted Reproductive Technology (ART) (surrogacy, in vitro fertilization, etc.)

The class will be limited to 15 students. We will have regular classes the first six weeks to cover and discuss the assigned reading material and to enable students to begin to get ideas for paper topics. I will assign two short writing exercises, to be graded pass/fail, during this period. These might be a short memorandum on a specific subject, a pleading in an action for determination of parentage, or a contract drafting exercise, or something else. We will not meet formally for 3 weeks to allow students to do research and begin writing their papers. The last 4 weeks will be devoted to oral presentations of their papers and finalizing their drafts. Extra class sessions will be scheduled for these presentations. Each student will have
a 30-minute session to present a CLE-like presentation, with 20-25 minutes of lecture and 5-10 minutes of formal questions from the audience. Course grades will consider the oral presentation and the paper, with much emphasis on the first draft of the paper. I will read and criticize the first drafts and return them for final drafts to be due at the end of the law schools’ final exam period.

This course will give the students a chance to write a paper and to learn skills in making CLE-like presentations, which practicing lawyers are often called on to do.

Reading material: Wadlington casebook, the same one used in Family Law; and Judith Daar’s Reproductive Technologies and the Law (2013). I will also have a course supplement containing Kansas statutes and cases of interest. In place of a final exam, students will complete two short writing exercises, write a seminar paper (10 to 15 pages), and make an oral presentation to the class in a CLE format.

Prerequisite: Family Law.

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/#prerequisitesetext