

Enrollment Instructions Spring 2018

Enrollment for the Law School will be conducted online by accessing the following website-
www.sa.ku.edu/psp/csprd/?cmd=login.

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 is available online at-
<https://classes.ku.edu/Classes>.

There are three steps to becoming officially enrolled:

1. Enrollment Preparation (which includes checking your account online and clearing any holds).
2. Enrollment
3. Fee payment

THE COURSES LISTED IN THESE INSTRUCTIONS DO NOT CONSTITUTE A CONTRACT

Spring 2018 Academic Calendar

Tuesday, Jan 16: *Classes begin.*
Monday, March 19: *Spring break begins.*
Monday, March 26: *Classes resume.*
Friday, April 20: *Last day of classes.*
Saturday, April 21: *Reading day.*
Monday, April 23: *First day of final examinations.*
Friday, May 4: *Last day of final examinations.*
Saturday, May 12: *Law School Hooding.*
Sunday, May 13: *Commencement*

March 1, 2018- Last day to submit an Application for Degree online to ensure May 13th graduation.

IMPORTANT – YOUR OPPORTUNITY TO ENROLL ONLINE FOR THE SPRING OF 2018 BEGINS AT THE ENROLLMENT APPOINTMENT TIME YOU HAVE BEEN ASSIGNED.

Enrollment Appointments

Enrollment appointments begin on October 20, 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 spring from your appointment time until January 15th.

You may enroll at your designated appointment time or afterwards.

Enrollment 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

Spring Fee Payment Information

Resident Tuition and course fee-\$726.90 per credit hour

Non-Resident Tuition and course fee-\$1269.15 per credit hour

Campus Fees-\$457.75 per semester

E-Bills will be emailed on or about January 21, 2018. You can check your billing and account information online under Enroll and Pay>Campus Finances.

Deadlines for Payment

Enrolled before 1-20-18- Due 4:00 p.m. on **February 15th**

\$ 100 late fee added after 2-15-18, 2nd \$100 late fee added after 3-15-18, 1.5% interest charges added beginning 3-15-18.

Spring 2018 Fees Payment Table

<u>Enrollment Date</u>	<u>Due Date</u>	<u>1st \$100 late payment fee</u>	<u>2nd \$100 late payment fee**</u>	<u>Begin charging 1.5% default interest</u>
Enroll BEFORE January 20, 2018	4:00 PM, February 15, 2018	After 4:00 PM, February 15, 2018	After 4:00 PM, March 15, 2018	April 15, 2018
Enroll AFTER January 20, 2018	Your bill will contain a due date	Your bill will contain a due date	Your bill will contain a due date	Your bill will contain a due date

Add/Drop-

October 20-January 22- add/drop online

January 22- last day to add or drop a class online

January 30- last day to add any law school course

Before dropping please, consult the "Special Drop Rule" list

Following January 22, 2018: Add's can only be done offline and add/drop paperwork is required. To process an add/drop you need to print a schedule change form www.registrar.ku.edu/pdf/change.pdf and obtain an instructor signature for the add as well as a Dean's stamp from the Law School Registrar. When the form is completed, the registrar will email it to the University Registrar. It is best to add and drop on the same day for billing purposes.

Refund Schedule-

- January 22 or before--100 percent refund
- January 23 - February 12--50 percent refund
- February 13 after--No refund

Payment of Fees-

Bills will be e-mailed on or about January 21, 2018. Payments are due by 4PM on February 15, 2018 for all students who enroll before January 21. Not receiving a bill does not negate your obligation to pay by the due date.

Student Account Services- visit the website for more information www.student-account-services.ku.edu

Enrollment Instructions:

Login- Students will link to the online services at Enroll and Pay by going to- sa.ku.edu/psp/csprd/?cmd=login. If you do not have an Online ID you can register for one at: <https://myidentity.ku.edu/setup/login>.

Enrollment- The choices are: Enrollment, Add classes, Drop Classes, Swap Classes. You should enroll by using the 5-digit class number associated with the class.

Class Search- www.my.ku.edu/Classes/ExternalDisplay.action

View Enrollment Appointment- Beginning September 28, 2017 click on View Enrollment Appointment and choose the spring 2018 term. This is the first opportunity you have to enroll

Criminal Prosecution Field Placement Program, Field Placement Program, Judicial Field Placement Program and Legal Aid Clinic enrollment is limited to those students who apply and are selected. Field Placement Program, Project for Innocence and Legal Aid Clinic will provide the Registrar with a list of students who should be enrolling and the Registrar's office will be sending permission codes to those students.

Judicial Field Placement Program enrollment is limited to those who have been selected but can be done without a permission code.

Some courses have related discussion sections such as Trial Advocacy. You can enroll using the discussion section class number.

Writing-Intensive Requirement- Each student must satisfy the Professional Writing-Intensive course requirement by successfully completing at least two professional writing courses that require students to submit a written work product directed to the lawyer's professional role. Such writing includes, but is not limited to, document drafting, written advocacy, correspondence, memoranda, judicial and quasi-judicial opinions, legislation, regulations, and policy analysis.

Each student must satisfy the third required writing course by either taking a third professional writing-intensive course, or by meeting the Scholarly Writing-Intensive course requirement by successfully completing a course that satisfies the Scholarly requirement.

All written work must be of at least C quality to satisfy the Professional Writing-Intensive requirement.

A list of courses that will satisfy a writing requirement is located: www.law.ku.edu/requiredcourses

Final Exams- A final exam schedule for the spring semester posted on the Registrar's bulletin board and on the website with the enrollment instructions. Choose your 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 spring 2018 main enrollment waitlists will be online in enroll and pay. 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 have 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 waitlist will not function if you are enrolled in a class that conflicts with the waitlisted class. 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 spring semester 2018 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.

Robert Kuchar, a 1995 graduate of the University of Kansas School of Law, is an attorney with the Federal Public Defender for the Western District of Missouri in Kansas City, Missouri.

Dionne Scherff, a 1991 graduate of the University of Kansas School of Law, is the Assistant District Attorney for Johnson County in Olathe, KS.

Sheri Catania, a 1995 graduate of the University of Kansas School of Law, is a Special Assistant U.S. Attorney for the District of Kansas.

Brandon Henry, Brandon Henry is a partner at Wagstaff & Cartmell LLP whose practice is devoted entirely to litigation. Henry has extensive jury trial experience, which includes cases with multi-million dollar damage claims in multiple state and federal jurisdictions. Henry focuses his practice on the areas of professional liability, product liability, explosion and electrocution cases, trucking litigation, personal injury, wrongful death and commercial and business litigation.

Faculty and Adjunct information is available on our website: www.law.ku.edu/adjunct-faculty#

New, Reconstituted, or Reintroduced Courses, spring 2018-

Electronic Discovery II: In Electronic Discovery I, students explored the developing trends in the increasingly prevalent field of electronically stored information ("ESI") in the discovery phase of litigation. Electronic Discovery II is a course that offers students the opportunity to use and build on the concepts they learned in Electronic Discovery I and put their knowledge into practice.

Please Note the Following Important Reminders-

Add and Drop Policies- Classes may be **added** only within the first two weeks of the spring semester. If a student drops a Law School class at any time up to and including the last day of classes in the semester, that class enrollment will be canceled and will not appear on the student's transcript.

Special Drop Rule-

The following courses have special **No-Drop** rules:

Criminal Prosecution Field Placement Program-after acceptance but with permission of instructor

Deposition Skills Workshop-December 11th is the last day to drop.

Project for Innocence and Post-Conviction Remedies-with permission of instructor

Judicial Field Placement Program-with permission of instructor and judge

Legal Aid Clinic-permission of instructor

Pretrial Advocacy- after December 21st any student who drops the course will receive an F.

Trial Advocacy-after the fifth day of classes

Transactional LawMeet- with permission of instructor

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

Legislative Simulation and Study

Moot Court Competition

Moot Court Council

National Moot Court Competition

Externship Clinic

Transactional LawMeet

Application for Degree- Any student expecting to graduate in May of 2018 **must** complete an application for degree in enroll and pay.

Clery Statement- The annual security report about KU safety policies, crime statistics, and campus resources is available online at www.ku.edu/safety/ or on paper by contacting the Dean of Students, 133 Strong Hall, 785/864-4060.

Degree check- It is strongly recommended that any student who is planning to graduate in the coming semester check their graduation progress **before** the beginning of the spring semester. A student can generate a degree progress report in the myku portal to see which degree requirements and hours have been completed and which ones remain.

Grades- Grades are viewable at the end of the spring semester online after the professors post them electronically. The due date is 3 weeks after the last final exam.

Independent Research- The requirements for Independent Research are outlined in the course description. There are no exceptions to these requirements. Special permission from the Professor is required prior to enrollment in Independent Research. This permission can be obtained via email and forwarded to the Registrar- ypalmer@ku.edu.

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. Students are required to submit requests via email to the Associate Dean for Academic Affairs, Elizabeth Kronk Warner, and

should include a course description 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 can be obtained from the Department offering the course and are required to enroll online. Remember that grades in these classes do not affect your law school GPA.

Make-up classes:

In the event a make-up class becomes necessary to meet the A.B.A. 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 for make-ups:

First year make-ups:	12:30 Monday	Upper-level make-ups:	12:30 Monday
	12:30 Friday		12:30 Friday
	3:45 Thursday		3:45 Friday

Information about classes that cover bar exam subject matter is available at the following link:
www.law.ku.edu/barexam.

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

Transcripts- An official copy of your academic record is located in the Office of the University Registrar. The requirements for obtaining an official transcript are listed online at www.transcripts.ku.edu. Unofficial copies of transcripts are available in the kyou portal under academics, print 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. The guidelines and requirements for students to follow are available www.registrar.ku.edu/current/updateinfo.shtml.

Minimum and Maximum Course Load

The minimum course load per semester is 12 hours and the maximum course load is 18 hours. The associate dean for academic affairs may approve a schedule of fewer than 12 credit hours under exceptional circumstances. A student taking less than 12 hours without permission is not considered to be in good standing.

Rule 719 certification

In order to obtain a Kansas Legal Intern certification a student needs to have completed 60 credit hours. Information will be emailed to all 2L students along with the forms in March.

Notes from the faculty about their spring courses:

The Deposition Skills Workshop is a three-day intensive professional skills course. It will be held January 7-10, 2018 Students are expected to be available from 8:00 a.m. to 7:00 p.m. each day. (No exceptions).

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, that class will be administratively dropped from your enrollment. Prerequisite chart is available at www.law.ku.edu/prerequisites.

Notes from Professors:

When enrolling in Professional Responsibility there will be a message "select discussion optional section." Since you do not need to officially enroll in the optional MPRE hour, you should choose the "no selection" button, and then proceed with enrollment.