Enrollment Instructions Spring 2016

Enrollment for the Law School will be conducted online by accessing the following website- https://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 to the timetable 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 2016 Academic Calendar

Spring Semester 2016

Tuesday, Jan 19: Classes begin.
Monday, March 14: Spring break begins.
Monday, March 21: Classes resume.
Friday, April 22: Last day of classes at the School of Law.
Saturday, April 23: Reading day.
Monday, April 25: First day of final examinations.
Friday, May 6: Last day of final examinations.
Saturday, May 14: Law School Hooding.
Sunday, May 15: Commencement

March 1, 2016- Last day to submit an Application for Degree online to ensure May 15th graduation.

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

Enrollment Appointments

Enrollment appointments begin on October 16, 2014. 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 18th.

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-$683.00 per credit hour
Non-Resident Tuition and course fee-$1186.80 per credit hour
Campus Fees-$455.50 per semester

E-Bills will be emailed on or about January 21, 2016. You can check your billing and account information online under Enroll and Pay>Campus Finances.

**Deadlines for Payment**
Enrolled before 1-20-16- Due 4:00 p.m. on **February 15th**
$100 late fee added after 2-15-16, 2nd $100 late fee added after 3-15-16, 1.5% interest charges added beginning 3-15-16.

**Spring 2016 Fees Payment Table**

<table>
<thead>
<tr>
<th>Enrollment Date</th>
<th>Due Date</th>
<th>1st $100 late payment fee</th>
<th>2nd $100 late payment fee**</th>
<th>Begin charging 1.5% default interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll BEFORE</td>
<td>4:00 PM, February 15, 2016</td>
<td>After 4:00 PM, February 15, 2016</td>
<td>After 4:00 PM, March 15, 2016</td>
<td>April 15, 2016</td>
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<tr>
<td>January 20, 2016</td>
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<tr>
<td>Enroll AFTER</td>
<td>Your bill will contain a due date</td>
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<td>January 20, 2016</td>
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</table>

**Add/Drop**

October 16-January 25- add/drop online
January 25- last day to add or drop a class online
February 2- last day to add any law school course
Before dropping please consult the “Special Drop Rule” list

Following January 25, 2016: 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 [http://www.registrar.ku.edu/pdf/change.pdf](http://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 it can be processed at 121 Strong Hall. It is best to add and drop on the same day for billing purposes.
Refund Schedule -

- January 18 or before -- 100 percent refund
- January 19 - January 25 -- 90 percent refund
- January 26 - February 15 -- 50 percent refund
- February 16 after -- No refund

Payment of Fees -

- Bills will be e-mailed on or about January 21, 2016. Payments are due by 4PM on February 15, 2016 for all students who enroll before January 21. Not receiving a bill does not negate your obligation to pay by the due date.
- Students enrolling during new, readmitted or late enrollment will have payment deadlines listed in Enroll and Pay.
- Further information is available online at: http://www.registrar.ku.edu/fees.
- You are responsible for paying the total amount due on the January bill unless financial aid appears as “projected financial aid” on your bill. “Projected financial aid” will be subtracted automatically from the total amount due and be reflected in the “pay this amount” section. There are four methods for paying the “pay this amount:”

1. **Pay by mail**
   Send payments to: University of Kansas, Bursar's Office, P. O. Box 414680, Kansas City, MO 64141-4680.

2. **Installment Payment Plan**
   Enroll by contacting the Bursar’s office at www.bursar.ku.edu at 785-864-3322.
   Fee payment options and financial aid information are available at: www.registrar.ku.edu/fees/

3. **Pay Online:**
   a. Pay online with echeck (electronic withdrawal from a bank account) or by credit card (MasterCard or Discover or American Express) at Enroll and Pay> Campus Finances.
   b. No additional fee is charged for echeck payments unless the echeck is returned unpaid to the University. Unpaid echecks are charged a $30.00 non-refundable fee.
   c. A technology fee of 2.25% is added to each credit card transaction.
   d. Students may create a guardian access so that another person may view or pay charges assessed to the student on the student's behalf. Instructions for creating guardian accounts are available on-line at www.bursar.ku.edu under 'Make Payment'.
   e. Students are strongly advised NOT to give out their online password. With this password, anyone has access to all of the student's information including grades, enrolling and dropping classes, etc

4. **Pay in person**
   Cashier Service windows are located at 23 Strong Hall. Cashier hours are 8:10 a.m. - 4:00 p.m., Monday-Friday.
Financial aid recipients

- Most types of financial aid will appear on your bill as projected financial aid and be subtracted from the amount you owe. You must pay the difference by 4PM on February 15, 2016 (for main enrollment) or you may be assessed nonrefundable late payment fees. If projected financial aid does not appear on your January bill, you may select payment method 1, 2, 3, or 4 (above) or complete the financial aid process before the January 15th due date. You may access your financial aid information online at www.financialaid.ku.edu. Carefully review the financial aid “Important Message” and follow instructions to ensure your aid will be available.

You will not be able to enroll again or receive a transcript until all charges are paid on your account.

Enrollment Instructions:

**Login** - Students will link to the online services at Enroll and Pay by going to
https://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.

**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 addresses or phone numbers, 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 spring 2016 term. The system works best if you use the catalog numbers (i.e. LAW 908).

**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. Type in the entire number if you know it. This is what works best and is the fastest. After you’ve chosen two criteria, you must click the Search button.

Please note that the Enroll and Pay Schedule of Classes is not completely browser able. To get lists of courses or browse the Schedule for principal courses, use the open sections link.

**View Enrollment Appointment** - Beginning September 24, 2016 click on View Enrollment Appointment and choose the spring 2016 term. On the next page, you can 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 January 25th online.

**Enroll in a class** - First, choose the term for enrollment. If this is your first time to enroll, click add a class. The enrollment screen has detailed instructions to follow. Type in the class number corresponding to the class you want to enroll in and click enter after each class. This is the fastest way to enroll. Attached you will find a listing of spring 2016 classes with class numbers included. After you’ve entered all classes click the Next button to see if enrollment was successful This is a critical step. If you do not click the next button, your work is lost. Classes will be stored in the checkout section and checkout must be completed for enrollment to be successful. Classes with errors will be designated in red. You can click on Errors Found and why they were not successful. Once enrollment is completed it should be confirmed at “View My Schedule.”
Criminal Prosecution Clinic, Externship Clinic, Judicial Clinic, Legal Aid Clinic enrollment is limited to those students who apply and are selected. Criminal Prosecution Clinic, Externship Clinic and Project for Innocence will provide the Registrar with a list of people who should be enrolling. Those people should email the Registrars office (vpalmer@ku.edu) to get a permission number for the class. Judicial Clinic 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 should enroll using the discussion section class number.

**Swap classes**-The swap classes feature allows a student to “trade classes”, ensuring that the class you wish to add is open and available before the other class is dropped.

**Campus Finances**- Campus Finances includes account, payment, billing, and financial aid information.

**Writing Requirement**-

Each student who started KU Law before the summer of 2015 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 spring 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.

- **Advanced Legal Writing: Transactional Practice**-satisfies the WR
- **Advanced International Trade Law**-satisfies WR
- **Alternative Dispute Resolution**-Fairchild-with paper option
- **Animal Rights Seminar**-satisfies the WR
- **Banking Law**-satisfies the WR
- **Capital Punishment**-satisfies the WR
- **Comparative Law**-satisfies the WR
- **Contract Drafting**-satisfies the WR
- **Due Diligence in Business Transactions**-satisfies the WR
- **Estate Planning: Practice**-satisfies the WR
- **Higher Education and the Law**-satisfies the WR
- **Independent Research**- 2 credit hours in one semester will satisfy the WR
- **Kansas Journal of Law and Public Policy**- two semesters fulfill the WR
- **Law and the Arts**-satisfies the WR
- **Law Review**-two semesters fulfill the WR
- **Legislative Clinic**-satisfies the WR
- **Media and the 1st Amendment**-satisfies the WR
- **Media Law Clinic**-satisfies the WR
- **Native American Natural Resources**-satisfies the WR
- **Project for Innocence and Post-Conviction Remedies**- Two Semesters or two five-week summer sessions fulfill WR
- **Real Estate Finance**-satisfies the WR
- **The Law of War: History, Principles, Practice**-satisfies the WR

**Final Exams**- A final exam schedule for the spring semester is included and 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 2016 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’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 enrolled in a class that conflicts with the waitlisted class. If you have a hold the computer will not enroll you either. 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 2016 Trial Advocacy Instructors-**

**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.

**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.

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

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

**New, Reconstituted, or Reintroduced Courses, spring 2016-**

**Animal Rights Seminar:**
This seminar addresses a fundamental legal question, i.e. what rights are to be accorded to animals both in nature and in human society? The participants will read and discuss a number of theories of animal rights based upon philosophical, religious, pragmatic, and biological bases and will explore the legal and jurisprudential ramifications of these theories. Students will be required to write a substantial research paper of publishable quality. Students must enroll for both semesters of the academic year for one credit hour per semester. Prerequisite: permission of the instructor.

**Due Diligence in Business Transactions:**
This simulation course will expose students to the due diligence process that is critical to every business transaction. It offers students a realistic due diligence setting, in which they will: learn the basic scope and goals of the process, including the various types of information that must be obtained and reviewed; identify the typical issues that must be analyzed; practice using a framework for systematically accumulating information; and understand how that information may affect the structure of the transaction and the content of the agreement that memorializes it. Taught by law school faculty and experienced transactional attorneys.

**Higher Education and the Law:**
A seminar focused on the unique legal issues facing colleges and universities. The over 4000 institutions of higher education in the United States require legal services, especially as law schools fight suits alleging they misrepresented job prospects to students and the Supreme Court rules on landmark affirmative action cases such as Fisher v. University of Texas (now returning to the Court after remand). The course will explore academic freedom, tenure, and student rights and discipline, issues that distinguish institutions of higher education from other corporate entities. Consideration will be given to distinctions between public and private institutions. Grades will be based on three memoranda that students will research and write, and on class participation. This course satisfies the upper-level writing requirement.
Representing Nonprofit Organizations: Following a nonprofit and tax-exempt organization law refresher and overview, the course focuses on application of the fundamental exemption requirements; charitable and other categories of exempt organizations; the application for recognition of exemption process; private inurement, private benefit, and intermediate sanctions; governance policies and procedures; public charities and private foundations; lobbying and political campaign activity; the unrelated business rules; use of subsidiaries; exempt organizations’ involvement in joint ventures; annual reporting to the IRS; and charitable giving and fundraising law. Teaching emphasis will be on case hypotheticals.

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 Clinic-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 Clinic-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 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
National Moot Court Competition
Externship Clinic
Transactional LawMeet

Application for Degree- Any student expecting to graduate in May of 2016 must complete an application for degree online, a writing requirement form, a hooding form, and a bar information form (these will be placed in your mailbox in late-January by the Registrar’s office.) 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. Diplomas for May 2016 graduates will be available for pick up at the law school just after the hooding ceremony on May 16, 2016.

Clergy 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 on graduating 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 check degree requirements and the number of hours completed. If there are any questions please email the Registrar at vpalmer@ku.edu.

Grades- Grades are viewable at the end of the spring semester online the day after the Professors/Instructors post them electronically.

Independent Research- Requirements for Independent Research are listed on page 18 of the Law School Catalog. 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- vpalmer@ku.edu. You will be sent a return email with a number, which will allow you to enroll online. This should be done before the semester begins.

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 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

Research Workshop- Students who enroll in Research Workshop may not also enroll in Independent Research. Participation in any Research Workshop counts as, and is subject to the same rules as, an independent research project and constitutes two hours of independent research credit for the purpose of computing the maximum number of independent research hours.

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

Second-Year Requirements- Professional Responsibility must be taken before the 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, advising.

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 http://www.registrar.ku.edu/current/updateinfo.shtml.
If a Law School student wants directory information suppressed at the Law School contact the Law School Registrar.

**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.

**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 10-13, 2016 Students are expected to be available from 8:00 a.m. to 7:00 p.m. each day. (No exceptions).

**Accounting for Lawyers** Not open to students who have taken an accounting course while an undergraduate or graduate student. A student who is uncertain about his or her eligibility to enroll should consult the Associate Dean for Academic Affairs.

**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: [http://www.law.ku.edu/prerequisites](http://www.law.ku.edu/prerequisites).