Enrollment Instructions Summer and Fall 2021

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 2021 Academic Calendar

Upper-Level-1st session
Monday, May 17-Tuesday, June 15: *Classes.*
Classes will be held on Memorial Day May 31.
Wednesday, June 16: *Reading Day.*
Thursday-Friday June 17-18: *Examinations.*

2nd session
Monday, June 21-Tuesday, July 20: *Classes.*
Wednesday, July 21: *Reading Day.*
Thursday- Friday July 22, 23: *Examinations.*

First Year-1st session
Thursday-Friday, Monday May 20-24: *New Student Orientation/Lawyering Skills Classes.*
Classes will not be held on Memorial Day May 31.
Tuesday, May 25-Friday, June 18: *Classes.*
Saturday, June 19: *Reading Day.*
Monday, June 21 and Wednesday, June 23: *Examinations.*

2nd Session
Thursday, June 24-Monday, July 19: *Classes.*
Tuesday, July 20: *Reading Day.*
Wednesday, July 21 and Friday, July 23: *Examinations*

July 15, 2021 - Last day to submit Application for Degrees to ensure August 1, 2021 graduation.
August 11, 2021 -Grades for both summer sessions must be submitted electronically by midnight.

Enrollment Appointments

Enrollment appointments begin on April 2, 2021. 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 16th.
You will be able to enroll online for the fall from your appointment time until August 22nd.

Summer 2021

Summer Fee Information

Tuition and fee information is available at http://affordabiity.ku.edu/costs
EBills will be available on or about April 21, 2021 in enroll and pay.

Add/Drop

Summer
April 2-May 16-add/drop online.
The last day to add a class in the summer is the 5th day of the class. Schedule change forms are online Add/Drop a Class | Office of the University Registrar (ku.edu) Check www.registrar.ku.edu 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

Fall Semester 2021
Thursday-Wednesday, August 19-25: *Orientation/Lawyering Skills classes for fall starters.*
Monday-Wednesday, August 23-25: *Orientation/Lawyering Skills classes for summer starters.*
Wednesday, August 25: 2L/3L Orientation
Thursday, August 26: *Classes begin.*
Monday, September 6: *Labor Day, no classes.*
Saturday, October 9: *Fall break begins.*
Wednesday, October 13: *Classes resume*.
Wednesday, November 24: *Thanksgiving recess begins, no classes.*
Monday, November 29: *Classes resume.*
Thursday, December 2: *Last day of classes.*
Friday, December 3: *Constructive Day*
Saturday, December 4: *Reading day.*
Monday, December 6: *First day of final examinations.*
Friday, December 17: *Last day of final examinations.*
Saturday, December 18: *Recess begins*

October 15, 2021- Last day to submit an application for degree to ensure December 31, 2021 graduation.

Payment of Fees

Fee Payment information is available: https://student-account-services.ku.edu/
Add/Drop

Adding and dropping may be performed online from the date of your enrollment appointment through August 22, 2021. Following August 22, 2021 adding and dropping can only be with a schedule change form Add/Drop a Class | Office of the University Registrar (ku.edu). Refund Schedule- registrar.ku.edu/tuition-and-fees

Enrollment Instructions:

Login to Enroll and Pay
Students can link to online services at Enroll and Pay by going to www.ku.edu.

Enrollment
Enter the 5-digit class number associated with each class and follow the prompts through to the shopping cart. Search the Schedule of Classes for up to date information: https://my.ku.edu/Classes/ExternalDisplay.action

Enrollment Appointment
Beginning March 1, 2021 enrollment appointments are viewable on enroll and pay.

Criminal Prosecution Field Placement Program, Elder Law Field Placement Program, Field Placement Program, Legal Aid Clinic, and Project for Innocence will require a permission number to enroll. These specific field placements or 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. Field Placement Program codes will be distributed by email after Professor Jennifer Schmidt gives her approval.

Final Exams

The final exam schedule for the summer and fall semester of 2021 will be posted on the website. 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 2021 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 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.

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 2021 or December of 2021 <u>must</u> complete an application for degree in enroll and pay and the Registrar's graduation form. A link to the form will be emailed in the fall. Diplomas can be received by mail by filling out a form online in enroll and pay.

Cleary 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 academics 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 <u>prior</u> 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
                       11:25 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 59 credit hours. http://law.ku.edu/rule-719

Transcripts
An official copy of your academic record is available at www.registrar.ku.edu.
Unofficial copies of the academic record are available at the myku portal under the academics 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 15th and Iowa.

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. 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/#prerequisitestext**

New Course information:

Privacy Law- This course tracks the origins and development of privacy in American law through the examination and analyses of constitutional law, tort law, and some statutory law. We will consider the social impact of emerging technology and social media.

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