

# Enrollment Instructions Spring 2019

Enrollment for the Law School will be conducted online by accessing the following website-  
[www.sa.ku.edu/psp/csprd/?cmd=login](http://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 2019 Academic Calendar**

Tuesday, Jan 22: *Classes begin.*  
Monday, March 11: *Spring break begins.*  
Monday, March 18: *Classes resume.*  
Friday, April 26: *Last day of classes.*  
Saturday, April 27: *Reading day.*  
Monday, April 29: *First day of final examinations.*  
Friday, May 10: *Last day of final examinations.*  
Saturday, May 18: *Law School Hooding.*  
Sunday, May 19: *Commencement*

March 1, 2019- Last day to submit an Application for Degree online to ensure May 19th graduation.

**IMPORTANT – YOUR OPPORTUNITY TO ENROLL ONLINE FOR THE SPRING OF 2019 BEGINS AT THE ENROLLMENT APPOINTMENT TIME YOU HAVE BEEN ASSIGNED.**

### **Enrollment Appointments**

Enrollment appointments begin on October 19, 2018. 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 21st

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-\$744.70 per credit hour  
Non-Resident Tuition and course fee-\$1302.10 per credit hour  
Campus Fees-\$482.95 per semester

E-Bills will be emailed on or about January 21, 2019. 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 15<sup>th</sup>**  
\$ 100 late fee added after 2-15-18, 2<sup>nd</sup> \$100 late fee added after 3-15-18, 1.5% interest charges added beginning 3-15-18.

### **Add/Drop-**

October 19-January 21- add/drop online  
January 28- last day to add or drop a class online  
February 5- last day to add any law school course  
Before dropping please, consult the "Special Drop Rule" list

Following January 21, 2019: Add's can only be done offline and add/drop paperwork is required. In order to process an add/drop you need to print a schedule change form [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, the registrar will email it to the University Registrar. It is best to add and drop on the same day for billing purposes.

**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.

### **Refund Schedule-**

- January 28 or before--100 percent refund
- January 29 - February 18--50 percent refund
- February 19 after--No refund

### **Payment of Fees-**

Bills will be e-mailed on or about January 21, 2019. Payments are due by 4PM on February 15, 2019 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](http://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](http://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](http://www.my.ku.edu/Classes/ExternalDisplay.action)

**View Enrollment Appointment-** Beginning September 27, 2018 click on View Enrollment Appointment and choose the spring 2019 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](http://www.law.ku.edu/requiredcourses).

**Final Exams-** A final exam schedule for the spring semester posted on the website. 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 2019 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 2019 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#](http://www.law.ku.edu/adjunct-faculty#)

### **New, Reconstituted, or Reintroduced Courses, spring 2019-**

**Law 943 Extended Bar Exam Preparation (2):** The course focuses on learning the most heavily tested legal rules in four multistate essay exam (MEE) subjects. Students will learn how each topic has been tested on the MEE. The course will address the analytical, information-retrieval, and reading-comprehension skills necessary for success on MEE portion of the bar exam. The course will also cover the Multistate Performance Test (MPT) component. Students will learn strategies for writing a successful MPT essay. Specifically, students will practice outlining, careful reading, structuring an argument, effective communication, and time management by completing a variety of MPT exercises. This course will include both weekly in-class sessions and online homework assignments, including MEE practice essays. Enrollment will be limited to students entering their final year of law school, subject to exceptions for students who will not be in residence in their final semester. The course will be graded as credit / no-credit.

**Law Advanced Project for Innocence and Post -Conviction Remedies (1-3):** Advanced Project for Innocence and Post-Conviction Remedies. (1-3 credits) (Prerequisite: Project for Innocence): Students who have completed the Project for Innocence and Post-Conviction Remedies may be selected to enroll in as Student Director. Student Directors are assigned to work with one of more incoming student teams to assist with case assignments. Depending upon the credit hours enrolled, Student Directors may be assigned as a team member to participate in substantive client work, and if 719 eligible, conduct hearings. In other cases the Student Director will serve in a more advisory capacity. Student Directors will conduct client intake and review. Student Directors will be required to commit to 42.4 hours of work per credit hour enrolled, and will continue to engage in reflective writing and supervision sessions with faculty. They will meet as a group with faculty for a seminar focused on intake and advanced issue spotting skills.

**Law 801 Mediation Skills Workshop (2):** The Mediation Skills Workshop is an intensive, two-week skills training experiential course. This workshop will introduce students to core skills in mediation practice, mediation techniques, and mediation ethics while engaging students in discrete skills exercises and simulated role plays.

This workshop has several goals: 1) to give students the skills to be effective mediators; 2) to give students a theoretical and practical foundation to be good advocates for their clients in mediation; 3) to give students adequate practice to hone their mediation skills; 4) to help students see the benefits and limitations of mediation and other dispute resolution techniques so that they can responsibly counsel clients about their choices; and, 5) to help students understand the difference between the professional standards of practice and ethics for attorneys and mediators.

Students taking the Mediation Skills Workshop will receive two (2) ungraded credits. First priority for enrollment

is given to students accepted into the Mediation Clinic. Additional students may enroll with special permission of the professor based on available space.

**Law 802 Mediation Clinic (4):** The Mediation Clinic will immerse students in mediation theory, practice, techniques, and ethics while allowing the students to mediate live cases with actual clients. In addition, students may have the opportunity to work directly with ambassadors at the United Nations, foreign governmental officials, other transnational organizations, and American Indian tribal leaders on mediation practice and systems design.

This clinic has several goals: 1) to give students the opportunity to improve their ability to represent clients by helping them practice skills that are important to effective problem solving and wise lawyering; 2) to give those students who may make mediation part of their professional lives a head start in terms of both skills and ethics; 3) to help students see the benefits and limitations of mediation and other dispute resolution techniques so that they can responsibly counsel clients about their choices; 4) to help students understand how feelings, background values and personal style affect performance in a professional role; and 5) to provide quality assistance to parties whose disputes the clinic mediates.

Students taking the Mediation Clinic will receive four (4) graded credits and must be concurrently enrolled in the Mediation Skills Workshop.

### **Please Note the Following Important Reminders-**

#### **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 11<sup>th</sup> 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 Law Competition**- with permission of instructor

**Alternate Grading System** -The following courses are graded Credit/No Credit:

**Criminal Prosecution Field Placement Program**

**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**

**Transactional Law Competition**

**Application for Degree**- Any student planning to graduate in May of 2019 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/](http://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](mailto: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](http://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](http://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](http://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 13-16, 2019. 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](http://www.law.ku.edu/prerequisites).