

PACIFIC MCGEORGE (2015-2016)

FALL/SPRING REGISTRATION INFORMATION

When to Register for Classes

Registration for the 2015-2016 academic year will occur according to the following schedule:

| | Automatic Pre-Reg. in Certain Required Classes for Evening Students <small>Rising 2E/3E</small> | Priority Registration for Seniors <small>Rising 3D/4E</small> | Open Registration for All Students <small>Rising 2D/2E/3E</small> | Add/Drop Deadline* <small>*Courses dropped after the Deadline require administrative approval and will result in a "W" on the student's transcript.</small> |
|------------------------|---|--|--|---|
| Fall 2015 | Mid-June | Monday June 22, 2015 8:30 a.m. | Tuesday June 23, 2015 8:30 a.m. | Monday August 24, 2015 11:59 p.m. |
| Spring 2016 | Mid-June | Wednesday June 24, 2015 8:30 a.m. | Thursday June 25, 2015 8:30 a.m. | Tuesday January 19, 2016 11:59 p.m. |

Automatic Pre-Registration for Evening Students

Second- and third-year evening students are pre-registered in certain classes by the Office of the Registrar:

Second Year

2E students are generally expected to take Contracts, Statutes and Regulations, Constitutional Law, Property, and Principles of Legal Analysis II (if applicable) with their 2E cohort. If you have an irreconcilable conflict requiring that you take a different section of one or more of these courses, please contact Dean McGuire (mmcquire@pacific.edu) to request administrative approval to change your enrollment.

2E students will be automatically enrolled by the Office of the Registrar in the following courses:

- Contracts
- Statutes and Regulations
- Constitutional Law
- Property
- Principles of Legal Analysis (if applicable)

2E students will need to enroll themselves via *insidePacific* web registration in a Global Lawyering Skills II section (*Fall only—the Office of the Registrar will enroll students in the Spring GLS II section with the same professor you selected for Fall*), and schedule permitting, may enroll in daytime or weekend electives of their choosing that do not conflict with the set 2E curriculum.

Third Year

3E students are automatically enrolled by the Office of the Registrar in the evening sections of Evidence and Business Associations (if applicable), but, schedule permitting, may opt to enroll in a daytime section of those courses via *insidePacific* web registration. Administrative approval to take daytime classes is not required after the second year; however, preference will be given to full-time students if there is not room to accommodate all interested students in a particular class.

Registration Policies and Overview

Timing

Pacific McGeorge has **annual registration**, meaning that students will register for the entire academic year during the last week of June. Students register via *insidePacific* **web registration** (instructions below). **Fall registration** opens for Seniors on Monday, June 22nd at 8:30 a.m., and for everyone else on Tuesday, June 23rd at 8:30 a.m. **Spring registration** opens for Seniors on Wednesday, June 24th at 8:30 a.m., and for everyone else on Thursday, June 25th at 8:30 a.m. **If you encounter any issues while trying to register**, please contact the Office of the Registrar by email at sacregistrar@pacific.edu.

Typical Course Load

| Course Load | Day Division | Evening Division |
|---------------|---|------------------|
| Minimum* | 12 units | 8 units |
| Typical | 14-16 units | 9-11 units |
| Maximum | 17 units | 17 units |
| Summer School | Full-time students are encouraged to gain practical experience during the summer. | 2-5 units |

*If during your final semester you wish to take fewer than the minimum number of units required for your division and be charged tuition on a per-unit basis, you must submit a written request to Dean McGuire (mmcguire@pacific.edu).

Adding Classes

Students may add classes through the Add/Drop Deadline. No student will receive academic credit for any course unless he/she is officially registered in the course. Some courses have special enrollment procedures, such as an application process. A select number of courses require instructor approval to enroll. **The Law School has established wait list procedures for adding closed classes (see below).** Students must follow these procedures and should not seek instructor approval for adding a class. Late add requests must be submitted in writing to Assistant Dean for Student Affairs (Dean McGuire).

Dropping Classes

Students may drop any upper-division course without approval through the Add/Drop Deadline. **It is the student's responsibility to know the tuition and fee refund provisions. After the Add/Drop Deadline**, classes may be dropped for good cause and only with the written approval of the Assistant Dean for Student Affairs (Dean McGuire) and will result in a "W" on the student's transcript. No class may be dropped after the last day of classes. **First-year students** may not drop classes except in extraordinary circumstances. When such circumstances exist, the Assistant Dean for Student Affairs (Dean McGuire) may permit a full-time student to drop to the standard first-year part-time course selection. No other courses can be dropped. **Students who stop attending a class** and do not complete the formal drop process are subject to receiving an "F" grade and are liable for tuition. **Students who do not take a final examination or complete required coursework** will receive an "F" grade.

Closed Classes and Waitlists

Waitlists are formed after a class is full (aka, "closed"); **waitlists determine the priority for enrollment as seats become available.** During the initial registration period, students confronted with a closed class should place their names on the waitlist immediately. Our waitlists often clear, so there is a good possibility that you will get into the course. Nonetheless, it is imperative that you register for a backup option, in case you do not get in off the waitlist.

Classes with Insufficient Registration

Classes with insignificant registration may be cancelled at the discretion of the Associate Dean for Academic Affairs (Dean Colatrella).

Course Time Conflicts

Students may **not** register for courses if meeting times overlap in whole or in part. Not even a five-minute overlap will be allowed.

Distance Learning

Under ABA Standard 306, no student may enroll in more than 4 units of distance learning in a semester, and no more than 12 units during their time at McGeorge.

Prerequisite and Concurrent Enrollment Requirements

To determine whether a course has a prerequisite or concurrent enrollment requirement, please read its course description, which is available online at <http://catalog.pacific.edu/law/courses/>.

Holds

You will not be able to register for classes if you have an outstanding balance, unless you have made satisfactory payment arrangements with the Law School. Prior to your registration window, you should check *insidePacific* to confirm that there are no holds on your account (instructions below). **If there is a hold on your account, you cannot register for classes.**

Questions

If you have questions about how to register for classes or which classes to take, **academic advising is available through the office of Student Affairs**. Please call 916.739.7089 or send an email to sacstudentaffairs@pacific.edu to schedule an appointment with Dean McGuire or Rebekah Grodsky.

Special Notes About the 2015-2016 Schedule

Intersession

We offer several one-unit classes which start the week prior to the Spring semester. Students may utilize Spring tuition units to enroll in these Intersession courses. Space is limited and students should select one (1) offering with the possibility of a second if space is available.

PASS I and II & Remedies and Principles of Law

PASS I and Remedies are seniors-only classes that are required for some students and strongly encouraged for all students. (PASS I satisfies the former PPLW requirement for those who are in Directed Study.) PASS II, which focuses on the PT exam portion of the California Bar, is also offered for seniors on an elective basis. Many sections are offered throughout the academic year so that you may easily fit these courses into your schedule. Remedies includes a review of some principles of law in bar-tested topics, and is structured to work in conjunction with PASS I and II to support bar exam success.

Classes that Require Special Registration

Evidence (ITAP)

Students who enroll in Evidence (ITAP) also enroll in Trial Advocacy. In Trial Advocacy, students learn how to analyze a trial file, construct a case theory, and practice all phases of trial. At the end of the course, students conduct a full-day jury trial. In Evidence, students learn how to analyze admissibility issues under Federal and State Rules of Evidence and work through evidentiary issues, such as making and meeting objections, articulating offers of proof, and learning evidentiary foundations. This concurrent study of evidentiary issues with their practical application in the trial setting is designed to reinforce a deep understanding of both Evidence and Trial Advocacy. The Integrated Course satisfies the Evidence requirement, earning students 4-units for Evidence, and qualifies as an elective earning 3 credits for Trial Advocacy. Students who enroll in the combined course must take and complete all 7 units. **Students in Evidence (ITAP) receive priority enrollment in Fall Trial Advocacy small sections. Please see the attached “How to Register for Evidence (ITAP) and/or Trial Advocacy”.**

Trial Advocacy

Evidence (ITAP) students receive priority enrollment in Fall Trial Advocacy. The number of spaces available to non-ITAP students varies, depending upon ITAP enrollment. The Office of the Registrar will slot students into Trial Advocacy small sections according to the following order of priority: (1) Evidence (ITAP) Students, (2) third-year evening students who are taking Evidence, (3) seniors, and (4) everyone else. Depending on enrollment numbers, small sections may be combined or canceled. **Students who are interested in taking Trial Advocacy during the Fall who are not taking ITAP Evidence, should waitlist themselves for a Trial Advocacy small section and a Trial Advocacy lecture course and will be contacted by the Registrar's Office once added to Trial Advocacy as space becomes available. Please see the attached “How to Register for Evidence (ITAP) and/or Trial Advocacy”.**

Global Lawyering Skills II

Although GLS II is a yearlong class, **students will register themselves only for a Fall GLS II course.** The Office of the Registrar will enroll students in the Spring GLS II section with the same professor.

Directed Research

Directed Research provides the opportunity for JD students to engage in a comprehensive individual research project under the supervision of a full-time faculty member. The work product may take the form of a scholarly paper, empirical study, analysis of topical readings, or other creative format that demonstrates in-depth legal research and original analysis. More detailed information about Directed Research may be found in the Black Book. **To register, ask the Office of the Registrar for the Directed Research Request Form, which you will complete together with your faculty advisor.**

Competition Teams

Students interested in Mock Trial should participate in the tryouts scheduled at the beginning of the Fall semester. Moot Court (Appellate Advocacy) Teams require concurrent or prior enrollment in Advanced Appellate Advocacy Seminar (catalog no. 807). Enrollment must be approved by Professor Telfeyan based on a selection process. **The Office of the Registrar will add units to student schedules after approval is granted by the Faculty Director or Team Advisor.** Detailed information about the competition teams may be found in the Black Book.

Legal Clinics

An application is required for all Clinics; if you are selected, the Office of the Registrar will contact you regarding enrollment in the clinic course. **Applications were due on May 31, 2015** (late applications are strongly discouraged, but may be considered on a case-by-case basis). The electronic application may be found on the Legal Clinics webpage. Many clinics require concurrent or prior enrollment in a substantive course, as indicated in the chart in the Black Book. Much of the work on cases is completed as the student's schedule permits during Clinic office hours.

Externship Program

Pacific McGeorge offers many established and approved externships and judicial externships. Coupled with our Capital location, you will enjoy opportunities to earn academic credit, develop skills and legal knowledge, experience daily legal practice, and build resume and networking opportunities through placement sites at more than 100 local, state, and federal courts, government agencies, nonprofit entities, and limited for-profit firms.

Externships are available to any student who has satisfactorily completed their first year and is not on academic probation. Students who are on probation may not participate in an Externship or Judicial Externship. **Placements are generally three units;** limited part-time (7 units) and full-time (14 units) are available to those in the top 50% of their class upon pre-planning with the Director of the Field Placement Program. Most placements are located in the Sacramento region. Domestic and international placements are available outside the Sacramento area, but require pre-approval and advanced planning with the Director of the Field Placement Program.

During a semester-long placement, students perform on-site legal work under direct attorney supervision and attend on-campus reflective classes with professors. Colleen Truden, Director of the Field Placement Program, counsels students regarding appropriate placements and approves each student's enrollment.

If you are interested in a Placement Site that is not pre-approved, you must meet with Colleen Truden to discuss the Placement Site eligibility and approval process at least two months before the start of the semester during which you want to extern. Otherwise, the Field Placement (externship) will not be approved.

For step-by-step instructions about how to secure an Externship, please review the Black Book.

Full-Time and Half-Time Judicial Externships

Any student interested in a Judicial Externship must meet with Colleen Truden, Director of the Field Placement Program, to discuss eligibility, procedure and placement opportunities. Any student receiving a Judicial Externship offer must notify the Field Placement Office immediately.