Spring 2016 Registration
Academic Information and Guidelines

J.D. Programs
Graduate Law Programs
(S.J.D., DLaw, LL.M., and M.J.)

Friday Classes begin January 15, 2016
Saturday Classes begin January 16, 2016
All other classes begin Tuesday, January 19, 2016

LOCUS Term Code: 1162
Click here for the complete course schedule
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A student shall be eligible for the degree of Juris Doctor upon satisfying the following requirements:

- All students must successfully complete a minimum of eighty-six (86) credit units, 74 of which must be graded credits.
- All students must satisfy residency requirements. These requirements are designed to comply with Standards of the American Bar Association and ensure that students have had sufficient exposure to the knowledge, skills and values of the legal profession. At the same time, they are designed to equalize tuition costs to the extent possible.
- All students must successfully complete the required curriculum.
- In addition to attending the required number of scheduled minutes and credit hours of classroom or direct faculty instruction, all full-time and part-time J.D. students should be prepared to have to complete 120 minutes of out-of-class work for every hour of instruction that they receive.
- Students must maintain a cumulative grade point average of 2.0.
- Students must complete their course of study for the J.D. degree no later than 84 months after commencing law study at the School of Law or at a law school from which the school has accepted transfer credit.
- Students are required to schedule a Graduation Interview with the Law Registrar to review credentials and apply for graduation.

**Full-time:** A student in the full-time division can achieve the required time in residence in the following way:

- Completion of 6 full-time semesters [12 - 17 credits per semester]
- Students in the full-time division may not advance the date of their graduation by taking classes during the summer session.
- Additional credits earned in one academic year or summer session will not permit a student in the full-time division to take fewer than the minimum credit hours (12) per semester thereafter.

**Part-time:** A student in the part-time division can achieve the required time in residence in these ways:

- *Eight Semesters:* A student in the part-time division can meet the residency requirement upon the completion of eight part-time semesters [8 - 12 credits per semester]
- *Seven Semesters and at Least Two Summer Sessions:* A student in the part-time division can meet the residency requirement upon the completion of seven part-time semesters and a minimum of eleven academic credits over two or more summer sessions. Students in the part-time division who wish to accelerate their graduation in this way should consult with the Registrar to make sure that they will be able to meet all degree and tuition requirements under the accelerated program.
- Additional credits earned in one academic year or summer session will not permit a student to take fewer than the minimum credit hours per semester thereafter.
**Transferring Divisions:** Students who transfer divisions can satisfy residency requirement in the following ways. A student may **not** transfer divisions in their final semester of law school.

- **Full-time students** who seek to transfer to the part-time division must meet with a member of the Dean's Office to discuss the conditions upon which a transfer will be approved. If permitted, a student who transfers from the full-time division to the part-time division must comply with the academic schedule determined by the Dean’s Office. Students in this category may not graduate in fewer than seven semesters (excluding summers).

- A student in the **part-time division** who transfers, after approval from the Dean's Office, to the full-time division:
  - Before the **third semester** and graduates in three years (six semesters) must complete a minimum of eight hours of summer courses.
  - Before the **fourth semester** and graduates in three years (six semesters) must complete a minimum of eleven hours of summer courses.
  - Before the **fifth semester** and graduates in three years (six semesters) must complete a minimum of fifteen hours of summer courses over two summers.
  - Additional credits earned in one academic year or summer session will not permit a student to take fewer than the minimum credit hours per semester thereafter.

**Dean's Permission:** In exceptional circumstances, a student may apply in writing to the Dean or his/her delegate for permission to take fewer than the required semester hours.

**Summer Limit** - All students may register for a maximum of eight credit hours during a summer session.
**SPRING 2016 REGISTRATION SCHEDULE**

The Registration system is available 24 hours a day, 7 days a week. However, registration will begin at 9:00 a.m. for each new student group. If you have any questions, please contact the Law Registrar Office at 312/915-7167 or Law-Registrar@luc.edu.

<table>
<thead>
<tr>
<th>ACCESS DATE</th>
<th>STUDENT CLASSIFICATION</th>
<th>HOURS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 26</td>
<td>Third/Fourth Year Part-Time; All Graduate Students (LL.M., M.J., S.J.D., &amp; D.Law)</td>
<td>31 and up**</td>
</tr>
<tr>
<td>October 27</td>
<td>Third Year Full-Time</td>
<td>50 and up**</td>
</tr>
<tr>
<td>October 28</td>
<td>Second Year Part-Time</td>
<td>12-30**</td>
</tr>
<tr>
<td>October 29</td>
<td>Second Year Full-Time</td>
<td>15-49**</td>
</tr>
<tr>
<td>October 30</td>
<td>First Year Part-Time</td>
<td>0-11**</td>
</tr>
<tr>
<td>October 30</td>
<td>First Year Full-Time</td>
<td>0-15**</td>
</tr>
<tr>
<td>Oct. 31-Nov. 1</td>
<td>Registration system will remain open</td>
<td></td>
</tr>
<tr>
<td>November 2</td>
<td>Transfer/Visiting Students</td>
<td></td>
</tr>
<tr>
<td>January 15</td>
<td>First Day of Friday Classes</td>
<td></td>
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<tr>
<td>January 16</td>
<td>First Day of Saturday Classes</td>
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</tr>
<tr>
<td>January 19</td>
<td>First Day of All Other Classes</td>
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</table>

**LATE REGISTRATION** (Late fees apply)

**Late Registration/Change of Registration** - Only days to add a course or withdraw with "EC" (Erase Course). The course will be deleted from your academic record if dropped with "EC". (See Adjustment Schedule)

**ONLY DAYS TO WITHDRAW WITH "W"**
A withdrawal from a course during this period will result in the grade of "W." The grade of "W" is not counted in the grade point average, but is recorded on the transcript.

**COURSE WITHDRAWALS AFTER FEBRUARY 13 WILL RECEIVE A "WF" (WITHDRAWAL WITH FAILURE). THE "WF" GRADE WILL BE CALCULATED IN THE GRADE POINT AVERAGE AS AN "F".**

**NOTE:** Students register by the number of hours successfully earned as of the end of the prior Spring. Procedures and scheduled times must be adhered to in all cases. Academic credit will not be given for courses in which students have not properly registered. If a student fails to drop a course he/she is not attending but registered for, the student will receive a "WF" which will be permanent on the record. It is the responsibility of each student to register properly for his or her courses and to confirm course selections through the LOCUS system. LOCUS registration instructions are available on the university’s website.

**IMMUNIZATION RECORD:** Students whose current immunization records are not on file at the Wellness Center will be blocked from registering. More information, a list of exemptions, and a downloadable form are available on the Wellness Center Home page.

**FIRST YEAR STUDENTS**
All full-time 1L students must register for Constitutional Law, Contracts, Criminal Law and Legal Writing II in the same section to which they are currently assigned. All full-time 1L students must also register for ONE elective available to first-year students. These electives are designated Perspective Elective (Per Elec). 1L students may not register for any other courses.

Part-time 1Ls must register for Contracts and Criminal Law in the same evening section. In addition, Part-time 1Ls must register for Legal Writing II (in the same small section they are currently assigned). **Part-time 1Ls may NOT register for Perspective Elective (Per Elec) courses or any other courses.**
General Information

ATTENDANCE GUIDELINES  Regular and punctual class attendance, as determined by the instructor and the Dean, is required in all courses. Excessive absences or tardy attendance, even if all or some of them are considered to be “excused,” violate this requirement. Students who do so are subject to various sanctions including a reduction in the grade, withdrawal from the course, additional remedial work, withholding of the final exam or a final grade which results in the grade of “WF” (withdraw failing), or other appropriate sanctions in the discretion of the instructor or the Dean. Since regular and punctual attendance is required in all courses, registration for courses that meet at the same time or overlapping times is not permitted.

REQUIRED COURSES  For the full list of required courses click here. Students who entered the School of Law before the Fall of 2014 must complete at least two credits of a Perspective Elective (Per Elec), Skills, and Experiential Learning.

Students entering the School of Law in 2014 or thereafter must complete at least 6 credits of Experiential Learning, only 3 of which can be completed through a comprehensive simulation. Students may not satisfy this requirement by taking a class that is also taken to satisfy the "Skill" requirement or the "Perspective Elective" requirement.

Students who are in the bottom 15 percent of their class after their second, third, or fourth semester of law school will be required to complete 2 credits in a designated “BAR SKILLS” course in order to graduate. Those students who entered law school before the fall of 2014 are exempt from this requirement.

NOTE: All students must register for all courses, in the required semester and year. Failure to register for a required course will result in a grade of “WF” in those required courses.

ONLINE COURSES FOR JD STUDENTS
Loyola may offer enrollment in select online courses, taught by experienced practitioner faculty. Juris Doctor students who have completed at least 28 hours may take up to 4 hours per term and a maximum of 15 online credit hours throughout their Juris Doctor program.

NOTE: Each state has different rules for admission to the bar. Students should consult with each jurisdiction in which they intend to practice to ensure that completion of online courses qualify for bar admission.

J.D. EXTERNS  Applications for Fall J.D. externships are available on our website. Students who wish to apply for the extern program can download the application and other information. Applications are due to Ms. Josie Gough in Room 1317 by December 15, 2015. Upon acceptance, the student must register for the course in the LOCUS system.

AUDITING CLASSES  Students who want to take a course without receiving academic credit may audit the course, provided that the course is not closed at the capacity. Students who have registered for credit in a class that is filled may not convert their registration to an audit. A course that is audited does not count as hours attempted, therefore, it is not considered in determining a student’s academic full-time or part-time status; however, tuition is charged as though the course is being taken for credit. Class attendance is required; if you do not attend class, a final grade of W will be recorded. Assignments, examinations and term papers, are not required, but you have a right to participate in class discussions. All auditors must complete and submit an audit request form in the School of Law Registrar’s Office, room 1203. A course will not be converted to Audit after the Change of Registration period has ended.

DUAL DEGREE STUDENTS: Students in a dual degree program within another school of the university must contact the Law Registrar, Dora Jacks, prior to registering for Law school courses each semester for curriculum planning and tuition policies. See the dual degree web page for additional information. All dual degree students must enroll in graduate courses under their Graduate Career.
COURSES REQUIRING PRIOR APPROVAL

Students registering for courses that require permission must receive faculty approval. Approval forms for Directed Study, Independent Research, and Graduate Legal Studies are available on the web. All forms must be completed, signed and returned to the School of Law Registrar office no later than November 21, 2015.

- Students can enroll in approved courses approximately two business days after the form is submitted to the Law Registrar office.
- Students who wish to drop the course after the submission of approval are responsible for withdrawing from the course.

STUDENT PUBLICATIONS

Below are the various categories for participation on one of Loyola’s student publications. Registration is conducted through each publication’s Editor-in-Chief and faculty advisor. See your Editor-in-Chief if you have questions.

<table>
<thead>
<tr>
<th>Annals of Health Law Associate Editors</th>
<th>International Law Review Associate Editors</th>
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</thead>
<tbody>
<tr>
<td>Annals of Health Law Executive Editors</td>
<td>International Law Review Executive Editors</td>
</tr>
<tr>
<td>Annals of Health Law Members</td>
<td>International Law Review Members</td>
</tr>
<tr>
<td>Annals of Health Law Senior Editors</td>
<td>International Law Review Senior Editors</td>
</tr>
<tr>
<td>Children’s Legal Rights Journal Associate Editors</td>
<td>Law Journal Associate Editors</td>
</tr>
<tr>
<td>Children’s Legal Rights Journal Executive Editors</td>
<td>Law Journal Executive Editors</td>
</tr>
<tr>
<td>Children’s Legal Rights Journal Members</td>
<td>Law Journal Members</td>
</tr>
<tr>
<td>Children’s Legal Rights Journal Senior Editors</td>
<td>Law Journal Senior Editors</td>
</tr>
<tr>
<td>Consumer Law Review Associate Editors</td>
<td>Public Interest Law Reporter Associate Editors</td>
</tr>
<tr>
<td>Consumer Law Review Executive Editors</td>
<td>Public Interest Law Reporter Executive Editors</td>
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<tr>
<td>Consumer Law Review Members</td>
<td>Public Interest Law Reporter Members</td>
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<tr>
<td>Consumer Law Review Senior Editors</td>
<td>Public Interest Law Reporter Senior Editors</td>
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</tbody>
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CERTIFICATE PROGRAMS

General information and applications for each School of Law certificate program are available on our certificates page online.

Certificates will appear as an official comment on the J.D. transcript. Certificates will be given to students, approximately 4-6 weeks after the semester ends. Please note that certificate status will not be noted in the commencement program nor at the commencement ceremony.

Application Process: Download an unofficial copy of your JD transcript using LOCUS.

Schedule an appointment with a faculty member in the department you plan to receive your certificate: Bring your completed form and your transcript to the appointment. Faculty will advise you on your curriculum plan.

- Health Law: Megan Bess or Kristin Finn
- Child and Family Law: Diane Geraghty, Anita Weinberg, Bruce Boyer or Stacey Platt
- Tax Law: Jeffrey Kwall, or Anne-Marie Rhodes
- International Law and Practice: Anne-Marie Rhodes
- Advocacy: Zelda Harris
- Public Interest: Mary Bird-Murphy

Your signed form will be needed at your graduation interview with the School of Law Registrar, Dora Jacks. The Registrar will certify that you meet all of the certificate requirements after final grades have been calculated. Your certificate status will be noted on your transcript when your degree is conferred. You will be notified when your certificate is ready.
APPELLATE ADVOCACY HONORS PROGRAM

TRYOUTS for 2016 -2017 teams will be conducted in the Spring 2016 semester. Interested students should pick up a packet from the Moot Court office.

1. REGISTER for 1 credit hour in the spring semester.
2. ALL TEAM MEMBERS in the Loyola Appellate Advocacy Honors Program, i.e., on a Loyola moot court team, MUST attend class Wednesday nights from 5:00 - 7:00 p.m., DO NOT SCHEDULE ANY OTHER CLASS WHICH CONFLICTS WITH THIS TIME PERIOD!

MISCELLANEOUS BUT IMPORTANT

DIVISION TRANSFER Students who want to transfer to a new division, effective Spring 2016 must have a division transfer form signed by Dean Gaspardo, or Dean Faught by October 22, 2015. Students are permitted to transfer divisions only once during their law school careers. Students are not permitted to change divisions after registration has begun. (Transfer Division form online)

FERPA RIGHTS- The Family Educational Rights and Privacy Act
The School of Law Registrar Office will verify information including students’ dates of attendance, status (full/part-time), degree earned, and the date a degree was conferred, when inquiries are made by lending institutions, law firms, etc., unless otherwise notified in writing. Visit the FERPA website for more information.

NOTIFICATION OF CHANGE OF NAME AND ADDRESS
Students are responsible for the accuracy of their personal data in LOCUS. To change your name, you must complete a Change of Name form located in the Law School Registrar Office, room 1203.

FINANCIAL AID INFORMATION
Visit our website for Financial Aid information.

CANCELLED CLASSES
Classes which do not meet the minimum enrollment requirement set by the School of Law are subject to cancellation. Cancellations can occur up to and including the first week of classes.

CLOSED CLASSES
Please keep the following points in mind as you prepare for registration:

- Register as soon after your scheduled registration time. At that time, you have the best opportunity to enroll in the courses you want. The later you register, you lose that advantage.

- If a class is full, the system will not permit further registrations unless a student drops the course. If you wish to register for a class that is full, keep in mind the following:

  1. Your only option is to continue to check LOCUS for openings. A student must drop the class, in order for a space to become available. There is no guarantee, but usually a spot will become available at some point before the semester begins. There is a great deal of “turnover” during registration and the advantage will go to the students who keep checking the system.

  2. Instructors are not able to override the system. While a faculty member may have sympathy for your situation, he/she does not have the ability to let you in. Members of the administration are always pleased to help, but when a class is full, the only fair way to get into the course is to check the system frequently.

  3. You may not sit-in on the class. You will not receive credit unless you are properly registered for the course in the LOCUS system.
CLASS CONFLICTS
Students are not permitted to register for classes that conflict in whole or in part.
Please note the following two examples:

1. Class #1 meets from 2:00p.m. to 3:30p.m. Class #2 meets from 3:00p.m. to 5:00p.m. Registration in both classes is not permitted because of the time conflict.

2. Class #1 meets every Saturday morning throughout the semester. Class #2 is a weekend seminar class that meets one weekend on Saturday and Sunday, but at the same time as Class #1. Registration in both classes is not permitted.

WITHDRAWING AND DROPPING CLASSES

SCHEDULE CHANGE
You must officially withdraw from a course using the LOCUS system, or you will be held responsible for all charges on your account. You are considered to be in attendance until you drop the course. Tuition charges will be based on the date of official withdrawal from the system. After January 25, all withdrawals will result in a refund that is prorated according to a schedule set by the Office of the University Bursar. Students who drop a course after the official withdrawal deadline of February 12, 2016 will receive a failing grade of “WF” and will be responsible for fees and tuition according to the Bursar’s policy.

HOURS/TUITION
J.D. students are charged a flat-rate tuition. Full-time students must be enrolled in 12 to 17 hours for the same flat-rate tuition. Part-time students must enroll in 8 to 12 hours for the same flat-rate tuition.

SCHOOL OF LAW TUITION 2015-16

<table>
<thead>
<tr>
<th>Full-Time (Day) Division, per semester for 12 to 17 hour</th>
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<tbody>
<tr>
<td>Starting Fall 2015</td>
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<tr>
<td>Starting Fall 2014</td>
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<tr>
<td>Starting Fall 2013 or prior</td>
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<table>
<thead>
<tr>
<th>Part-Time (Evening) Division, per semester for 8 to 12 hours</th>
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</thead>
<tbody>
<tr>
<td>Starting Fall 2015</td>
</tr>
<tr>
<td>Starting Fall 2014</td>
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<tr>
<td>Starting Fall 2013 or prior</td>
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</tbody>
</table>

| JD/LLM. Program, per credit hour                             | $1,445.00    |
|--------------------------------------------------------------|
| M.J. Program, per credit hour                                | $1,301.00    |

PAYMENT OF FEES
After you register through LOCUS, you will receive a statement of tuition and fees. Payment in full (less pending Financial Aid) must be received by the due date shown on the invoice or a late charge fee will be added to your account. If you wait until the term begins to enroll in classes, you will be charged a late registration fee.

Registered students are considered to be in attendance in a course until they withdraw through LOCUS by the late registration deadline.
WITHDRAWL FROM THE SCHOOL OF LAW
Withdrawal is defined as completely withdrawing from all courses. Financial responsibility and refund policies for a complete withdrawal are based on the withdrawal date as determined by the School of Law. Students who wish to withdraw completely from the School of Law should contact Dean Gaspardo.

Complete withdrawal before the beginning of the term start date: A complete withdrawal from the School of Law before the official term start date can be done through the LOCUS system. At this time no financial responsibility will be incurred except for any non-refundable fees.

Complete withdrawal after the term start date: Any student withdrawing on the term start day will have their tuition and fees adjusted according to the schedule below. Charges will be based on the School of Law’s official withdrawal date.

Complete withdrawal after the official term withdrawal deadline (after February 12): Students will receive all “WF” grades and will be responsible for fees and tuition according to the Withdrawal Schedule below.

WITHDRAWAL & SCHEDULE CHANGE CALENDAR

<table>
<thead>
<tr>
<th>Effective Date of Withdrawal</th>
<th>Credit Given</th>
</tr>
</thead>
<tbody>
<tr>
<td>First and Second Week of Term</td>
<td>100%</td>
</tr>
<tr>
<td>Third and Fourth Week of Term</td>
<td>50%</td>
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<tr>
<td>Fifth Week of Term</td>
<td>20%</td>
</tr>
<tr>
<td>Sixth Week of Term and Beyond</td>
<td>0%</td>
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</tbody>
</table>

GRADUATION & BAR EXAM INFORMATION

GRADUATION INTERVIEWS
You are required to schedule a graduation interview with the School of Law Registrar. Each appointment is approximately fifteen minutes. The purpose of the Graduation Interview is to review credentials and apply for graduation. Appointments must be made with Dora Jacks, Law Registrar (312) 915-7167, Room 1203. Graduating students are responsible for completion of all requirements prior to graduation. Students who do not complete a graduation interview will not graduate with their class.

SPRING/SUMMER 2016 PROSPECTIVE GRADUATES: JURIS DOCTOR students who have not already made an appointment for Spring 2016 graduation must schedule a telephone interview with the Registrar no later than December 2, 2015.

Fall 2016 PROSPECTIVE GRADUATES: JURIS DOCTOR students who intend to graduate in January 2017 must schedule an interview between February 8-12, 2016.

THE ILLINOIS AND MULTI-STATE BAR EXAM
MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM (MPRE)
The MPRE is the Multistate Professional Responsibility Examination, a multiple choice exam containing 50 questions, which is produced, marketed, and administered by the American College of Testing (ACT) on behalf of the National Conference of Bar Examiners (NCBE) three times each calendar year (April, August, and November). The test is designed to measure the examinee’s knowledge of the ethical standards of the legal profession and is two hours and five minutes in length. Many jurisdictions, including Illinois, require bar applicants to sit for the MPRE. The MPRE is also scored and scaled nationally, although each jurisdiction establishes its own passing score. Visit the website of the NCBE at www.ncbex.org for detailed information.

An applicant to the Illinois bar may take the MPRE at any time during or after law school.

ILLINOIS BAR APPLICATIONS

First Year Students
Students who plan to take the Illinois Bar exam must file a Character and Fitness registration application along with an application to take the bar exam. This will be an all-inclusive process that will take place during your last year of law school. Materials can be found at: www.ilbaradmissions.org.

Students who plan to practice in another state should contact the bar examiners in that state as soon as possible to determine the registration requirements. For information on various exams and links to most state bar authorities, visit the website of the National Conference of Bar Examiners at: http://www.ncbex.org/assets/media_files/Comp-Guide/CompGuide.pdf.

Third and Fourth Year Students
Students who plan to take the Illinois Bar exam in July, 2016 can complete the Character and Fitness registration application and application to take the bar exam online at: www.ilbaradmissions.org.

The regular filing deadline for the July exam is **February 15.**
The regular filing deadline for the February exam is **September 1.**