Thomas Jefferson School of Law

SPRING 2015 REGISTRATION & TUITION BULLETIN

REGISTRATION HIGHLIGHTS

.registration for the Spring 2015 semester will be conducted online.

.registration begins 12:00pm (noon) Nov. 18 for students who have earned 54-87 units.

.registration begins 12:00pm (noon) Nov. 19 for students who have earned 33-53 units.

.registration begins 12:00pm (noon) Nov. 20 for students who have earned 10-32 units.

.registration concludes for everyone on Monday, January 19th at 5pm.**
(This includes enrollment for law review, scholarly legal writing, moot court, mock trial, ADR, directed study, externship and judicial seminar units).

**Refund/Withdrawal Policy Effective Date: January 12, 2015**

.online registration is accessed at https://myvillage.tjsl.edu
In the Login window, enter your user name and password. If you forget your password, click ‘Forgot My Password.’ A new password will be emailed to you after you correctly answer your security question. If you have problems logging in, please contact the IT Dept. at help@tjsl.edu

students required to repeat courses (per the repeat policy) will be automatically placed in repeat course(s). Students are not authorized to drop or change sections of a repeat course without the written approval from scheduling@tjsl.edu. Students who do not comply may have their record placed on hold. The same applies for students who are automatically placed in required courses under the intensive curriculum policy.

.second semester students (those enrolled in first semester classes in fall 2014) and third semester part-time students (those who matriculated in spring 2014) will be automatically registered by the Registrar’s Office for their prescribed schedule. Students may not make any schedule changes online to your required schedule. An email will be sent to your TJSL email account confirming registration is complete and instructing students to print out schedule confirmations and the Student Account Statement online via MyVillage.

.third semester part-time students (those who matriculated in spring 2014) who have earned less than 10 units will not be able to register for Property I. They will be enrolled by the Registrar’s Office upon receipt of the schedule request form. Please complete the schedule request form with your requested courses
and submit it to the Registrar’s Office by hardcopy submission, by fax to 619-961-1290 or scanned in an email (to registrar@tjsl.edu). An email will be sent to your TJSL email account confirming registration is complete, instructing students to print out schedule confirmations and Student Account Statement online via MyVillage.

* Online registration is for classes only. **For directed study, law review, scholarly legal writing and competition team participation (moot court, mock trial and alternate dispute resolution (ADR)), please email Registrar, Carrie Kazyaka at ckazyaka@tjsl.edu and state which program you are requesting and the number of units.** Upon approval, students will be enrolled in the units by the Registrar’s Office. **There is a 6-unit limit on all credits earned for directed study, law review, and competition team participation (moot court, mock trial and ADR) combined.**

* For Externships or Judicial Seminar units, please email clined@tjsl.edu and state the program and the number of requested units. **Upon approval, students will be enrolled in the units by the Registrar’s Office. There is a 10-unit limit on externships and judicial seminar units combined (5-unit maximum allowed per term).**

* The automatic waitlists are sorted in date/time (first-come, first-serve) order. Students who are on the waitlist will be notified by email when a space becomes available and will have 48 hours from the email notification to add the class. **Students should check their TJSL email account at least once a day if they have placed themselves on a waitlist. After the 48 hours expire, our automated waitlist places the student at the end of the waitlist. Students who are no longer interested in a class should remove themselves from the waitlist.**

* Note that the waitlist is the only avenue for students to enroll in a class that is closed; students may not enroll with instructor permission, even if students attend the first class. Instructors do not have access to waitlist information and do not have authority to add students.

* **To view your exam number,** exit the online registration process and select the “classes” tab followed by selecting the “schedule” tab from the menu. Select 2015/Spring period and the “Text” option and your exam number is shown.

* Student Account Statements can be viewed and printed online on MyVillage after November 21, 2014. Payment of tuition and fees is due on or before Monday, January 5, 2015. If registering on or after January 5th payment is due at time of registration.

* Online Credit Card Payment is available on MyVillage. Make your tuition payments quickly and conveniently using Visa or MasterCard at https://myvillage.tjsl.edu

**SPRING 2015**

**REGISTRATION BULLETIN**

**FOR CONTINUING STUDENTS**

Except as indicated below, all students must complete the online registration process (following the guidelines in this bulletin).

The registration process will be complete ONLY upon your payment of tuition and fees in accordance with the terms of your Payment Agreement.
Online registration begins Nov. 18th and ends Jan. 19, 2015. No registration will be processed after January 19th. Students may access their schedules online during this time period to make schedule changes.

1. **Students (FT) entering in Fall 2014:** You will be automatically registered in the prescribed first-year curriculum including being enrolled within your same section for Contracts II, Torts II, Civil Procedure II and Legal Writing II. You will also be enrolled in Criminal Law. In all likelihood you will not have the same instructor for Legal Writing II that you had for Legal Writing I. Students will be notified by email when they may view and print their schedule confirmations online via MyVillage. **Students are not authorized to drop or make any schedule changes online to their prescribed schedule. Students requesting to switch sections based on extraordinary circumstances need to submit a request to scheduling@tjsl.edu for consideration.**

2. **Students (PT day) entering in Fall 2014:** You will be automatically enrolled within your same section of Contracts II and Torts II. You will also be enrolled in a section of Criminal Law. Students will be notified by email when they may view and print their schedule confirmations online via MyVillage. **Students are not authorized to drop or make any schedule changes online to their prescribed schedule. Students requesting to switch sections based on extraordinary circumstances need to submit a request to scheduling@tjsl.edu for consideration.**

3. **Students (PT evening) entering in Fall 2014:** You will be automatically enrolled in Torts II (112.4), Civil Procedure I (103.2) and Contracts I (101.2). Students will be notified by email when they may view and print their schedule confirmations online via MyVillage. **Students are not authorized to drop or make any schedule changes online to their prescribed schedule. Students requesting to switch sections based on extraordinary circumstances need to submit a request to scheduling@tjsl.edu for consideration.**

4. **Third Semester Part-Time Day Students:** Part-time day students who matriculated in spring 2014 will be automatically registered for their prescribed third semester part-time schedule: Civil Procedure I (103.1) and Legal Writing II. Students will be notified by email when they may view and print their schedule confirmations online via MyVillage. **Students should also take Property I. You may register online for any open section of Property I. Students are not authorized to drop their required prescribed schedule or change sections. Students requesting to switch sections based on extraordinary circumstances need to submit a request to scheduling@tjsl.edu for consideration.**

5. **Third Semester Part-Time Evening Students:** Part-time evening students who matriculated in spring 2014 will be automatically registered for their prescribed third semester part-time schedule, Torts II (112.4) and Legal Writing II (199.8). Students will be notified by email when they may view and print their schedule confirmations online via MyVillage. **Students should also take Property I. You may register online for any open section of Property I. Students are not authorized to drop their required prescribed schedule or change sections. Students requesting to switch sections based on extraordinary circumstances need to submit a request to scheduling@tjsl.edu for consideration.**

6. **All other students** will register online by accessing MyVillage at [https://myvillage.tjsl.edu](https://myvillage.tjsl.edu) according to the registration periods stated on the first page of this bulletin. **Except that Civil Procedure I, Constitutional Law I, and Property I students will automatically be enrolled in the same section of Civil Procedure II, Constitutional Law II, and Property II. Students who wish to change sections of Constitutional Law or Property may do so, subject to space availability.**

7. **First-year students requesting to switch from part-time to full-time must request permission to change their program of study. Requests should be sent to scheduling@tjsl.edu. Approval will be based on availability in the full-time program and by cumulative grade point average.**

8. **Please take time to read the entire registration bulletin, course descriptions (which include the prerequisites for the courses), schedule of classes, and the midterm and final exam schedule. Students may only register for open, non-time conflicting classes for which they meet the prerequisites. If a class is closed, you may place yourself on the waitlist during the online registration process. Please see the class schedule notes for information on priority registration that will delay open enrollment for certain classes during the first week of registration; see information regarding priority in subject matter areas for criminal law, IP, and sports law fellows.**
9. Registration for 12–17 units is enrollment for the full-time program. Registration for 7–11 units is enrollment for the part-time program. See TUITION AND FEES for billing rates.

10. Students completing online registration will be able to print a copy of their schedule upon finalizing their registration. Classes are not confirmed until all registration requirements (including payment) are met.

11. Payment of tuition and fees is due on or before Monday, January 5, 2015. Students who wish to select a payment plan must submit a PAYMENT PLAN REQUEST FORM to the Business Office by December 22, 2014. Students not making payment by January 5, 2015, will be dis-enrolled from classes and required to re-enroll and pay a $50.00 re-enrollment fee. Re-enrollment will be for classes that are open at the time payment is made.

**CALENDAR OF REGISTRATION DATES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Registration Group Begins (54 to 87 units earned)</td>
<td>November 18, 2014</td>
</tr>
<tr>
<td>Second Registration Group Begins (33 to 53 units earned)</td>
<td>November 19, 2014</td>
</tr>
<tr>
<td>Third Registration Group Begins (10 to 32 units earned)</td>
<td>November 20, 2014</td>
</tr>
<tr>
<td>Payment Due Date</td>
<td>January 5, 2015</td>
</tr>
<tr>
<td>First Day of Spring Semester</td>
<td>January 12, 2015</td>
</tr>
<tr>
<td>Last Day of Spring Semester</td>
<td>May 15, 2015</td>
</tr>
</tbody>
</table>

**Refund/Withdrawal Policy Effective Date: January 12, 2015**

**Last Day to Register/Add Classes: January 19, 2015 at 5pm**
(This includes enrollment for law review, scholarly legal writing, moot court, mock trial, ADR, directed study, externship and judicial seminar units)

**TUITION AND FEES**

Payment of tuition and fees may be made by check, money order, cash, VISA or MasterCard. Make checks payable to Thomas Jefferson School of Law. Be sure to put your student number on all payments.

Online Credit Card Payment is available on MyVillage. Make your tuition payments quickly and conveniently using Visa or MasterCard at [https://myvillage.tjsl.edu](https://myvillage.tjsl.edu)

**MANDATORY CHARGES**

- **Tuition (full-time billing rate 12-17 units)** ........... $ 22,450.00
- **Tuition (part-time billing rate 7-11 units)** ........... $ 16,850.00
- **Tuition (per unit billing rate for 6 or fewer units)** ...$ 1,610.00
- **Health Insurance (Spring and Summer)** .................$1,576.90

**OTHER FEES** as appropriate:

- Check or Credit card returned by bank .................. $ 25.00
- Late Payment Fee ........ ........ ........ ........ ........ $ 25.00
- Late Registration Fee ... ........ ........ ........ ........ $ 50.00
- Padres Parkade Parking for Spring Semester .......... $ 425.00 ($85/month * 5 months)
Payment Plan Service Charge
2 Payment Plan ........ ............ .......... $ 25.00
3 Payment Plan ........ ............ .......... $ 50.00
4 Payment Plan ........ ............ .......... $ 75.00
5 Payment Plan ........ ............ .......... $ 100.00
Locker Fee (covers until 08/01/2015) .......... $ 20.00

**STUDENT HEALTH INSURANCE**

Thomas Jefferson School of Law is committed to the health of all our students. Therefore, all students at the law school are required to maintain health insurance throughout their studies. The law school provides comprehensive health care at an affordable price for all students regardless of pre-existing conditions. Continuing students will remain enrolled in the law school’s healthcare plan. Spring 2015 entering students will be automatically enrolled unless they currently maintain local health insurance and have completed the online waiver during the designated opt-out timeframe. Continuing students on the plan **may not** opt out in Spring 2015.

**PAYMENT DUE DATES FOR SPRING 2015**

Payment of tuition and fees is due on or before January 5, 2015. If registering on or after January 5th, payment is due at time of registration.

If method of payment is financial assistance, you must be certain your financial assistance packet is complete, and that the certified amount covers your full tuition and fees. If you have not been approved for financial assistance, or if the approval amount does not cover the full tuition, payment in full will be expected.

Students who wish to select a payment plan must submit a PAYMENT PLAN REQUEST FORM to the Student Finance Office by December 22, 2014.

Students who have not paid in full by January 5, 2015, or who have not signed a payment plan or an approved financial assistance packet, will be dis-enrolled from classes. Any re-enrollment will be subject to a $50.00 re-enrollment fee. Re-enrollment will be for classes that are open at the time payment is made.

**PAYMENT PLAN DUE DATES FOR SPRING 2015**

All students who elect to pay tuition through a payment plan must submit a PAYMENT PLAN REQUEST FORM to the Student Finance Office. Any previous financial obligation must be satisfied in full.

- Payment plan’s application is due on or before: December 22, 2014
- 1st payment on a payment plan is due on or before: January 5, 2015
- 2nd payment on a payment plan is due on or before: February 5, 2015
- 3rd payment on a payment plan is due on or before: March 5, 2015
- 4th payment on a payment plan is due on or before: April 6, 2015
- 5th payment on a payment plan is due on or before: May 5, 2015

Scheduled payments that are not received on or before due dates are subject to a $25.00 late fee, and may prohibit or delay your enrollment for the next term. Consistently making late payments may jeopardize your eligibility to participate in the payment plan program.

Student Account Statements can be viewed and printed on MyVillage. It is your responsibility to contact the Student Finance Office prior to the payment due date if you believe you have a payment due and have not received a Student Account Statement or have a question in regards to your payment(s).
WITHDRAWAL PROCEDURES

*** Refund/Withdrawal Policy Effective Date: January 12, 2015***

If withdrawal from the spring semester becomes necessary, please refer to the Student Handbook and the refund schedule below. Non-attendance in class or notifying the instructor does not constitute an official withdrawal from a course or school. WITHDRAWALS BECOME EFFECTIVE ON THE DATE THAT A WRITTEN REQUEST IS RECEIVED IN THE REGISTRAR’S OFFICE.

Recipients of Federal Title IV Aid (Federal Stafford, PLUS and Perkins Loans) are subject to federal return of funds requirements, calculated at the time of withdrawal, to determine earned and unearned aid received for the period. The school is required to return all or part of the unearned aid according to the federal calculation, regardless of charges incurred. Students should contact the Student Finance Office to determine how they will be affected.

REFUND POLICY

All requests for refunds/credits are subject to the governing regulations of the various federal, state and institutional programs. Refunds for students who have received state or federal funds for the semester are returned to the program, as the regulations require. Students fall under this return/repayment responsibility when they are funded through the Stafford Student Loan or Perkins Loan programs or receive grants. Further information may be obtained by contacting the Student Finance Office. Refer to the TJSL Student Handbook for complete details regarding the refund policy and requests for refunds.

WITHDRAWAL

Thomas Jefferson School of Law recognizes that at times it becomes necessary for a student to withdraw from some or all of their courses.

1. For students charged the per unit tuition rate: This schedule applies to individual courses dropped.
2. For students charged the per semester tuition rate: This schedule applies when a student has officially withdrawn from the law school or from all courses for the semester, or when a student has officially withdrawn from some, but not all courses, resulting in a change in the program of enrollment.

The refund is calculated using the amount that represents the difference between the original rate charged and the rate that would have been charged had the student initially registered so at the beginning of the term.

For example, if a student is charged at the per tuition rate and later withdraws from some or all of those units, the refund for the dropped units would be calculated based on the percentage of the units dropped, as indicated in the chart below. Similarly, if a student drops enough units to change from full-time to part-time enrollment, the amount of the refund will be the percentage (as indicated in the chart below) of the difference between the full-time and part-time per semester tuition rate.

<table>
<thead>
<tr>
<th>Week</th>
<th>Time of Withdrawal</th>
<th>Tuition Credit/Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>January 12 – January 19, 2015</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>January 20 – January 25, 2015</td>
<td>90%</td>
</tr>
<tr>
<td>3</td>
<td>January 26 – February 1, 2015</td>
<td>80%</td>
</tr>
<tr>
<td>4</td>
<td>February 2 – February 8, 2015</td>
<td>70%</td>
</tr>
<tr>
<td>5</td>
<td>February 9 – February 15, 2015</td>
<td>60%</td>
</tr>
<tr>
<td>6</td>
<td>February 16 – February 22, 2015</td>
<td>50%</td>
</tr>
<tr>
<td>7</td>
<td>February 23 – February 28, 2015</td>
<td>40%</td>
</tr>
<tr>
<td>8</td>
<td>After March 1, 2015</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>
VE

Veterans are reminded that they must file a veteran’s registration form each semester to maintain their benefits. Veterans who do not complete the required form will not be certified to the Veterans Administration. Forms are available in the Financial Assistance Office.

OFFICE HOURS/TELEPHONE EXTENSIONS

<table>
<thead>
<tr>
<th>Office</th>
<th>Hours</th>
<th>Phone</th>
<th>Email</th>
<th>Web address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics Office</td>
<td>7:30 to 6:00 M-Th.</td>
<td>8:00 to 5:00 Fri.</td>
<td>ext. 4252</td>
<td></td>
</tr>
<tr>
<td>I.T. Help Desk</td>
<td>8:00 to 6:00 M-Th.</td>
<td>8:00 to 5:00 Fri.</td>
<td>ext. 4357</td>
<td><a href="mailto:help@tjsl.edu">help@tjsl.edu</a></td>
</tr>
<tr>
<td>Admissions Office</td>
<td>9:00 to 5:00 M-Fri.</td>
<td>ext. 4220/4224</td>
<td>Registrar’s Office</td>
<td>8:00 to 6:00 M-Th.</td>
</tr>
<tr>
<td>Career Services</td>
<td>9:00 to 6:00 M-Th.</td>
<td>ext. 4235</td>
<td>Student Finance Office</td>
<td>8:00 to 5:00 M, Wed – Fri.</td>
</tr>
<tr>
<td>Externship &amp; Pro Bono Office</td>
<td>8:30 to 5:30 M-Th.</td>
<td>ext. 4341</td>
<td>Student Services Office</td>
<td>8:00 to 5:00 M, Wed-Fri</td>
</tr>
<tr>
<td>Faculty Office</td>
<td>7:30 to 6:00 M-Th.</td>
<td>ext. 4252/4256</td>
<td>Switchboard</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8:00 to 5:00 Fri.</td>
<td>E-mail</td>
<td><a href="mailto:info@tjsl.edu">info@tjsl.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ext. 4252/4256</td>
<td>Web address</td>
<td><a href="http://www.tjsl.edu">www.tjsl.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

SPRING 2015 CALENDAR

The spring semester begins on Monday, January 12, 2015 and ends on Friday, May 15, 2015. Spring Break is Monday, March 9, through Friday, March 13, 2015. The final examination period is scheduled for May 6 through May 15, 2015.

MIDTERMS & FINAL EXAMS

The midterm and final examination schedules are posted. Please note that multiple examinations on one day at different times is not considered a conflict. The schedule is published in advance to enable students to plan their exam schedule before they register. Exams will be re-scheduled for a particular student only in exceptional cases. Contact Kay Henley if you have questions or concerns regarding a possible conflict in your exam schedule.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

It is the policy of the law school to provide reasonable accommodations for students with disabilities. Students whose disabilities may require some type of accommodation are encouraged to discuss these with the Student Services Assistant Director, Angela Bayne as early as possible. Formal requests for accommodations must be submitted one month prior to the date needed. Appropriate modifications and accommodations will be worked out on a case-by-case basis between the Student Services Assistant Director and the student.
LAW REVIEW

Students who are currently on law review who wish to earn academic credit for their work on Law Review may request enrollment for 1 unit at the time of registration. Law Review students must perform 50 hours of work throughout the academic year (June through May) for each unit received. Units not exceeding the allowed maximum may be added throughout the semester as additional hours of Law Review work are performed. In addition, one Law Review unit may be counted towards the minimum units necessary to receive financial aid (currently 6). Deviation from any of the above will require advance written approval from the Law Review faculty advisor.

The Editor-in-Chief of Law Review has a list of those students currently participating on Law Review that will be used to verify Law Review enrollment. Please be reminded that students will be charged for each registered unit according to current tuition rates. To request enrollment for Law Review and/or scholarly legal writing, please email Registrar, Carrie Kazyaka at ckazyaka@tjsl.edu. Upon approval, the Registrar’s Office will enroll you.

EXTERNSHIP & JUDICIAL SEMINAR

To request enrollment for Externships or Judicial Seminars, please email the Externship Office at clined@tjsl.edu. Upon approval from the Externship Office, the Registrar’s Office will process the enrollment request. Please do not waitlist the class.

SPRING 2015 CURRICULA NOTES

1. 2-1/2 and 3 YEAR PROGRAM STUDENTS: Minimum number of units: 12; Maximum number of units: 17. 3-1/2 and 4 YEAR PROGRAM STUDENTS: Minimum number of units: 7; Maximum number of units 11.

2. The minimum hour requirements noted are the minimum number of units necessary to be considered a full-time or part-time student.

3. Full-time students are advised that working while attending school full-time raises difficult issues about management of the workload. All full-time students are strongly advised to refrain from working more than twenty hours per week. First-year, full-time students are strongly cautioned to refrain from working during academic terms in order to concentrate on academics.

4. Repeating Courses (per academic policy): Students required to repeat courses will be automatically placed in the repeat course(s). Students are not authorized to drop or change sections of a repeat course without the written approval from scheduling@tjsl.edu. Students who do not comply may have their record placed on hold.

5. Students should carefully review the course prerequisites to be certain that they are eligible to enroll for a course. Note that course prerequisites may vary.

6. ALL CLASSES ARE OFFERED SUBJECT TO SUFFICIENT ENROLLMENT AND INSTRUCTOR AVAILABILITY.

7. Students may add or drop classes online until Monday, January 19th at 5pm.** Monday, January 19, 2015 is the LAST DAY TO ADD OR REGISTER FOR CLASSES (this includes enrollment for law review, moot court, mock trial, ADR and directed study, clinical education and judicial externship units). Students may drop classes after that date by contacting the Registrar’s Office in writing or completing a drop form in the Registrar’s Office. ** First year students must have prior written approval from Lisa Ferreira, Assistant Dean of Student Affairs, to drop any classes**.

8. Students should review the Student Handbook and Financial Assistance Handbook outlining the requirements for meeting satisfactory academic progress. These are available online.
9. Students who wish to "audit" or "sit in" on classes must have PRIOR approval from Lisa Ferreira, Assistant Dean of Student Affairs. Petitions must be submitted prior to the start of classes. Only open classes may be considered.

10. Students may not count more than a total of 15 units of distance education (online courses) toward their JD degree. Students must have accumulated at least 28 units prior to enrolling in a distance course.

11. All courses are graded unless specified credit/no credit in the exam schedule. All course descriptions are available in the catalog portion of MyVillage.

12. Intensive Curriculum: Students who are required to follow the Intensive Curriculum, will be placed automatically in the required courses. Students are NOT AUTHORIZED to drop or make any changes to these classes. Students that drop or change these classes will have a hold placed on their account. These courses are required for graduation. In addition, there are limitations to units that a student can take if subject to this policy. The policy, which begins on page 7 of the Student Handbook (www.tjsl.edu, Student Life, and Student Handbook) provides the details of the policy.

NOTICE OF INFORMATION RELEASE

Thomas Jefferson School of Law does not publish a directory or release any information about a student without the consent of the student. However, from time to time Thomas Jefferson School of Law has an opportunity to prepare press releases about Thomas Jefferson School of Law students who receive significant awards or honors (e.g., Who's Who in American Colleges and Universities etc.) or who achieve significant goals (e.g., Law Review, Moot Court winners, etc). Newspapers, especially the smaller community papers, are interested in the successes of local residents. IF YOU DO NOT WISH TO HAVE YOUR NAME INCLUDED IN SUCH RELEASES, PLEASE SUBMIT A PETITION TO THE REGISTRAR'S OFFICE SO INDICATING. SUCH A REQUEST WILL BE HONORED UNTIL YOU REVOKE IT.