Thomas Jefferson School of Law  
SPRING 2016 REGISTRATION HIGHLIGHTS

- Registration for the Spring 2016 semester will be conducted online.

- The time frame for registration is based on the number of units a student has earned at the completion of August 2015.

- Registration begins 12:00pm (noon) **Nov. 16** for students who have earned **54-87 units**.

- Registration begins 12:00pm (noon) **Nov. 17** for students who have earned **33-53 units**.

- Registration begins 12:00pm (noon) **Nov. 18** for students who have earned **10-32 units**.

- Registration concludes for everyone on **Tuesday, January 19th at 5:00pm**. (This includes enrollment for law review, moot court, mock trial, ADR, directed study units and clinical education and judicial externship units.)

**Refund/Withdrawal Policy Effective Date: January 11, 2016**

- Online registration is accessed at [https://myvillage.tjsl.edu/selfservice/home.aspx](https://myvillage.tjsl.edu/selfservice/home.aspx)
  Select “Login” and enter your login id and password. 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 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 2015) and Third Semester PART-TIME students (those who matriculated in spring 2015) will be automatically registered by the Registrar’s Office for their prescribed schedule as indicated below. Students are **not authorized to drop or make any changes to their required prescribed schedule**. 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 My Village.
Third Semester PART-TIME students (those who matriculated in spring 2015) who have earned less than 10 units will not be able to register online for Property I. They will be enrolled by the Registrar’s Office upon receipt of notification requesting to be enrolled. Please email Registrar@tjsl.edu with your requested course section. 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 My Village.

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 to count towards the 88/89 units required to graduate.

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). Please do not waitlist the class.

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. If you are no longer interested in a class, please remove yourself from the waitlist so that other students may enroll.

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.

Priority in registration for distance learning classes will go to students living outside the San Diego area for the Spring. Please notify Kay Henley, Director of Academic Administration, if you meet the priority criteria and would like to register for a distance learning class. For those students not meeting the criteria, you may be able to take a distance learning class if there is space available. To register online, place yourself on the waitlist. When the priority period for distance learning ends on Tuesday, December 1, 2015 at 9:00am, the waitlist will be activated and students will be able to register online as space is available. Please note: Students must have earned at least 28 units prior to enrolling in a distance course. Students may not count more than a total of 15 units of distance courses towards their JD degree.

Priority in registration for certain classes is made available as follows:

- **Criminal Law Fellows** - Adjudicatory Criminal Procedure
  - Criminal Motion Practice
  - Int’l Drug Control Law
  - Trial Practice §170.2, §170.3

- **Intellectual Property Fellows** - Entertainment Law Transactions
  - Intellectual Property Research Project Part 2
  - Introduction to IP Practice
  - Patent Law
  - Trademark & Unfair Competition Law

- **Sports Law Fellows** - Amateur Sports Law
  - Professional Sports Law

If you meet the criteria for the classes mentioned above, you must email Scheduling at Scheduling@tjsl.edu no later than **9:00am November 13, 2015** requesting to be pre-enrolled. Please identify the course and confirm why you meet the criteria.

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 2016/Spring period and the “Text” option and your exam number is shown.

Student Account Statements can be viewed and printed online on MyVillage after “finalization” of your registration. Payment of tuition and fees is due on or before Monday, January 4, 2016. If registering on or after January 4th, payment is due at time of registration.

**SPRING 2016**

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 November 16, 2015 and ends January 19, 2016. No registration will be processed after January 19th at 5pm.
REGISTRATION NOTES

1. Fall 2015 Full Time Entering Students – Full time students who started law school in the Fall 2015 semester will be enrolled by the Registrar in Civil Procedure II (§104.1, 104.2, 104.3, 104.4, 104.5 or 104.6), Contracts II (§102.1, 102.2 or 102.3), Criminal Law (§105.1, 105.2 or 105.3), Legal Writing II (§199.1, 199.2, 199.3, 199.4, 199.5, 199.6, 199.7 or 199.8) and Torts II (§112.1, 112.2 or 112.3).

2. Fall 2015 Part Time Entering Day Students – Part time day students who started law school in the Fall 2015 semester will be enrolled by the Registrar in Contracts II (§102.1, 102.2, or 102.3), Criminal Law (§105.1, 105.2, or 105.3) and Torts II (§112.1, 112.2, or 112.3).

3. Fall 2015 Part Time Entering Evening Students – Part time evening students who started law school in the Fall 2015 semester will be enrolled by the Registrar in Civil Procedure I (§103.2), Contracts I (§102.2) and Torts II (§112.4).

4. Spring 2015 Part Time Entering Day Students – Part time day students who started law school in the Spring 2015 semester will be enrolled by the Registrar in Civil Procedure I (§103.1) and Legal Writing II (§199.1, 199.2, 199.3, 199.4, 199.5, 199.6, 199.7 or 199.8). Students should also take Property I. You may register online for any open section of Property I.

5. Spring 2015 Part Time Entering Evening Students – Part time evening students who started law school in the Spring 2015 semester will be enrolled by the Registrar in Torts II (§112.4) and Legal Writing II (§199.9). Students should also take Property I. You may register online for any open section of Property I.

6. Fall 2015 entering students and Spring 2015 Part Time students are not authorized to drop or make any changes to their required prescribed schedule (including changing sections). Requests to switch sections will be considered due to extraordinary circumstances on a space available basis. In some cases, switching is not permitted because different professors cover the material in a different order. Students requesting to switch sections need to submit a request to scheduling@tjsl.edu for consideration. Students will be notified by email when they may view and print their schedule confirmations and Student Account Statement online via My Village.

7. All other students will register online by accessing MyVillage at https://myvillage.tjsl.edu/selfservice/home.aspx 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 who do not have any holds on their accounts, will be enrolled in Civil Procedure II, and their continuing section of Constitutional Law II, and Property II. Students who wish to change sections of Constitutional Law or Property may do so, subject to space availability.

8. 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.

9. 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. See above for information regarding distance classes and priority in subject matter areas for criminal law, IP, and sports law fellows.
10. 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.

11. 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.

12. Payment of tuition and fees is due on or before Monday, January 4, 2016. Students who wish to select a payment plan must submit a PAYMENT PLAN REQUEST FORM to the Student Finance Office by January 4, 2016. Students not making payment by January 4, 2016, 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

First Registration Group Begins (54 to 87 units earned) at 12:00pm (noon) November 16, 2015
Second Registration Group Begins (33 to 53 units earned) at 12:00pm (noon) November 17, 2015
Third Registration Group Begins (10 to 32 units earned) at 12:00pm (noon) November 18, 2015
Payment Due Date January 4, 2016
First Day of Spring Semester January 11, 2016
Last Day of Spring Semester May 13, 2016

Refund/Withdrawal Policy Effective Date: January 11, 2016

Last Day to Register/Add Classes: January 19, 2016 at 5:00pm
(This includes enrollment for law review, moot court, mock trial, ADR, directed study and clinical education and judicial externship 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

MANDATORY CHARGES

Tuition (full-time billing rate 12-17 units) ........... $ 23,100.00
Tuition (part-time billing rate 7-11 units) ........... $ 17,350.00
Tuition (per unit billing rate for 6 or fewer units)...........$1,670.00

Health Insurance Spring and Summer.................................$ 1576.90

OTHER FEES as appropriate:
Check or Credit card returned by bank ............ ........ $ 25.00
Late Payment Fee ........ ........ ........ ........ ........ $ 25.00
Late Registration Fee .. ........ ........ ........ ........ ........ $ 50.00
Parking
  Padres Parkade Parking for Spring Semester... $ 425.00 ($85/month * 5 months).
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 2016 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 2016.

PAYMENT PLAN

Any previous financial obligation must be satisfied in full. 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 haven’t been approved for financial assistance or if the approval amount does not cover the full tuition, payment in full will be expected unless a payment plan has been selected by submitting a PAYMENT PLAN REQUEST FORM to the Student Finance Office. If a payment is due, a Student Account Statement will be mailed to the student from the Student Finance Office.

PAYMENT PLAN DUE DATES FOR FALL 2015

Payment in Full or
1st payment on a payment plan is due on or before: January 4, 2016
2nd payment on a payment plan is due on or before: February 4, 2016
3rd payment on a payment plan is due on or before: March 4, 2016
4th payment on a payment plan is due on or before: April 4, 2016
5th payment on a payment plan is due on or before: May 4, 2016

If your January 4, 2016 payment is late, you will be DISENROLLED and will be required to RE-REGISTER and pay a $50.00 RE-REGISTRATION FEE. Other scheduled payments not received on or before due dates are subject to a $25.00 late fee, and may prohibit or delay your enrollment for 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 My Village. 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 11, 2016***

If withdrawal from the fall 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 so registered at the beginning of the term.

For example, if a student is charged at the per unit 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 11 – January 19, 2016</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>January 20 – January 24, 2016</td>
<td>90%</td>
</tr>
<tr>
<td>3</td>
<td>January 25 – January 31, 2016</td>
<td>80%</td>
</tr>
<tr>
<td>4</td>
<td>February 1 – February 7, 2016</td>
<td>70%</td>
</tr>
<tr>
<td>5</td>
<td>February 8 – February 14, 2016</td>
<td>60%</td>
</tr>
<tr>
<td>6</td>
<td>February 15 – February 21, 2016</td>
<td>50%</td>
</tr>
<tr>
<td>7</td>
<td>February 22 – February 28, 2016</td>
<td>40%</td>
</tr>
<tr>
<td>8</td>
<td>After February 28, 2016</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>
VETERANS

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 Student Finance Office.

OFFICE HOURS/TELEPHONE EXTENSIONS

<table>
<thead>
<tr>
<th>Office</th>
<th>Hours</th>
<th>Extensions</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics Office</td>
<td>8:00 to 6:00 M-Th.</td>
<td>ext. 4252</td>
<td>I.T. Help Desk</td>
</tr>
<tr>
<td></td>
<td>8:00 to 5:00 Fri.</td>
<td></td>
<td>8:00 to 6:00 M-Th.</td>
</tr>
<tr>
<td></td>
<td>E-mail <a href="mailto:academics@tjsl.edu">academics@tjsl.edu</a></td>
<td></td>
<td>ext. 4357</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>8:00 to 5:00 M-Fri.</td>
<td>ext. 4220/4224</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td></td>
<td>E-mail <a href="mailto:help@tjsl.edu">help@tjsl.edu</a></td>
<td></td>
<td>8:00 to 6:00 M-Th.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ext. 4290</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:registrar@tjsl.edu">registrar@tjsl.edu</a></td>
</tr>
<tr>
<td>Career Services</td>
<td>9:00 to 6:00 M-Th.</td>
<td>ext. 4235</td>
<td>Student Finance</td>
</tr>
<tr>
<td></td>
<td>8:00-5:00 Friday</td>
<td></td>
<td>Office</td>
</tr>
<tr>
<td></td>
<td>E-mail</td>
<td></td>
<td>8:00 to 6:00 M-Th.</td>
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<tr>
<td>Externship &amp; Pro Bono Office</td>
<td>7:30 to 5:30 M-Th.</td>
<td>ext. 4359/4256</td>
<td>ext. 4334</td>
</tr>
<tr>
<td></td>
<td>7:30 to 5:00 Fri.</td>
<td></td>
<td>Student Services</td>
</tr>
<tr>
<td></td>
<td>ext. 4235</td>
<td></td>
<td>Office</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>9:00 to 6:00 M-Th.</td>
</tr>
<tr>
<td>Faculty Office</td>
<td>8:00 to 6:00 M-Th.</td>
<td>ext. 4252/4256</td>
<td>Switchboard</td>
</tr>
<tr>
<td></td>
<td>8:00 to 5:00 Fri.</td>
<td></td>
<td>(619) 297-9700</td>
</tr>
<tr>
<td></td>
<td>ext. 4235</td>
<td></td>
<td><a href="mailto:info@tjsl.edu">info@tjsl.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>8:00 to 5:00 M, Wed – Fri.</td>
<td>ext. 4270</td>
<td>Web address</td>
</tr>
<tr>
<td></td>
<td>8:00 to 6:00 Tue</td>
<td></td>
<td><a href="http://www.tjsl.edu">www.tjsl.edu</a></td>
</tr>
</tbody>
</table>

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 in one unit of law review.
SPRING 2016 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. 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.

4. 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 who drop or change these classes will have a hold placed on their account. These (and other elective) courses are required for graduation. In addition, there are limitations to the number of units per term 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 more details.

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

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

7. Students may add or drop classes online until Tuesday, January 19, 2016 at 5:00pm.** Tuesday, January 19, 2016 is the LAST DAY TO ADD OR REGISTER FOR CLASSES (this includes enrollment for law review, moot court, mock trial, ADR, directed study, externship and judicial seminar 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 written approval from Lisa Ferreira, Assistant Dean of Student Affairs. Written Petitions must be submitted prior to the start of the semester or term.

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 numerically graded unless specified credit/no credit in the course description or on the final exam schedule. All elective course descriptions are available in the section portion of My Village.
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, Honor Roll, 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.