2015 WINTER INTERSESSION REGISTRATION HIGHLIGHTS

- Registration for the 2015 Winter Intersession will be conducted online. The time frame for registration is based on the number of units a student has earned as of August 2014. Fall 2014 matriculating students are not eligible for the winter intersession classes.

- Registration begins 12:00pm (noon) **October 15, 2014** for students who have earned **48-87 units**.

- Registration begins 12:00pm (noon) **October 16, 2014** for students who have earned **10-47 units**.

- **Online Registration concludes for everyone on Friday, January 2, 2015 at 5pm.**

- **Refund/Withdrawal Policy Effective Date: The day before the first class meeting of each course you are dropping.**

- 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

- Wait lists are completely automated and are sorted in date/time (first-come, first-serve) order. Students who are on the wait list will be notified by email when a space becomes available and will have 48 hours from 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 wait list. After the 48 hours expire, our automated wait list places the student at the end of the wait list.**

- **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/ WINTERINTER period and the “Text” option and your exam number is shown.

Student Account Statements can be viewed and printed online on MyVillage after October 17, 2014. Payment of tuition and fees is due on or before Monday, December 15, 2014. If registering on or after December 15th, payment is due at time of registration. The registration process will be complete upon finalizing your registration and ONLY upon your payment of tuition and fees in accordance with the terms of your Payment Agreement.

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

Online registration begins Oct. 15th – 16th (see above) and ends Jan. 2, 2015. No registration (add/drops) will be processed after January 2nd. Students may access their schedules online during this time period to make schedule changes.

Please take time to read the entire registration bulletin, course descriptions, schedule of classes, and attendance policy. Students may only register for open, non-time conflicting classes. If a class is closed, you may place yourself on the wait list during the online registration process.

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

Payment of tuition and fees is due on or before Monday, December 15, 2014. Students not making payment by December 15, 2014, will be disenrolled 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.

On or after December 15th, PAYMENT DUE DATE is same day as registration. Students not making payment will be disenrolled 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>Online Registration Begins (48 to 87 units earned)</td>
<td>Oct. 15, 2014</td>
</tr>
<tr>
<td>Online Registration Begins (10 to 47 units earned)</td>
<td>Oct. 16, 2014</td>
</tr>
<tr>
<td>Payment Due Date</td>
<td>December 15, 2014</td>
</tr>
<tr>
<td>First Day of Winter Intersession</td>
<td>January 5, 2015</td>
</tr>
</tbody>
</table>

Refund/Withdrawal Policy Effective Date: The day before the first class meeting of each course you are dropping.

Last Day to Register/Add/Drop Classes: January 2, 2015 at 5pm

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.

MANDATORY CHARGES

Tuition Unit Rate ..... $ 1,610.00

OTHER FEES as appropriate:
Check or Credit card returned by bank.. .................. $ 25.00
Late Payment Fee........ ........ ........ ........ ........ $ 25.00
Late Registration Fee .. ........ ........ ........ ........ $ 50.00

PAYMENT

All students must have a PAYMENT AGREEMENT on file with Thomas Jefferson School of Law as a prerequisite to registration. 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. If a payment is due, a Student Account Statement will be mailed to the student from the Business Office.
PAYMENT DUE DATE FOR 2015 WINTER INTERSESSION

Payment in Full: December 15, 2014

If your December 15th payment is late, you will be disenrolled and will be required to re-register and pay a $50.00 re-registration fee.

Student Account Statements can be viewed and printed on MyVillage. It is your responsibility to contact the Business 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

If withdrawal from the Winter Intersession becomes necessary, please refer to the tuition refund schedule published 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 COURSES ARE DROPPED ONLINE VIA MYVILLAGE DURING THE ONLINE ADD/DROP PERIOD. WITHDRAWALS ARE EFFECTIVE AFTER THE ONLINE ADD/DROP PERIOD WHEN 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 Financial Assistance Office & Business 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 term 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 Financial Assistance Office and Business Office. Refer to the TJSL Student Handbook for complete details regarding the refund policy and requests for refunds.

VETERANS

Veterans are reminded that they must file a veteran’s registration form each term 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 or at http://www.tjsl.edu/admissions/financial-aid/how-apply/online-forms.

WITHDRAWAL

Thomas Jefferson School of Law recognizes that at times it becomes necessary for a student to withdraw from some or all their courses. For students charged the per unit tuition rate such as during intersession, this schedule applies to individual or all intersession courses dropped. This schedule also applies to students withdrawing completely from Thomas Jefferson School of Law.

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 in fewer or zero units at the beginning of the term.

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Tuition Credit/Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>The day before the first class meeting of each course</td>
<td>100%</td>
</tr>
<tr>
<td>you are dropping</td>
<td></td>
</tr>
<tr>
<td>First day of class and thereafter</td>
<td>No Refund or Credit</td>
</tr>
</tbody>
</table>
OFFICE HOURS/TELEPHONE EXTENSIONS

Academics Office 8:00 to 6:00 M-Th. 8:00 to 5:00 Fri. ext. 4252
I.T. Help Desk 8:00 to 6:00 M-Th. 8:00 to 5:00 Fri. ext. 4357
E-mail help@tjsl.edu

Admissions Office 8:00 to 5:00 M-Fri. ext. 4220/4224
Registrar’s Office 8:00 to 6:00 M-Th. 8:00 to 5:00 Fri. ext. 4290

Career Services 9:00 to 6:00 M-Th. 8:00-5:00 Friday ext. 4235
Student Finance Office 8:00 to 5:00 M, Wed – Fri. 8:00 to 6:00 Tue. ext. 4334

Externship & Pro Bono Office 7:30 to 5:30 M-Th. 7:30 to 5:00 Fri. ext. 4359/4256
Student Services Office 9:00 to 6:00 M-Th. 8:00 to 5:00 Fri. ext. 4203

Faculty Office 8:00 to 6:00 M-Th. 8:00 to 5:00 Fri. ext. 4252/4256
Switchboard (619) 297-9700
E-mail info@tjsl.edu
Web address www.tjsl.edu

2015 WINTER INTERSESSION CALENDAR


MEDICAL EMERGENCIES

Students who have a medical condition that may require emergency treatment are asked to provide information regarding the nature of the medical condition, any medication that is being taken or any other "life-saving" information that can be provided to paramedics. The information will be kept as confidential as is practical and only used if emergency medical treatment is necessary. Email the Assistant Dean of Student Affairs, Lisa Ferreira at lisaf@tjsl.edu with any medical conditions or information. This information is not carried over from semester to semester. If you would like this information kept on file, please email Lisa Ferreira each term.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

It is the policy of the law school to provide reasonable accommodations for disabled students. 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.

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.