Thomas Jefferson School of Law

FALL 2013 REGISTRATION BULLETS

* Registration for the Fall 2013 semester will be conducted online.

* The time frame for registration is based on the number of units a student has earned as of December 2012.

* Registration begins 12:00pm (noon) May 20th for students who have earned 54-87 units.

* Registration begins 12:00pm (noon) May 21st for students who have earned 26-53 units.

* Registration begins 12:00pm (noon) May 22nd for students who have earned 10-25 units.

* Registration concludes for everyone on Mon., August 26, 2013 at 5pm. (This includes enrollment for law review, moot court, mock trial, ADR and directed study units)

** Refund/Withdrawal Policy Effective Date: August 19, 2013***

* On-line registration is accessed at 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 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 spring 2013) and Third Semester PART-TIME students (those who matriculated in fall 2012) will be automatically registered by the Registrar’s Office for their prescribed schedule. 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 and 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, Kim Grennan at kimg@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 Clinical Education and Judicial Externship units, please email Angie Valdiconza at avaldiconza@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.

The automatic wait lists 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 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 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 2013/Fall period and the “Text” option and your exam number is shown.

Payment of tuition and fees is due on or before August 5, 2013. If registering on or after August 5th, payment is due at time of registration.

Online Credit Card Payment is available on My Village. Make your tuition payments quickly and conveniently using Visa or MasterCard at https://myvillage.tjsl.edu/selfservice/home.aspx.

FALL 2013
REGISTRATION BULLETIN
FOR CONTINUING STUDENTS

All students, except second semester students (those enrolled in first semester classes in spring 2013) and third semester PART-TIME students (those who matriculated in fall 2012), 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 May 20th and ends August 26, 2013. No registration will be processed after August 26th.

1. **Students entering in Spring 2013:** You will be automatically registered in the prescribed first-year curriculum. Students are not authorized to drop or make any changes to their required prescribed schedule. Requests to switch sections will be considered on a space available basis after July 30, 2013. 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.

2. **Third Semester Part-Time Students:** (students who matriculated in fall 2012) will be automatically registered for their prescribed third semester part-time schedule: Civil Procedure I, Property II and Legal Writing II. Students are not authorized to drop or make any online changes to their required prescribed schedule (including changing sections). Requests to switch sections will be considered on a space available basis after July 30, 2013. 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.
3. **Students entering before Spring 2013 (except third semester part-time students)**: You will register online by accessing My Village at [https://myvillage.tjsl.edu/selfservice/home.aspx](https://myvillage.tjsl.edu/selfservice/home.aspx) according to the registration periods stated on the first page of this bulletin. **Except that Property I students will automatically be enrolled in the same section of Property II. Students wishing to switch sections should place themselves on the waiting list for the section of their choice and submit a section change request to scheduling@tjsl.edu.** 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 wait list during the online registration process.

4. Registration for 12–17 units is enrollment for the full-time program. Registration for 7–11 units is enrollment for the part-time program.

5. 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.

6. Payment of tuition and fees is due on or before August 5, 2013. Students who wish to select a payment plan must submit a PAYMENT PLAN REQUEST FORM to the Business Office by the 5th of August. Students not making payment by August 5, 2013, 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.

7. On or after August 5th, the PAYMENT DUE DATE is the 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.

---

**CALANDAR 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>May 20, 2013</td>
</tr>
<tr>
<td>Second Registration Group Begins (26 to 53 units earned)</td>
<td>May 21, 2013</td>
</tr>
<tr>
<td>Third Registration Group Begins (10 to 25 units earned)</td>
<td>May 23, 2013</td>
</tr>
<tr>
<td>Payment Due Date</td>
<td>August 5, 2013</td>
</tr>
<tr>
<td>First Day of Fall Semester</td>
<td>August 19, 2013</td>
</tr>
</tbody>
</table>

**Refund/Withdrawal Policy Effective Date**  August 19, 2013

**Last Day to Register/Add Classes:** August 26, 2013 at 5pm
(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.

**MANDATORY CHARGES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (full-time billing rate 12-17 units)</td>
<td>$ 22,000.00</td>
</tr>
<tr>
<td>Tuition (part-time billing rate 7-11 units)</td>
<td>$ 16,500.00</td>
</tr>
<tr>
<td>Health Insurance Fall</td>
<td>$ 1,064.00</td>
</tr>
<tr>
<td>Health Insurance Fall Extension</td>
<td>$ 1,489.00</td>
</tr>
</tbody>
</table>

**OTHER FEES** as appropriate:

Check or Credit card returned by bank .......... ........... $ 25.00
Late Payment Fee ........................................ $ 25.00
Late Registration Fee ........................................ $ 50.00
Parking
   Fine ................................................................. $ 35.00
   Fine (Handicapped Space).............................. $ 340.00
   Padres Parkade Parking for Fall Semester... $ 400.00 ($80/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

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. All students will be automatically enrolled unless they currently maintain local health insurance and have completed the online waiver during the designated opt-out timeframe. Students who do not properly opt-out will be enrolled in the health care program until July 31, 2014. December graduates extension program (Plan period 8/1/13 to 2/28/2014 ends) $1,489. Cost for students not graduating in December (Payment period 8/1/2013 to 12/31/2013) $1,064. More information will be sent by the Student Services Office.

PAYMENT PLAN

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 unless a payment plan has been selected by submitting a PAYMENT PLAN REQUEST FORM to the Business Office. If a payment is due, a Student Account Statement will be mailed to the student, from the Business Office.

PAYMENT DUE DATES FOR FALL 2013

Payment in Full or
   1st payment on a payment plan is due on or before: August 5, 2013
   2nd payment on a payment plan is due on or before: September 4, 2013
   3rd payment on a payment plan is due on or before: October 4, 2013
   4th payment on a payment plan is due on or before: November 4, 2013
   5th payment on a payment plan is due on or before: December 4, 2013

If your August 5, 2013 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 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 fall semester becomes necessary, please refer to the Student Handbook and 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 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 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 Financial Assistance Office and Business Office. Refer to the TJSLS Student Handbook for complete details regarding the refund policy and requests for refunds.

**COMPLETE WITHDRAWAL**

This schedule applies only to the **COMPLETE WITHDRAWALS** from Thomas Jefferson School of Law. Students dropping individual courses should refer to the Partial Withdrawal schedule. Refunds will be calculated for those students who withdraw or drop on or after the first day of the term, and are calculated on the total semester cost. Any balance owed, after calculation of the refund, will be due and payable immediately. Any balance remaining, after calculation of the refund, will be distributed in the order mandated by federal regulation. This policy is subject to revision as federal, state and institutional policy change. (See the TJSLS Student Handbook for complete details regarding the refund policy and requests for refunds.)

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Tuition Credit/Refund</th>
<th>Registration Fee Credit/Refund</th>
<th>Student Activity Fees Credit/Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before August 19, 2013</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>August 20 – August 31, 2013</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>September 1 - September 18, 2013</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>September 19 – October 19, 2013</td>
<td>25%</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>October 20, 2013 and thereafter</td>
<td>No Refund or Credit</td>
<td>Non-refundable</td>
<td>No Refund or Credit</td>
</tr>
</tbody>
</table>

**Note:** Due to federal return of funds requirements, it is possible for recipients of federal financial assistance to still owe an outstanding balance to the school after withdrawal. In addition, it is also possible for students on deferred payment plans to still owe an outstanding balance after withdrawal.

**PARTIAL WITHDRAWAL**

Thomas Jefferson School of Law recognizes that at times it becomes necessary for a student to withdraw from some, but not all, of their courses. For students charged the per unit tuition rate: This schedule applies to individual courses dropped. For students charged the per semester tuition rate: This schedule applies 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. Students withdrawing completely from Thomas Jefferson School of Law should refer to the Complete Withdrawal schedule.

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Tuition Credit/Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before August 19, 2013</td>
<td>100%</td>
</tr>
<tr>
<td>August 20– August 25, 2013</td>
<td>85%</td>
</tr>
<tr>
<td>August 26– September 1, 2013</td>
<td>70%</td>
</tr>
<tr>
<td>September 2 - September 8, 2013</td>
<td>50%</td>
</tr>
<tr>
<td>September 9, 2013 and thereafter</td>
<td>No Refund or Credit</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 Financial Assistance Office.

**OFFICE HOURS/TELEPHONE NUMBERS**

- **Academics Office** 8:00 to 5:00 M-Fri. 961-4251/4252
- **Faculty Office** 8:00 to 6:00 M-Th 961-4356
- **Admissions Office** 8:00 to 5:00 M-Fri. 961-4220/4224
- **Financial Assistance Office** 8:00 to 6:00 M-Th 961-4272
- **Business Office** 8:00 to 6:00 M-Th 8:00 to 5:00 Friday 961-4334
- **Registrar’s Office** 8:00 to 6:00 M-Th 8:00 to 5:00 Friday 961-4290
- **Career Services** 9:00 to 6:00 M-Th 8:00-5:00 Friday 961-4235
- **Student Services Office** 9:00 to 6:00 M-Th 8:00 to 5:00 Friday 961-4201
- **Externship & Pro Bono Office** 9:00 to 5:00 M-Fri. 961-4341
- **E-mail** info@tjsl.edu
- **Web address** www.tjsl.edu

**FALL 2013 CALENDAR**

The fall semester begins on Monday, August 19, 2013 and ends on Tuesday, December 18, 2013. Classes will not meet on Labor Day, Monday, September 2, 2013 and Monday and Tuesday, October 7 and 8th due to midterms. Last day of classes is Wednesday, November 27, 2013. Final exams are scheduled for Saturday, December 7th through Monday, December 16, 2013.

**MIDTERMS & FINAL EXAMS**

The midterm & final examination schedules are included in the registration materials and on the TJSL website. 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.

**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 Director of Student Services, 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 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 both financial aid (currently 6) and director's scholarships (currently 8 for part-time and 12 for full-time). 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, Kim Grennan at kimg@tjsl.edu. Upon approval, the Registrar’s Office will enroll you in one unit of law review.

**CLINICAL EDUCATION & JUDICIAL EXTERNSHIP**

To request enrollment for Clinical Education or Judicial Externship, please email Angie Valdiconza of the Externship Office at avaldiconza@tjsl.edu. Upon approval from the Externship Office, the Registrar’s Office will process the enrollment request. Please do not waitlist the class.

**FALL 2013 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 can work up to 20 hours per week. First-year, full-time students who want to work up to 20 hours must submit a petition for approval to Director of Student Services, Lisa Ferreira, listing the employer's name, address and telephone number and the student's work schedule.

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 are eligible to enroll for a course.

6. Students repeating courses (voluntarily) MUST RECEIVE PRIOR APPROVAL FROM LISA FERREIRA, DIRECTOR OF STUDENT SERVICES and notify Registrar, Kim Grennan prior to or during registration. NOTE: REPEATING UNITS MAY AFFECT YOUR FINANCIAL ASSISTANCE.

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

8. Students may add or drop classes online until Monday, August 26, 2013 at 5pm.** When dropping classes the Refund/Withdrawal policy is effective as of August 19, 2013. Monday, August 26, 2013 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. When dropping classes the Refund/Withdrawal policy is effective as of August 19, 2013. ** First year students must have prior written approval from Lisa Ferreira, Director of Student Services to drop any classes**.

9. Students should review the Student Handbook and Financial Assistance Handbook outlining the requirements for meeting satisfactory academic progress. These are available online.

10. Students who wish to “audit” or “sit in” on classes must have PRIOR written approval from Lisa Ferreira, Director of Student Services. Written Petitions must be submitted prior to the start of the semester or term.

11. Students may not take more than 4 units of distance education (online courses) per semester and may not count more than a total of 12 units toward their JD degree. Students must have accumulated at least 28 units prior to enrolling in a distance course.

12. All courses are graded unless specified credit/no credit in the course description. All elective course descriptions are available in the section portion of My Village.

13. 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. There are also rules for percentile rankings. In addition, there are limitations to courses 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, 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.