

Thomas Jefferson School of Law

SUMMER 2012 REGISTRATION BULLETS

- * Registration for the Summer 2012 session will be conducted on-line except for first semester students. [First semester students](#) must fill out the schedule request form with their requested courses and submit it to the Registrar's Office which may be by email as a pdf, fax or hardcopy. The Registrar's Office will then enroll the student in open classes for which all prerequisites are satisfied and notify the student of his/her approved schedule via their tjsl email account. Registration for distance learning classes is not available on-line until after the priority period ends. Students must contact the Director of Academic Administration, Kay Henley, to request enrollment for the distance learning classes.
- * The time frame for on-line registration is based on the number of units a student has earned as of December 2011.
- * Registration begins 6am **February 28** for students who have earned **26-87 units**.
- * Registration begins 6am **March 1** for students who have earned **10-25 units**.
- * **Registration concludes for everyone on June 18, 2012 at 5pm. (This includes enrollment for law review, moot court, mock trial, ADR and directed study units too).**

Refund/Withdrawal Policy Effective Date: June 11, 2012

***** Effective for students graduating in December 2008 or later: Students must register for and complete a course or directed study that meets the Upper Level Writing Requirement before their final semester of law school.*****

- * 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

- * **First Semester Students** will be automatically registered by the Registrar's Office for an approved schedule 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 kimg@tjsl.edu). 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 on-line via My Village.
- * **On-line registration is for classes only. For enrollment in directed study, law review, 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 alternate dispute resolution (ADR)) combined to count towards the 88 units required to graduate.****
- * Wait lists are sorted in date/time (first-come, first-serve) order. Students who are on the wait list

will be notified by their email (tjssl email account) when a space becomes available and will have 48 hours from the email notification to add the class. After 48 hours expires, students who have not added the class are placed at the bottom of the wait list. **Students should check their tjssl email account at least once a day if they have placed themselves on a wait list.**

- * For Clinical Education and Judicial Externship units, **please email Angie Valdiconza at avaldiconza@tjssl.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.
- * Priority in registration for distance learning classes will go to students living outside the San Diego area this summer. In order to register for a distance learning course, prior approval from Kay Henley, Director of Academic Administration, is required. Please send an email (kayh@tjssl.edu) requesting consideration for these courses. If you have a job in another city, please inform Kay Henley regarding the job and the location of the job. Students who do not meet the priority criteria may place themselves on the wait list for the class. The wait list will be activated on Wednesday, March 28, 2012. Students on the wait list will be notified as space becomes available.
- * **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 2012/Summer period and the "Text" option and your exam number is shown.
- * Student Account Statements can be printed after "finalization" of your registration. Payment of tuition and fees is due on or before Tuesday, May 29, 2012. If registering on or after May 29th, 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.tjssl.edu/selfservice/home.aspx>

SUMMER 2012

REGISTRATION BULLETIN FOR CONTINUING STUDENTS

All students, except first semester 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 February 28th and ends June 18, 2012. No registration will be processed after June 18th.

1. **Students entering in Spring 2012:** **First semester students** must fill out the attached schedule request form with their requested courses and submit it to the Registrar's Office. The Registrar's Office will then enroll the student in open classes for which all prerequisites are satisfied and notify the student of his/her approved schedule via their tjssl email account. The schedule request form may be submitted to the Registrar's Office by hardcopy submission, by fax to 619-961-1290 or scanned in an email (to kimg@tjssl.edu). Please carefully review the course prerequisites to be certain that you are eligible to enroll for a course. Students will be notified by tjssl email when they may view and print their schedule confirmations and Student Account Statement on-line via My Village.
2. **Students entering before Spring 2012:** You will register online by accessing My Village at **<https://myvillage.tjssl.edu/selfservice/home.aspx>** according to the registration periods stated on the first page of this bulletin. 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 request during the online registration process to be placed on the wait list.

3. Registration for 8 units in the summer session is the maximum allowed for all students (full-time or part-time).
4. 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.
5. Payment of tuition and fees is due on or before Tuesday, May 29, 2012. On or after May 29th, PAYMENT DUE DATE is same day as registration. Students who wish to select a payment plan must submit a PAYMENT PLAN REQUEST FORM to the Business Office by May 29th. Students not making payment by May 29, 2012, 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

First Registration Group Begins (26 to 87 units earned)	February 28, 2012
Second Registration Group Begins (10 to 25 units earned)	March 1, 2012
Payment Due Date	May 29, 2012
First Day of summer Session	June 11, 2012
Refund/Withdrawal Policy Effective Date	June 11, 2012
Last Day to Register/Add Classes	Monday, June 18, 2012 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 per unit..... \$1,425.00

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
Payment Plan Service Charge	
2 Payment Plan	\$ 25.00
3 Payment Plan	\$ 50.00

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 the Credit Card Authorization/Payment Plan Request form. If a payment is due, a Student Account Statement will be mailed to the student, from the Business Office.

Please note summer payment plans are a maximum of three payments. See payment due dates below.

PAYMENT DUE DATES FOR SUMMER 2012

Payment in Full or

1st payment on a payment plan is due on or before:	May 29, 2012
2nd payment on a payment plan is due on or before:	June 20, 2012
3rd payment on a payment plan is due on or before:	July 20, 2012

If your May 29th 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 summer session 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/Plus 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.

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 policies change. (See the TJSL Student Handbook for complete details regarding the refund policy and requests for refunds.)

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.

Continuing Students	Dates of Withdrawal	Tuition Credit/Refund
On or before first day	On or before June 11, 2012	100%
After 1st day before end of 1st 10%	June 12 - June 16, 2012	90%
After the first 10% & before end of 25%	June 17 - June 25, 2012	50%
After 25%, and before the end of 50%	June 26 - July 9, 2012	25%
After 50% period in time	July 10, 2012 and thereafter	0%

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. This schedule applies to individual courses dropped. Students withdrawing completely from Thomas Jefferson School of Law should refer to the Complete Withdrawal schedule.

Time of Withdrawal	Tuition Credit/Refund
<i>Dropping a class</i>	<i>Dropping a class</i>
On or before first day	On or before June 11, 2012 100%
After the first day	June 12, 2012 and thereafter No Refund

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 EXTENSIONS

Academics Office	8:00 to 5:00 M-Fri. ext. 4255	Faculty Office	8:00 to 5:00 M-Fri. ext. 4256
Admissions Office	8:00 to 5:00 M-Fri. ext. 4220/4224	Financial Assistance Office	8:00 to 6:00 M-Th 8:00 to 5:00 Friday ext. 4272
Business Office	8:00 to 6:00 M-Th 8:00 to 5:00 Friday ext. 4334	Registrar’s Office	8:00 to 6:00 M-Th 8:00 to 5:00 Friday ext. 4290
Career Services	9:00 to 6:00 M-Th 8:00-5:00 Friday ext. 4235	Student Services Office	9:00 to 6:00 M-Th 8:00 to 5:00 Friday ext. 4203
Externship & Pro Bono Office	8:30 to 5:30 M-Th 8:00 to 5:00 Fri Ext. 4341	e-mail Web address	info@tjssl.edu www.tjssl.edu

SUMMER 2012 CALENDAR

The summer session begins on Monday, June 11, and ends on Monday, August 6, 2012. There is no class on July 4, 2012. See the Final Exam Schedule for exact days and times of exams.

FINAL EXAMS

The final examination schedule is 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.

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@tjisl.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.

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 Law Review Editor-in-Chief 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, please email Registrar, Kim Grennan at kimg@tjisl.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@tjisl.edu. Upon approval from the Externship Office, the Registrar's Office will process the enrollment request.

SUMMER 2012 CURRICULA NOTES

1. Registration for 8 units during the summer session is the maximum allowed for all students (full-time or part-time).
2. Enrollment in two or more summer sessions may be utilized to accelerate graduation by one semester. However, any student who is ON PROBATION at the end of the immediately preceding spring semester will be permitted to enroll in a maximum of three units in the summer session. Normally, this will foreclose an accelerated graduation.
3. Students who have registered (or been registered by the Registrar's Office) for Summer courses before the mailing of notice that their status after computation of grades for the immediately preceding Spring semester is other than academic good standing must withdraw from all but a maximum of three units. Full refunds will be made for the courses from which such students are required to withdraw. (Exception: Any student who has enrolled in and attended Summer session courses before the mailing of notice that his/her status has been changed from academic good standing to probation may, and is encouraged to, withdraw from all but one such course. Such a student shall be entitled to a full refund of tuition for all units then dropped).
4. Students receiving financial assistance must enroll in a minimum of 3 units in the summer session to receive financial assistance.
5. Students should carefully review the course prerequisites to be certain that they are eligible to enroll for a course.
6. Students repeating courses (voluntary) 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, June 18, 2012 at 5pm. When dropping classes the Refund/Withdrawal policy is effective as of June 11, 2012. Monday, June 18th is the LAST DAY TO ADD CLASSES OR REGISTER (this includes enrollment for law review, moot court, mock trial, ADR and directed study units too).** Students (who have completed their first year) may drop classes after that date by contacting the Registrar's Office in writing or completing a change of schedule (drop) form in the Registrar's Office.
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 approval** from Lisa Ferreira, Director of Student Services. Petitions must be submitted prior to the start of classes.
11. Students may not take more than 4 units of distance education (online courses) per semester/session and may not count more than a total of 12 units towards 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 on 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, 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.