



REGISTRATION INFORMATION AND INSTRUCTIONS 2017-2018

Please review this information carefully before beginning the registration process.

Any changes to course offerings, timetabling and examination schedules will posted under “Updates” on the Registration Information page on our website.

1. Getting Started

All registration related material will be available on your Student Portal MyUWin, under the “Law 2 and 3 Registration” tab.

Read these instructions carefully. Review course descriptions, timetables and examination schedules thoroughly. Be sure to consider your degree requirements.

Use the tools available to assist you including the course planner on MyUWin and on our website Registration pages.

It is your responsibility to read and be familiar with the registration materials and to ensure that you meet the term, academic year, and degree requirements.

You are responsible to ensure that you have the required course credits for each term AND for each academic year. You are also required to ensure that you complete all mandatory requirements of the degree.

If you have any questions about these requirements, please contact our Academic Coordinator, at 519.253.3000, extension 2931 or lawac@uwindsor.ca.

2. Academic Counselling

Academic counselling is available through the Student Services Office. Counselling is available for course selection and academic planning, guidance about the program requirements, assistance in preparing a supervised research proposal and in relation to difficulties encountered while in course, whether academic or non-academic in nature.

Academic counselling is available through the Student Services Office.

Please contact the Student Services Office by visiting Room G112 in the Faculty of Law, by telephone at 519.253.3000, extension 4230 or by email to francine.herlehy@uwindsor.ca.

You should also consider consulting faculty members, your peer mentor, other students and any lawyers you may know. Their advice and opinions may serve as a solid guide for your course planning. But remember, once you have received all the advice, you still need to sit down and think

seriously about your academic goals, and the best way to achieve them.

By way of summary advice, you should consider taking a very healthy mix of courses – foundational, theoretical, “boutique”, policy oriented, perspectives, and skills based. You need to take fundamental doctrinal courses (which, by the way, are almost never exclusively doctrinal) not because employers want you to have these courses or because you will be tested on these subjects in the Licensing Exams but rather because they are invaluable in developing the legally trained mind. As an added bonus, these courses also prepare you for almost any career – solo and small firm practice, large firm full service, national mega-firm, boutique, public service, clinics, NGOs – domestic or international, or an academic career.

3. Course Credit Requirements

(a) Full Time Studies:

Full-time students must select courses that total a minimum of 13 credits to a maximum of 18 credits in each semester, and total between 29 credits and 32 credits for the academic year.

Most upper year courses are weighted as 3 credits with a small number weighted as 4 credits. This equates to 4-5 courses completed each term. To assist in your term planning, please note that, generally speaking, the credit allocation for a course coincides with the number of class/contact hours (there are some exceptions including moots, clinics, directed research).

It is your responsibility to ensure that you have the required number of credits for each academic term and year of your program.

Credits completed in excess of the 18 credits required per term and 32 credits for the academic year may not be applied towards the minimum credit requirement in any subsequent term, subject to the general jurisdiction of the *Academic Programs Committee* regarding exceptions to the minimum and maximum credit requirement.

Any application for variance of course credit requirements must be made to the *Academic Programs Committee* through the Academic Coordinator. The deadline for submission for the Fall Semester is Monday, September 18, 2017 and for Winter Semester is Friday, January 19, 2018.

(b) Half-Time Studies:

Half-time students must select a minimum of 7 credits and a maximum of 8 credits in each semester and 15 credits to 16 credits for the year.

The successful completion of this program in each academic year will be considered equivalent to one-half year (or one semester) of the full-time JD program. Credits completed in excess of the 8 credits required per term may not be applied towards the minimum credit requirement in any subsequent term, subject to the general jurisdiction of the *Academic Programs Committee* regarding exceptions to the minimum and maximum credit requirement.

Please pay close attention to the weighting of the courses. It is your responsibility to ensure that you have the proper number of credits for each term and academic year.

Any application for variance of course credit requirements must be made to the *Academic Programs Committee* through the Academic Coordinator. The deadline for submission for the Fall Semester is Monday, September 18, 2017 and for Winter Semester is Friday, January 19, 2018.

4. **Financial Eligibility**

In order to be eligible to register for courses in 2017-2018 you must be financially eligible. Please check your account status prior to registration to prevent registration complications. This information is accessible through the “Financials” tab of the MyUWin student portal.

If you owe money to the University of Windsor, you may be flagged as “Financially Ineligible”. You will not be permitted to registrar or hold a spot in any courses if you are financially ineligible. You should contact the Cashiers’ Office to make arrangements to satisfy the indebtedness. In many cases, the Cashiers Office will agree to a payment plan that will allow you to register. These arrangements must be made directly with the Cashiers Office (cashiers@uwindsor.ca or 519.253.3000, extension 3307).

If you need advice about financing your legal education, please contact the Student Services Office by visiting Room G112 in the Faculty of Law, by telephone at 519.253.3000, extension 4230 or by email to francine.herlehy@uwindsor.ca.

5. **Course Registration**

Registration at the Faculty of Law is done through MyUWin, your student portal. The registration system operates on the basis of priorities to ensure that every student has a fair opportunity to register for courses.

Registration, with restrictions, will run from **Monday, July 24, 2017 until Wednesday, July 26, 2017.** After July 26, 2017, the online registration system will remain open until Monday, September 18, 2017 at 11:59 p.m. Please note the schedule below:

Day	Dates	Activity
One	Monday, July 24, 2017 9:00 am – 11:59 pm	3L students permitted to register for 3 priority courses for each of the Fall 2017 and Winter 2018 terms. Registration closed to 2L students. No Access to Wait lists.
Two	Tuesday, July 25, 2017 9:00 am – 11:59 pm	2L students permitted to register for 3 priority courses for each of the Fall 2017 and Winter 2018 terms. Registration closed to 3L students. No Access to Wait lists.
Three	Wednesday, July 26, 2017 9:00 am – 11:59 pm	All students are permitted to register for both the Fall and Winter terms. Access to Wait lists begins.

On Day 1, each 3L student is able to register for three priority courses (up to 12 credits) for each of the Fall and Winter semesters from 9:00 a.m. to 11:59 p.m. There will be no access to Wait lists on Day 1. On Day 1, 2L’s are locked out of the registration system.

On Day 2, each 2L student is able to register for three priority courses (up to 12 credits) for each of the Fall and Winter semesters from 9:00 a.m. to 11:59 p.m. There will be no access to Wait lists on Day 2. On Day 2, 3L’s are locked out of the registration system.

On Day 3, at 9:00 am, **all students** will be permitted to continue registration for both the Fall and Winter terms and access to Wait lists for all students will begin.

Thereafter, the Registration System will remain open until Monday, September 18, 2017 so that all upper year students can revise their registration by adding or dropping courses using the registration, accessing the wait lists, and add/drop functions of electronic registration.

It is recommended that you regularly check the registration system throughout the registration period if you have not been able to register into a desired course. As students make changes to their registration, openings become available for other students. As well, you should check the faculty website regularly for updates including course and scheduling changes. If a class is full, you should exercise the waitlist process listed below.

We will re-open registration for the Winter 2018 term in mid-November, 2017. At that point, any adjustments to your Winter 2018 timetable can be made e.g., Moot registration or courses by selection only.

6. **Choosing Priority Registration Courses**

In selecting your priority courses, you should first consider your degree requirements. These requirements are necessary to advance in and graduate from your program.

You might, thereafter, consider class size and the frequency of offering. If you have a preference for a particular course or section of a course, you may wish to use your priority registration option.

7. **Wait List and Course Change Process**

Waitlists will become operational for all students on Day 3.

In order to benefit from the Wait List option, you must satisfy any pre-requisites or registration restrictions that might exist for that specific course.

If a course is full, you can add your name to the course Waitlist.

Check your email regularly for time sensitive offers to register off the Waitlist.

Holding a place on a Waitlist DOES NOT guarantee admission to the course.

If you no longer wish to be registered to a course for which you are waitlisted, please remove your name from the Waitlist.

You will be permitted to add your name to Wait Lists for a **maximum of three courses per term** at any one time. You cannot add your name to a Wait List unless the course is full. You will be allowed to remove your name from a Wait List at any time during open registration.

If an opening occurs, you will be notified by email and given a time period within which to respond to the offer. The time to respond will vary depending on when in the registration cycle the offer is made but in any case will be 48 hours or less. You should regularly check your UWin email during the registration period. If you do not register for the course within the time provided your name will be moved to the end of the Wait List for that course.

Please remember to remove your name from any waitlist for courses you are no longer interested in. We will continually monitor the Waitlists for all courses and consider opening up open up additional spaces or sections.

8. **Course Changes**

You can continue to make course changes on-line until Monday, September 18, 2017 at 11:59 pm. Registration, including course changes, for Winter 2018 will resume in mid-November, 2017.

9. **Registration Updates**

Registration updates will be posted to the Faculty of Law website, linked to your MyUWin portal, under "Law 2 & 3 Registration". You should monitor the registration information frequently for updates.

IMPORTANT: Check the Law Student website and your MyUWin often for registration updates.

No other notification of updates will be provided.

Any changes to course availability, timetabling, the examination schedule, new courses/sections added, course cancellations etc. will be included in these updates. You should check the updates regularly to ensure that you have considered the most recent information when registering for courses.

10. **Compulsory Courses and Degree Requirements:**

In selecting your courses, please keep in mind that you must satisfy course and degree requirements of your program as a condition of advancement and graduation.

It is your responsibility to ensure that you have complied with all course and degree requirements for your program. You should regularly review your Degree Audit available on MyUWin under the "Academics" tab.

Degree Audits (DARS) are reviewed by the Academic Coordinator and manually updated by the Office of the Registrar. Degree Audits are reviewed before registration begins in July and again before registration re-opens in November. Any questions related to your Degree Audit should be directed to the Academic Coordinator at lawac@uwindsor.ca.

It is your responsibility to ensure that all credit, course and degree requirements are met.

(a) **Compulsory 2L Course for all Programs:**

All 2L JD's (including MBA/JD and MSW/JD) must take Civil Procedure (08-98-826) in either Fall 2017 or Winter 2018. Multiple sections are offered. You can register in the section of your choice after consulting the registration information including course description, instructor, class timetable, method of evaluation and examination schedule.

All 2L Dual JD's must take Canadian Civil Procedure (08-98-825).

(b) **Compulsory Upper Year Courses and Degree Requirements:**

Compulsory upper year courses and degree requirements vary by program.

Students in the MSW/JD, MBA/JD and Dual JD Program should consult their Degree Audit, the program partners and/or the Academic Coordinator for confirmation of their compulsory courses and degree requirements.

In either Law 2 or Law 3, you must complete the following courses, degree requirements and meet the following competencies:

- (i) **The Legal Professions (98-939).** Multiple sections are offered. You can register in the section of your choice after consulting the registration information including course description, instructor, class timetable, method of evaluation and examination schedule.

For Dual JD program students, this requirement is satisfied by CDN/US Professional Responsibility (98-994) at UDM.

- (ii) **Judicial Review of Administrative Action (98-852)** or some other course approved by the Associate Dean as meeting the Federation of Law Societies of Canada competency in the principles of administrative law. Students are strongly advised to enrol in this course during their 2nd year of study as it sets the foundation for many upper year courses.

- (iii) **Business Associations (98-877)** or some other course approved by the Associate Dean as meeting the Federation of Law Societies of Canada competency related to legal and fiduciary principles in commercial relations.

For students in the Dual JD Program, this requirement is satisfied by Business Organizations (99-880) at UDM.

It is possible that one course may satisfy more than one of these requirements/competencies.

- (iv) **Legal Perspectives Course Requirement** During your second or third year of study, you must select at least one legal perspectives course from a list of the approved legal perspectives courses offered by the Faculty of Law. Please note that perspective courses vary by term and may not be offered each academic year.

For Dual JD Program students, this requirement is satisfied by mandatory courses in the program.

- (v) **Major Research Requirement** All students must successfully complete an academic research paper (including Supervised Research) in your second or third year of study. A "paper course" is defined as one in which the student submits a research paper worth at least 50% of the final grade in that course. You are permitted to take up to three (3) research paper courses per term without permission.

Application for permission to enrol in more than three paper courses in any term must be made to the *Academic Programs Committee* through the Academic Coordinator. The deadline for submission for the Fall Semester is Monday, September 18, 2017 and for Winter Semester is Friday, January 19, 2018.

For Dual JD Program students, this requirement is satisfied by mandatory courses in the program.

- (vi) **Transnational Law Course Requirement** During your second or third year of study, you must select at least one transnational law course from the list of approved transnational law courses offered by the Faculty of Law. Please note that transnational law courses vary by term and may not be offered each academic year.

For Dual JD Program students, this requirement is satisfied by mandatory courses in the program.

11. **Sections, Pre-Requisites and Anti-Requisites**

Where there is more than one section of any particular course being taught in the same semester, each section has been designated with a specific section number. Please indicate the specific section number when you register on-line to ensure registration in both the course and section of your choice. If one section is full, you can select another.

Please note that Special Topics in Law courses change each term/year and are designated as 08-98-971 with a specific section number for each course. You must ensure that you select the appropriate section number.

Pay particular attention to any pre-requisites that are indicated in the course descriptions. You must ensure that you have the pre-requisites, if required, for any course you want to register in. Note that pre-requisites will help you plan for your second and third year of studies.

In certain instances, a course may be a co-requisite, which means that they may be taken simultaneously rather than sequentially. There may also be course anti-requisites, which means that enrolment in one course precludes enrolment in the other(s).

12. **Overlapping or Conflicting Courses**

You cannot register in courses that overlap or conflict in either the course timetable or the examination schedule.

The Associate Dean will consider exceptions where the overlap or conflict results from a course taught intensively other than weekly.

You cannot register in courses that overlap on the timetable or examination schedule except with permission of the Associate Dean for intensively scheduled courses only.

13. **Enrolment Limits**

The enrolment limits in each class/section varies and is determined by pedagogical objectives and room assignments. Some courses are specifically designed for limited enrolment. For example, seminar courses are typically limited to 20-30 students because these courses often involve a method of evaluation beyond or excluding examinations.

Courses with insufficient enrolment are subject to cancellation.

Enrolment limits are reviewed regularly throughout the registration period. Where possible, additional sections may be offered or room assignments altered to allow for additional enrolment.

14. **Supervised Research (1-4 credits)**

Applications for supervised research must be completed jointly by the student and supervising faculty member and submitted to the Academic Coordinator's Office. Supervised Research rules and applications are available on the student portal.

The deadline for submission for the Fall Semester is Monday, September 18, 2017 and for Winter Semester is Friday, January 19, 2018.

Supervised research projects are typically assessed at 3 credits, depending on the nature of the research. *The Academic Programs Committee* will consider 1, 2 or 4 credit supervised research applications in special circumstances. A four credit supervised research would likely require the student to undertake independent empirical research. You should consult both the Supervising Faculty Member and the Academic Coordinator when preparing your proposal to the *Academic Programs Committee* if you are proposing other than 3 credits for the work.

15. **Courses In Other Faculties of the University of Windsor or at Other Institutions**

Students may seek permission from the *Academic Programs Committee* to enrol in courses taught in other faculties of the University of Windsor and in certain courses taught at the Law Schools at Wayne State University and the University of Detroit Mercy for credit toward a JD degree.

The deadline to apply to *Academic Programs Committee* for Fall 2017 is **12:00 noon on Monday, August 21, 2017** and for the Winter 2018 it is **12:00 noon on Monday, December 4, 2017**.

IMPORTANT: Students are advised that classes in other Faculties or Institutions may have earlier registration deadlines and start dates and may require additional approvals.

ALL REGISTRARIAL DEADLINES WILL BE STRICTLY ENFORCED.

Law registration deadlines are different than those for other campus programs.

Students will not be registered in courses outside of the Faculty of Law until such time as approval is obtained from the *Academic Programs Committee*. The application form for the *Academic Programs Committee* is available on the student portal.

16. **Courses at the University of Detroit Mercy and Wayne State University**

NOTE: Under the Border Commuter Student Act of 2002, Canadian students attending classes, on a part-time basis, at a Bureau of Customs and Immigration Services (BCIS, formerly INS) approved school require an F-1 visa. Therefore, students interested in the IPLI/cross-enrolment program must obtain an I-20 application from the institution at which they will be attending classes. A Canadian student must be issued a SEVIS form and pay the \$200 SEVIS fee. Canadian students are required to contact the Assistant Dean & Registrar at the University of Detroit Mercy School of Law or Wayne State University in order to have the SEVIS form issued. Once the SEVIS form is issued by the Assistant Dean & Registrar, and the fee paid, the student should obtain a letter from the University of Windsor Registrar's Office stating that the University of Windsor verifies that the student is properly enrolled and is in full-time status with tuition and all expenses having been covered either with personal funds or with student loans. The student must present the I-20 SEVIS form to the border along with the SEVIS fee receipt, and a letter from their respective Registrar to confirm full-time status at their home school as well as to confirm that tuition has been paid in full in order for the student to be admitted to the United States to attend the course. An American student taking a course at the University of Windsor only requires a letter from their Registrar.

The Academic Coordinator's Office can guide you through this process. You are encouraged to consult with our Academic Coordinator early in the process to ensure timely registration.

Background criminal checks are now part of the F-1 process; therefore, you must file your documents in advance in order to receive your I-20 in time to attend classes.

17. **Registration by the Academic Coordinator**

There are a number of courses available to students by selection only. You cannot register for these courses via the online registration system. If you are selected for these courses, registration will be completed by the Academic Coordinator once the Instructor has finalized their selection and you have accepted the spot.

To express interest in a course available by selection, please contact the Academic Coordinator at lawac@uwindsor.ca by the deadline indicated in the course description.

Please indicate the course name in the subject line of your e-mail. Once the instructor has made the selection you will be notified. Be sure to register in a full complement of courses. If you are selected for these courses, modifications can be made to your timetable manually by the Academic Coordinator.

18. **Registration is a Very Fluid Process – Be Patient and Check Regularly**

Because Registration takes place over many weeks, changes happen regularly, and often quickly. If a course is full, access the waitlist, when waitlists open on Day 3. We continually monitor the registration status to consider under and over enrollment issues.

Be patient with the registration process, check back frequently, monitor your UWin email for waitlist offers and plan for backups. It is best to rank courses in order of priority or importance to you – you may need to take multiple steps to get there but typically students end up with the schedule they sought at the beginning of the process.

While you need to ensure that you have the requisite credits for each term, we encourage you not to hold a spot in a course you are not interested in.

For students selected to participate in competitive moots for academic credit, credits will typically be applied to the Winter semester. The Jessup Moot is an exception where credits are split between the Fall and Winter semesters.

19. **Key Contacts at Windsor Law for Registration Related Matters**

Francine A. Herlehy
Assistant Dean (Student Services)
☎ 519-253-3000 ext 4228 | ✉ francine.herlehy@uwindsor.ca

Academic Coordinator
☎ 519-253-3000 ext 2931 | ✉ lawac@uwindsor.ca

Mary Mitchell
Coordinator
Student Services Office & Canadian & American Dual JD Program
☎ 519-253-3000 ext 4230 | ✉ mary.mitchell@uwindsor.ca

We look forward to your return in September 2017!