



## **REGISTRATION INFORMATION AND INSTRUCTIONS 2019-2020**

**Please review this information carefully before beginning the registration process.**

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

**DO NOT RELY SOLELY ON THE INFORMATION AVAILABLE ON UWINSITE STUDENT.**

### **1. Getting Started**

All registration related material will be available under the “Law 2 & 3 Registration” tab on the Windsor Law website (student services – current student resources).

Please do not rely solely on the snippet of information populated on UWinsite Student for course descriptions, evaluation methodologies, course characteristics and pre- or co-requisites. The Registration related documents will be updated throughout the registration cycle and should be consulted regularly.

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

Use the tools available to you on UWinsite Student and on “Law 2 & 3 Registration” tab on our website.

**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 Coordinators Office at [lawac@uwindsor.ca](mailto: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 the program, 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 or by email to Francine.Herlehy@uwindsor.ca.

Dual JD Students are encouraged to consult with their Program Director for guidance on Dual JD course and degree requirements to ensure degree progression. Christina Loebach can be reached at: Christina.Loebach@uwindsor.ca.

You may consider consulting faculty members, your peer mentor, other law students and any lawyers you may know. Their advice and opinions may serve as a 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 own academic goals, and the best way to achieve them. You can customize your own program to meet your needs but don't worry, if you don't have a concrete plan.

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 should consider 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. You should consider the variety of offerings available including skills-based courses, competitive moots, a clinical term and the broad range of externships available.

### 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. Permission of the *Academic Programs Committee* is required to vary the credit requirements, including credit overloads by term (more than 18 credits) or by year (more than 32 credits).

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.

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 and 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.**

Any application for variance of course credit requirements must be made to the *Academic Programs Committee* through the Academic Coordinators Office. The Deadline for submission for the Fall Semester is Monday, September 16, 2019 and for Winter Semester is Friday, January 17, 2020.

(b) Half-Time Studies:

Half-time students must select a minimum of 7 - 8 credits in each semester and 15 - 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 Coordinators Office. The Deadline for submission for the Fall Semester is Monday, September 16, 2019 and for Winter Semester is Friday, January 17, 2020.

4. **Financial Eligibility**

In order to be eligible to register for courses in 2019-2020 you must be financially eligible. Please check your account status prior to registration to prevent registration complications. This information is available through UWinsite Student under the "Financial Account" tile.

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. You should contact the Cashier's Office to make arrangements to satisfy the indebtedness. In many cases, the Cashier's 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 Assistant Dean (Admissions, Recruitment & External Relations) John Popham in the Student Services Office by visiting Room G112 in the Faculty of Law, by telephone at 519.253.3000, extension 3952 or by email to john.popham@uwindsor.ca.

5. **Course Registration**

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

Registration will run from **Tuesday, July 23, 2019 until Thursday, July 25, 2019.** The online registration system will, thereafter, remain open until Monday, September 16, 2019 at 11:59 p.m.

Please note the schedule below:

Day	Dates	Activity
One	<b>Tuesday, July 23, 2019</b> <b>9:00 am – 11:59 pm</b>	<b>ONLY 3L students</b> are permitted to register for 3 priority courses (up to 12 credits) for each of the Fall 2019 and Winter 2020 terms. Registration is closed to 2L students. <i>No Access to Wait lists.</i>
Two	<b>Wednesday, July 24, 2019</b> <b>9:00 am – 11:59 pm</b>	<b>ONLY 2L students</b> are permitted to register for 3 priority courses (up to 12 credits) for each of the Fall 2019 and Winter 2020 terms. Registration is closed to 3L students. <i>No Access to Wait lists.</i>
Three	<b>Thursday, July 25, 2019</b> <b>9:00 am – 11:59 pm</b>	<b>All students</b> are permitted to register for the Fall 2019 and Winter 2020 terms. <i>Access to Wait lists begins.</i>

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 16, 2019 so that all 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 2020 term in mid-November, 2019. At that point, any adjustments to your Winter 2020 timetable can be made e.g., Moot registration or courses by selection only.

**You cannot register for courses or waitlists outside of your registration appointment.**

**Anyone gaining access to the system before 9 am EST on their registration appointment day will forfeit their registration/waitlist position for all courses.**

#### 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. You may wish to use your priority registration option to secure a particular course or section.

7. **Wait List, Course Swaps 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 on or after Day 3.**

**You MUST indicate a course to SWAP if a spot becomes available in the waitlisted course. If you do not select a course to swap, the system will randomly select a course to drop for you.**

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

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 in the class becomes available, the system will auto-register you in the waitlisted course and de-register you from the course on your swap. You will not receive any additional notification so you must continually monitor your registration and waitlist status.

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 additional spaces or sections.

8. **Course Changes**

You can continue to make course changes on-line until Monday, September 16, 2019 at 11:59 pm. As the registration cycle progresses, please keep your registration and waitlist interest current. If you are no longer interested in a course, remove your name from the class list or waitlist.

9. **Registration Updates**

Registration updates will be posted to the Faculty of Law website, under "Law 2 & 3 Registration". You should monitor the registration information frequently for updates. Be sure to bookmark this page – do not rely on UWinsite Student for update and annotated information.

**IMPORTANT: Check the Windsor Law website for important registration updates.**

**No other notification of updates will be provided.**

Any changes to course availability, timetabling, 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 all 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 UWinsite Student under the "Academic Progress" tile.

Degree audits are reviewed by the Academic Coordinators Office 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 Coordinators Office 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 (LAWG 5826) and Torts (LAWG 5809) in either Fall 2019 or Winter 2020. Multiple sections are offered. You can register in the section of your choice after consulting the registration information including course description, instructor, class timetable and method of evaluation.

All 2L Dual JD's must take Canadian Civil Procedure (LAWG 5825) and Torts (LAWD 5931).

**(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 the Academic Progress tile of UWinsite Student and/or the Academic Coordinators Office for confirmation of compulsory courses and degree requirements.**

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

- (i) **The Legal Professions (LAWG 5939).** Multiple sections are offered. You can register in the section of your choice after consulting the registration information including course description, instructor, class timetable and method of evaluation.

For Dual JD program students, this requirement is satisfied by CDN/US Professional Responsibility (LAWD 5994) at Detroit Mercy Law.

- (ii) **Administrative Law (formerly Judicial Review of Administrative Action) (LAWG 5852)** 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.

- (iii) **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.

- (iv) **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.

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

- (v) **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.

**Any one course may satisfy more than one of these requirements/competencies.**

#### 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 LAWG 5971 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 on the timetable or examination schedule except with permission of the Associate Dean for intensively scheduled courses only.**

You **cannot** register in courses that overlap or conflict on the course timetable.

The Associate Dean (Academic) will consider exceptions only where the overlap or conflict results from a course taught intensively ie not on a weekly basis. In your request to the Associate Dean Academic (lawassociatedean@uwindsor.ca), please identify the courses that conflict, the dates involved and set out your plan to resolve the conflict. You should seek permission before the close of the course change period so that you can adjust your schedule if necessary.

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 Associate Dean (Graduate Studies & Research). Supervised Research rules and applications are available the Windsor Law website under “Forms and Policies”.

The deadline for submission for the Fall Semester is Monday, September 16, 2019 and for Winter Semester is Friday, January 17, 2020.

Supervised research projects are typically assessed at 3 credits, depending on the nature of the research. The Associate Dean (Graduate Studies & Research) 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, with Research Ethics Board approval, where appropriate.

You should consult both the Supervising Faculty Member when preparing your proposal, if you are proposing a project with 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 for submission for the Fall 2019 Semester is Monday, August 26, 2019 and for Winter 2020 Semester is Friday, January 3, 2020. Applications should be submitted through the Academic Coordinators Office.

**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 REGISTRATION DEADLINES WILL BE STRICTLY ENFORCED.**

**Law registration deadlines and processes are different than those for other UWindsor programs. To avoid confusion, you should rely only on information provided by the Faculty of Law.**

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 under Consortium Agreement**

In the spirit of academic excellence and transnational law, the University of Windsor Faculty of Law and University of Detroit Mercy School of Law have established a course exchange program. This program will provide interested students with the ability to explore legal issues from an international and comparative law perspective, and give each student at Windsor Law the opportunity to study internationally as part of their legal education.

Students, in good standing, enrolled in the single Juris Doctor programs at either Windsor Law or Detroit Mercy Law may take one course at the other institution, while paying the home institution's tuition. Allowable courses include classroom and elective courses, but exclude clinical, mandatory first year courses, or other required courses.

Each institution will publish, on a semester basis, a list of offered consortium courses. Registration instructions will be available on the Law 2 & 3 Registration pages in the coming weeks.

A student's enrollment in any particular course is contingent upon space being available in the course with priority being given to students at the home school. Courses will count towards the maximum credit hours allowed during a semester, according to the student's home school and program. Students will be bound by the academic, attendance, and conduct policies of the host institution for the course in which they are enrolled.

17. **Courses by Application and Registration by the Academic Coordinators Office**

There are a number of courses available to students by selection only. You cannot register for these courses using the online registration system. You must apply using the instructions below, and registration will be completed once the Instructor has finalized the selection and you have accepted the spot.

**To express interest in a course available by application/selection, please contact the Academic Coordinators Office at [lawac@uwindsor.ca](mailto: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, modifications can be made to your registration manually by the Academic Coordinators Office.

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- enrolled courses.

Be patient with the registration process, check back frequently, monitor the registration updates on the Law 2 & 3 Registration site and on UWinsite Student.

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.

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

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

Marnie Kuhn  
Academic Coordinators Office  
☎ 519-253-3000 extension 2931 | ✉ lawac@uwindsor.ca

Judi Burke  
Coordinator, Student Services Office & Canadian & American Dual JD Program  
☎ 519-253-3000 extension 4230 | ✉ jburke@uwindsor.ca

We look forward to your return in September 2019!