



REGISTRATION INFORMATION AND INSTRUCTIONS

2020-2021

[Revised June 10, 2020]

Please review this information carefully before beginning the registration process. UWinsite Student includes summary information only. DO NOT RELY ONLY on that information.

You need to consider the information produced by the Faculty of Law, and updated regularly, in order to make your course selections and register for Fall 2020 and Winter 2021.

1. Getting Started

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

Please do not rely solely on the snippet of information populated on UWinsite Student for course descriptions, evaluation methodologies, delivery methods, course characteristics and pre- or anti-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 your degree.

If you have any questions about these requirements, please contact our Academic Coordinators Office at lawac@uwindsor.ca. The Academic Advisement tool on UWinsite Student is not operational for our Faculty so DO NOT rely on that tool.

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 throughout the registration process.

Please contact the Student Services Offices 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 generally regarded as 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. These offerings will enrich your professional development and provide an opportunity to develop the skills needed in a broad range of careers.

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).

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

13 – 18 credits per term
29 – 32 credits per year
No carryover year to year

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.

**Credits completed in excess of 18 in any semester or 32 in the academic year
DO NOT carry over to a subsequent semester or academic year.**

Most upper year courses are weighted as 3 credits with a small number of courses 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 supervised research).

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 Fall 2020 is Monday, September 21, 2020 and for Winter 2021 is Friday, January 15, 2021.

**You must successfully complete each semester/year as a condition of advancement.
You cannot retake courses to improve your academic performance or to remedy a failure,
unless permitted under the Academic Status Regulations.**

(b) Half-Time Studies:

Students who have received permission to attend the JD program on a half-time basis 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 Fall 2020 is Monday, September 21, 2020 and for Winter 2021 is Friday, January 15, 2021.

4. Financial Eligibility

In order to be eligible to register for courses in 2020-2021 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 register or waitlist in any course. 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). Please note that it will take 3 to 5 business days to process your payment and remove a financial eligibility flag. It is best not to wait until the eve of registration to check your financial status. Check it regularly!

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 email to john.popham@uwindsor.ca.

5. Registration Appointments:

You will be assigned a registration appointment time based on your program and level of study. Your registration appointment time determines when you can start to enroll in classes through UWinsite Student. As a registration period approaches, you should confirm your registration appointment time on UWinsite Student:

In your web browser, preferably Google Chrome, go to www.uwindsor.ca/uwinsitestudent.

- Click the LOG IN TO UWINSITE STUDENT button
- On the login screen, enter your UWin ID and Password. Then click the green Login button
- On your Student Homepage in UWinsite Student, click on the My Academics tile
- In the left navigation menu, click on the Enrollment Deadlines tab
- Click the radio button next to your chosen term
- Look for your registration appointment time in the Enrollment Appointments section under the Appointment Begins column.

6. Course Registration

Registration at the Faculty of Law is done online through UWinsite Student. You will register for Fall 2020 using the following schedule. You are encouraged to review the [General Registration Guide](#) produced by the Registrar’s Office but note that are some things that are unique to the Faculty of Law registration – including two semester registration!

The online registration system operates on the basis of priorities to ensure that every student has a fair opportunity to register for courses.

Registration for Fall 2020 will run from Tuesday, July 21, 2020 until Thursday, July 23, 2021. The online registration system will, thereafter, remain open until Monday, September 21, 2020 at 11:59 p.m. Please note the schedule below:

Day	Dates	Activity
One	Tuesday, July 21, 2020 9:00 am – 11:59 pm	ONLY 3L students are permitted to register for 3 priority courses (up to 12 credits) for Fall 2020. Registration is closed to 2L students. No Access to Wait lists.
Two	Wednesday, July 22, 2020 9:00 am – 11:59 pm	ONLY 2L students are permitted to register for 3 priority courses (up to 12 credits) for Fall 2020. Registration is closed to 3L students. No Access to Wait lists.
Three	Thursday, July 23, 2020 9:00 am – 11:59 pm	All students are permitted to register for the Fall 2020. Access to Wait lists begins.

On Day 1, each 3L student is able to register for three priority courses (up to 12 credits) for Fall 2020 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 Fall 2020 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 Fall 2020 and access to Wait lists for all students will begin.

Thereafter, the Registration System will remain open, for Fall 2020 registration, until Monday, September 21, 2020 so that all registration, waitlists, and add/drop functions of electronic registration are available.

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.

Registration dates for Winter 2021 will be announced once available.

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

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

7. Registration Codes and Dual JD Academic Transcripts

UWinsite Student has applied subject codes to distinguish courses. The following subject codes are applicable to Law.

LAWG – all law courses for JD, Dual JD, MSW/JD and MBA/JD
LAWD – All Detroit Mercy Law courses, as reflected on the UWindsor transcript
LAWM – all courses in the Master of Law stream
LAWS – law service courses offered to undergraduate students in non-law programs

Dual JD Students – Having your complete academic record on UWinsite Student is very important, as it is relied upon by the Office of Student Awards and Financial Aid in awarding bursaries and financial aid. Additionally, it provides potential employers with your complete class list and a complete academic transcript.

As such, you MUST add your Fall 2020 Detroit Mercy Law enrolled courses into the UWinsite Student system. You can add Fall 2020 courses anytime between July 23 and September 21, 2020.

When Winter 2021 registration opens, you can add your Winter 2021 Detroit Mercy Law enrolled courses into the UWinsite Student system until the close of Winter 2021 registration on January 15, 2021.

We suggest that you wait until you have finalized your Windsor Law courses so that you do not run into issues with credit (over)loads. You have until September 21, 2020 for Fall 2020 and January 15, 2021 for Winter 2021 to add your Detroit Mercy enrolled courses.

8. 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.

In selecting courses for priority registration, you should first consider your degree requirements.

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. You are encouraged to review the Course Attributes and Frequency Chart on our website (<http://www.uwindsor.ca/law/academic-coordinator/35/law-2-and-3-registration>).

9. Wait List, Course Swaps and Course Change Process

Waitlists will become operational for all students on Day 3. You MUST set up a SWAP at the time you add the course to the waitlist. If you do not set up a SWAP, you will be bypassed when a spot becomes available because UWinsite Student will not know which class to drop you from and the system will not enrol you where it creates a credit overload. You are encouraged to review the [Waitlist/Swap Registration Guide](#) created by the Registrar's Office.

It remains your obligation to ensure that you 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 automated system will bypass your place on the waitlist.

Holding a place on a Waitlist DOES NOT guarantee enrolment in the course.

You will be permitted to add your name to Wait Lists and set up swaps 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 AND you have set up a SWAP, 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.

10. Course Changes

You can continue to make course changes on-line until Monday, September 21, 2020 at 11:59 pm.

As the registration cycle progresses, please keep your course registration and waitlist interest current. If you are no longer interested in a course, remove your name from the class list or waitlist.

11. 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 the summary information available on UWinsite Student.

IMPORTANT: Check the Windsor Law website under "Law 2 & 3 Registration" 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 finalizing your course registration.

12. 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. Please note that the "Academic Progress" tile available on UWinsite Student is not currently operational for the Faculty of Law.

Any questions related to your Academic Progress 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 2020 or Winter 2021. 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). A spot will be reserved for you so that you do not have to use your priority registration for these required courses.

(b) Compulsory Upper Year 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 Profession (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 (LAWG 5852) or some other course approved by the Associate Dean (Academic) as meeting the Federation of Law Societies of Canada competency in the principles of administrative law.

Compulsory upper year courses and degree requirements vary by program.
Students in the MSW/JD, MBA/JD and Dual JD Programs should consult with
program administrators and the Academic Coordinators Office for confirmation of
compulsory courses and degree requirements.

- (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.

13. 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).

14. Overlapping or Conflicting Courses – Intensive Courses Exception

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. To request an exception, please write to lawassociatedean@uwindsor.ca. In your request, 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.

**You cannot register in courses that overlap on the timetable
except for intensively scheduled courses only, with permission of the Associate Dean (Academic).**

15. Enrolment Limits

The enrolment limits in each class/section varies and is determined by many factors including 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.

16. Supervised Research (2-6 credits)

Applications for supervised research must be completed jointly by the student and supervising faculty member and submitted to the Associate Dean (Research & Graduate Studies) – adrlaw@uwindsor.ca. If you plan to complete qualitative empirical research as part of the project, you must also submit a completed research ethics application form. Supervised Research rules and applications, as well as the research ethics application, are available the Windsor Law website under “Forms and Policies”.

The deadline for submission of applications is always the Friday of the first week of each semester. For the Fall Semester, the date is Friday, September 11, 2020 and for the Winter Semester it is Friday, January 8, 2021.

Supervised research projects are typically assessed at 3 credits, depending on the nature of the research. The Associate Dean (Research & Graduate Studies) will consider 2-6 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.

17. 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 2020 Semester is Monday, September 21, 2020 and for Winter Semester is Friday, January 15. Applications should be submitted through the Academic Coordinators Office.

IMPORTANT: Classes in other Faculties or Institutions may have earlier registration deadlines and start dates and may require additional approvals. You should bring this application as early as possible before the term commences.

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 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 our website, under 'Forms & Policies'.

18. 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.

19. 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 if you are selected 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 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 while these applications are pending. If you are selected, modifications can be made to your registration in concert with the Academic Coordinators Office.

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

While initial course registration takes only minutes, the full Registration process 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.

Any changes to course offerings, timetabling and examination schedules will be posted under “Updates” on the Law 2 and 3 Registration Information page on our website.

21. Key Contacts at Windsor Law for Registration Related Matters

Francine A. Herlehy
Assistant Dean (Student Services)
francine.herlehy@uwindsor.ca

Marnie Kuhn and Dylan Margerison
Academic Coordinators Office
lawac@uwindsor.ca

Gemma Smyth (until June 30, 2020)
Dr. Beverly Jacobs (as of July 1, 2020)
Associate Dean (Academic)
lawassociatedean@uwindsor.ca

Dr. Laverne Jacobs
Associate Dean (Research & Graduate Studies)
ljacobs@uwindsor.ca