

SETON HALL LAW
SCHOOL

SUMMER 2009

REGISTRATION
HANDBOOK

**SETON HALL UNIVERSITY SCHOOL OF LAW
2009 SUMMER SESSION
REGISTRATION INFORMATION**

REGISTRATION

Any student who wishes to enroll for the Summer Session may register for classes using the self-service module (see enclosed Web Registration Worksheet on page 2) during his or her registration date listed below.

REGISTRATION DATES

Class (As of Spring 2009)	Credits Earned	Date	Between the hours of:
LLM & MSJ	0 – 30	Monday, March 23	11:00AM – 11:00 PM
JD EVENING	67 - 95	Monday, March 23	11:00AM – 11:00 PM
JD PART-TIME DAY	67 – 95	Monday, March 23	11:00AM – 11:00 PM
JD FULL-TIME DAY	63 – 95	Monday, March 23	11:00AM – 11:00 PM
JD EVENING	50 – 66	Tuesday, March 24	11:00AM – 11:00 PM
JD PART-TIME DAY	50 – 66	Tuesday, March 24	11:00AM – 11:00 PM
JD FULL-TIME DAY	31 – 62	Tuesday, March 24	11:00AM – 11:00 PM
JD EVENING	23 – 49	Wednesday, March 25	11:00AM – 11:00 PM
JD PART-TIME DAY	24 – 49	Wednesday, March 25	11:00AM – 11:00 PM
JD FULL-TIME DAY	0 – 30	Thursday, March 26	11:00AM – 11:00 PM
JD EVENING	0 – 22	Thursday, March 26	11:00AM – 11:00 PM
JD PART-TIME DAY	0 - 23	Thursday, March 26	11:00AM – 11:00 PM
OPEN REGISTRATION	0 - 95	Friday, March 27 - Sunday, May 31	Web accessible 24/7

WEB REGISTRATION WORKSHEET

Check the registration schedule (see page 2) for your assigned web registration time slot. During the preregistration period, students are assigned times for registration. After March 26, registration is open to all students.

- 1) Make sure your computer is configured for on-line registration: Internet Explorer version 5.5 or higher is required: Cookies must be enabled; Pop-ups must be allowed.
- 2) Login to PirateNet. Click on myInfo tab and then Banner Self-Service link.
- 3) On the Main Menu, click on **Student and Financial Aid**, then on **Registration**. On the next menu screen, click on **Add or Drop Classes**. Click **Submit** to confirm Summer 2009 as your registration term.
- 4) Enter the CRNs of your classes in the boxes which appear on the **Add Classes Worksheet**. Press **Submit changes** to submit your course requests. Your schedule will appear; check it for accuracy.
- 5) Changing your schedule: **If you need to modify your schedule by dropping a course, pull down the options in the Action column for the course.** Highlight **Drop on Web** – then press **Submit** to process the drop. If you don't press the **Submit** button after entering a drop action, you will remain in the course. To add a class, enter its CRN in the **Add Classes Worksheet** box. Press **Submit** to record your add request.

To look up classes: From the **Registration Menu**, click on **Look Up Classes**. Select **Summer 2009** from the Term menu. Using the pull-down option, select the subject if you are seeking courses in a specific discipline. Also enter the course number if you are looking for sections of a specific course. You can also search by campus, course level, instructor, meeting day(s) and times.

COURSE SELECTIONS

CRN	Course Number	Title	Day	Time
1)				
2)				
3)				
4)				
5)				
6)				
7)				

ALTERNATIVE COURSES

1)				
2)				
3)				
4)				

DROP/ADD

The Drop/Add period is Wednesday, May 27 – Sunday, May 31. **No student will receive academic credit for any course(s) that he or she is not officially registered by 11:59 pm, Sunday, May 31.** Students are entitled to a full refund of tuition for courses dropped within the Drop/Add period.

OUTSTANDING TUITION BALANCE/FINANCIAL HOLDS

It is your responsibility to clear any unpaid balance with the Bursar's Office prior to registering. Financial holds are automatically placed on your account regardless of the amount due. In addition, all monies must be received prior to the date of your registration, regardless of the source from which the tuition is being paid. If you have a current balance, you will be blocked from registering for courses and will be referred to the Bursar's Office. This will result in having to restart the registration process (if cleared by the Bursar to register) and will lower your chances of enrolling in your desired course(s).

OTHER HOLDS

There are several types of holds which may affect your registration status, namely; bursar, academic, transcript, health services and financial aid. Prior to registration, it is strongly recommended that you check online if you have any type of hold on your account. If one does exist, you should contact the appropriate department to resolve the hold.

COURSE CANCELLATION

The Law School reserves the right to cancel any course. In the event of a cancellation, you will be promptly notified by phone or e-mail to enable you to make an alternate selection.

COURSE DESCRIPTIONS/PREREQUISITES

Students are responsible for checking course pre/co-requisites. You may do so by going to:
http://law.shu.edu/administration/registrar_bursar/courses/course_index_and_descriptions.htm

CREDIT LOAD/RESIDENCY REQUIREMENT

Courses are valued at two or three credits. A student is not permitted to register for more than six credits, including externships.

Eighty-five credits are needed for graduation of which seventy-five credits must be "C-" or better. In addition, the Law School requires that full-time day students must be in residence for at least six semesters and enrolled for a minimum of ten credits each semester, and part-time day and evening students must be in residence for at least eight semesters and enrolled for a minimum of eight credits each semester. If a student wishes to graduate a semester early, two summer sessions consisting of at least five credits each will count as one full-time semester in residence, and two summer sessions consisting of at least four credits each will count as one part-time semester in residence. **Those students who have changed divisions (part-time to full-time or full-time to part-time) should check with the Registrar to insure compliance with this requirement.**

EQUIVALENCY COURSES

There are a number of courses which have considerable overlap and as a result, only one may be used towards degree requirements. To view the list of courses, please visit our website at:

http://law.shu.edu/administration/registrar_bursar/Registration/equivalency_courses.htm

EXAMINATIONS

Examinations are scheduled during the week of July 20. The examinations for courses scheduled on Monday and Wednesday will be held on Monday, July 20 at 6:15pm. The examinations for courses scheduled on Tuesday and Thursday will be held on Thursday, July 23 at 6:15pm. However, in-class examinations for courses with enrollments of 35 or less will be self-scheduled. Students may self-schedule these exams on either of the above dates and times. Students should insure that outside commitments do not conflict with their examinations.

IN-CLASS EXAMINATIONS

COML7121SS	Commercial Law Survey
LABR8106SS	Employment Law
ENVR7601SS	Environmental Law
HLTH7504SS	HIPAA & Health Privacy
HIPH7504SS	Professional Responsibility
HIPH7504ST	Professional Responsibility
PRMD8201SS	Remedies
INDL7305SS	Sports Law

TAKE-HOME EXAMINATIONS

INDL8302SS	Trademark & Unfair Competition
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LIMIT ON SKILLS AND SELF-DIRECTED WORK CREDITS

No more than 15 credits of skills and self-directed work credits shall count towards graduation. This would include skills courses (excluding Persuasion and Advocacy), journals, externships, moot court (excluding Appellate Advocacy), Independent Research, and clinics (non-classroom component only). For a complete list of courses that are included in the limitation, go to:

http://law.shu.edu/administration/registrar_bursar/graduation/limit_skills_selfdirected_credits.htm

PASS/D OR FAIL OPTION

Once during a student's last four semesters, he or she may opt to take an elective course (excluding clinics) on a Pass/ D or Fail option. It is entirely up to the professor teaching the course whether he or she chooses to make this option available, and if so, may only be up to a maximum of 20% of the class. The Registrar's Office will determine if more students request the Pass/ D or Fail option than there are seats, which students are permitted to take any course Pass/ D or Fail. No student may take an AWR course using this option if they need AWR certification for the graduation requirement. Courses that are offered with the option of Pass/D or Fail are noted in the schedule of classes enclosed in this handbook.

If you wish to apply to take a course that is listed as having this option, you may do so by going to:

http://law.shu.edu/administration/registrar_bursar/examinations_and_grading/pass_d_fail_option.htm

Filing Deadlines:

Early Filing Deadline: Friday, March 27

Late Filing Deadline: Friday, August 14

CLASS ATTENDANCE POLICY

The Law School has a Class Attendance Policy which calls for students to attend a minimum of 75% of class sessions in a course or be administratively withdrawn from the course. No excused absences are permitted. An absence for any reason, including late registration, counts towards the maximum of 25% absences allowed.

Individual faculty may adopt an alternate procedure for monitoring attendance, provided it is at least as restrictive as the school's policy. Each faculty member shall announce his/her policy regarding attendance at the first class session of each semester. Professors may, in their sole discretion, refuse to allow a student to sign an attendance sheet, or request that a signature be voided if the student is not in attendance for a sufficient portion of the class.

Signing an attendance sheet on behalf of another student constitutes a violation of the Code of Student Conduct. Such violations will be reported to the Associate Dean.

To view the entire Law School Attendance Policy, go to:

http://law.shu.edu/administration/registrar_bursar/academic_programs/academic_student_info.htm#attendance

EXTERNSHIPS

Seton Hall Law has a broad range of Externship Programs with approximately 65 not-for-profit and governmental organizations, with judges of approved courts, and with select entertainment organizations. The Externship Programs provide students the opportunity to obtain academic credit for interning with approved organizations, provided all requirements are met. Comprehensive information on these externships is found online at http://law.shu.edu/administration/career_services/ext_int/student_guide.html and in the Career Services section of "myLAW."

For additional information or for questions, please contact the Office of Career Services.

JUDICIAL EXTERNSHIP - Completion of a minimum of 25 credits and 2.60 GPA for full-time students. Minimum of 22 credits and 2.60 GPA for part-time day and evening students (2.80 GPA if less than 25 credits completed).

All students interested in registering for the Judicial Externship Program must obtain application materials from Ms. Dorothea Harris, secretary, Student Services Office. Students need to submit their completed "Statement of Appointment" form to Ms. Harris for approval by Professor McLaughlin, Director of the Judicial Externship Program. Professor McLaughlin will review the application and determine whether the student is eligible to register for credit -- the Associate Dean does not have the ability to waive the GPA or credit requirement for judicial externships. Applications must be submitted and approval granted prior to the end of the Drop/Add period. Preference will be given to graduating students. All other openings will be filled in order of application. Students will be registered for the course once approval is granted. ***There will be one mandatory class which will be announced at a later date.*** Application materials are available online at: http://law.shu.edu/administration/career_services/index.html

COURSE WITHDRAWAL

A student is permitted to withdraw from a course up until the day of the scheduled examination, or if self-scheduled, the last day of examinations. In the case of a seminar, a student may withdraw up to the day in which the paper is due. However, no student may attempt more than 95 credits of academic work, including retaken courses. A course from which a student withdraws with the approval of the Dean of Students does not count as an attempted course. Notwithstanding the above, any student who is involuntarily withdrawn or who withdraws, with or without approval, from more than 20 credits will be automatically dismissed.

Students seeking to withdraw from one course while retaining another after the Drop/Add period must complete an "Adjustment Form" with the Registrar's Office. **No refund of tuition is granted for course withdrawals after the Drop/Add period. A student withdrawing from a course will receive a grade of "WD" (Withdrawal).**

TENTATIVE SUMMER SESSION TUITION & FEES

LLM Tuition_____	\$1241.00 per credit
LLM University_____	\$190.00
JD Full & Part-Time Tuition - Entering Classes prior to Fall 2007_____	\$1407.00 per credit
JD Full & Part-Time Tuition - Entering Classes beginning Fall 2007_____	No tuition charge ¹
JD University Fee_____	\$190.00 (All Students)
JD Administrative Fee_____	\$200.00 (Students on Flat Rate)
MSJ Tuition_____	\$865.00 per credit
MSJ University Fee_____	\$95.00
Late Registration Fee_____	\$50.00
Late Payment Fee (minimum)_____	\$35.00 ²
Late Payment Fee (maximum)_____	\$250.00 ²

TRANSFERRING FROM PART-TIME TO FULL-TIME/GRADUATING EARLY

Please click on the above link for information on transferring division. **All students who are seeking residency credit for summer courses taken either at the Law School or through the Ireland and Cairo programs, must complete an application and submit it online no later than Friday, May 1.** Click [here](#) for "Application for Summer Session Residency Credit."

BILLING, PAYMENT AND SUMMER LOANS

BILLING

Bills will be mailed to all registered students. Students who have not received their bills by Monday, May 18 should contact the Bursar's Office immediately. Non-receipt of your bill does not excuse you from meeting scheduled deadlines and late penalties.

PAYMENT

In order to avoid late fees, payments must be received by the due date on the bill. Forms are enclosed with the bill in order to make payment by credit card (**MasterCard, Visa or American Express**) or through Academic Management Services. All inquires regarding payment and charges should be directed to the Bursar's Office at (973) 642-8578.

SUMMER LOANS

To be eligible for federal or private student loans, students must be registered for a minimum of 5 credits. Please contact the Office of Financial Resource Management at (973) 642-8744 or visit their web page at http://law.shu.edu/administration/financial_aid/summer_fa_faq.htm for more information on summer loans.

¹ No tuition charge unless seeking residency credit.

² This fee applies to any semester bill remaining unpaid after the last day of the registration period.

**SETON HALL UNIVERSITY
SUMMER SESSION 2009 ACADEMIC CALENDAR**

May 27	Wednesday	Summer Session Classes Begin
July 14	Tuesday	Last Day of Classes
July 15 – 19	Wednesday – Sunday	Reading and Review Period
July 20 & 23	Monday & Thursday	Final Examinations

Seton Hall University School of Law

JD Course Schedule

Summer 2009

Course # and Title	CRN #	Section	Scheduled Day	Start	End	Room	Faculty Name	Comments	
COML Commercial Law									
7121 - Commercial Law Survey [3 crs]									
				Pre-Requisite: LAW6005 OR LAW6006 AND LAW6007					
	21055	SS	Mon Wed	6:00 pm	9:00 pm	271	Chobot, John		
ENVR Environmental Law									
7601 - Environmental Law [3 crs]									
	21061	SS	Mon Wed	6:00 pm	9:00 pm	270	Horsch, Richard	PASS/D OR FAIL OPTION	
EXTN Externship									
9161 - Judicial Externship [2 crs]									
	21063	SS		TBA	TBA		McLaughlin, Denis		
HIPH History And Philosophy Of Law									
7504 - Professional Responsibility [2 crs]									
	21056	SS	Mon Wed	6:00 pm	8:00 pm	372	Barbazan, Carmen		
	21068	ST	Tue Thu	6:00 pm	8:00 pm	372	Macchiarola, Michael		
HLTH Health Law									
7504 - HIPAA and Health Privacy [2 crs]									
	21062	SS	Tue Thu	6:00 pm	8:00 pm	73	Anderman, Jason	PASS/D OR FAIL OPTION	
INDL Intellectual Property And Entertainment Law									
7308 - Sports Law [2 crs]									
	21060	SS	Tue Thu	2:00 pm	4:00 pm	270	Edelman, Marc	PASS/D OR FAIL OPTION	
8302 - Trademark and Unfair Comp [3 crs]									
	21057	SS	Mon Wed	6:00 pm	9:00 pm	272	Fechter, Gary		
LABR Labor And Employment Law									
8106 - Employment Law [3 crs]									
	21058	SS	Tue Thu	6:00 pm	9:00 pm	271	Davis, Kenneth	PASS/D OR FAIL OPTION	
PRMD Practice, Procedure And Remedies									
8201 - Remedies [3 crs]									
	21059	SS	Tue Thu	6:00 pm	9:00 pm	272	Ambrosio, Michael		

Seton Hall University School of Law

MSJ Course Schedule

Summer 2009

Course # and Title	CRN #	Section	Scheduled Day	Start	End	Room	Faculty Name	Comments
HLTH Health Law								
7390 - The Legal Sys-Res and Writ I [4 crs]								
	21064	ZM	Mon Wed	6:00 pm	9:00 pm	73	Cummings, Helen	
	21065	ZN	Mon Wed	6:00 pm	9:00 pm	74	Morgan, Mark	
7405 - HealthCare Compliance Cert Pro [1 crs]								
	21072	ZZ		TBA	TBA		Handler-Hutchinson, Simone	Program meets 6/8 - 6/11, 8:30am - 5:15pm
7504 - HIPAA and Health Privacy [2 crs]								
	21067	ZZ	Tue Thu	6:00 pm	8:00 pm	73	Anderman, Jason	
INDL Intellectual Property And Entertainment Law								
8302 - Trademark and Unfair Comp [3 crs]								
	21066	ZZ	Mon Wed	6:00 pm	9:00 pm	272	Fechter, Gary	