SETON HALL LAW SCHOOL

LLM PROGRAM

SPRING 2019

ONLINE REGISTRATION HANDBOOK
LLM Program

The LLM degree requires 24 credits for completion. LLM students must elect to pursue a concentration area in Financial Services, Health Law or Intellectual Property. Completion of a high quality paper, under the supervision of a full-time faculty member (3 credits) and maintenance of a GPA of at least 3.00 are requirements of the program.

ONLINE FINANCIAL SERVICES COMPLIANCE LLM

The Financial Services Compliance Masters of Law (LLM) program provides attorneys with an in-depth examination of the laws governing financial institutions and an opportunity to develop advanced knowledge of financial law and compliance. Courses are designed for lawyers working within the financial industry, whether in a counseling capacity outside or in-house, or working in compliance departments and consulting firms, as well as those interested in transitioning to the compliance field. The part-time, online option allows lawyers to earn the LLM degree while working and provides access to those living outside the New York metropolitan area.

ONLINE HEALTH LAW LLM

The online Health Law Masters of Law (LLM) degree provides attorneys with an opportunity to broadly explore health law and policy or to focus more narrowly on courses designed for lawyers planning to represent providers, payors, regulators, patients, or pharmaceutical, medical device or biotechnology companies. The Health Law LLM program is designed for both practicing health care attorneys and those seeking to expand their practice to health care clients.

INTELLECTUAL PROPERTY LLM

The Intellectual Property LLM program provides the opportunity to broadly explore intellectual property (IP) or focus more narrowly on particular interests in IP, including patent, trademark, copyright and technology law. The program is designed for attorneys who wish to transition from other practice areas to IP; government officials and regulators who specialize or wish to specialize in IP related issues; and law school graduates who are interested in teaching or other academic research relating to IP Law.
REGISTRATION

Any student who wishes to enroll for the Spring 2019 Session may register for classes using Banner Self-Service (see enclosed Web Registration Worksheet) starting Wednesday, November 28, 2018.

IMPORTANT DATES

**January Term** (Online ONLY)
Registration Dates – November 28, 2018 to January 12, 2019
First Day of Classes - January 13, 2019
End of Drop/Add – January 19, 2019
Last Day of Classes – March 9, 2019

**March Term** (Online ONLY)
Registration Dates – November 28, 2018 to March 16, 2019
First Day of Classes – March 17, 2019
End of Drop/Add – March 23, 2019
**Deadline for May 2019 Degree Application – April 1, 2019**
Last Day of Classes – May 11, 2019

IMPORTANT PHONE NUMBERS

Office of Enrollment Services
973-642-8502

Registrar
973-642-8385

Bursar
973-642-8162

Financial Aid
973-642-8850

Fax
973-642-8956

Help Desk
973-275-2222
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.

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 go online to check 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 e-mail to enable you to make an alternate selection.

COURSE WITHDRAWAL

A student is permitted to withdraw from an online course up to the day in which the last assignment/paper is due. Students seeking to withdraw from a course after the Drop/Add period must send a written notice to Sonia Cunha, Director of Graduate Law Enrollment, with a copy to Angela Slater, Associate Academic Director, Division of Online Learning. A student withdrawing from any course will receive a grade of "WD" (Withdrawal).

DROP/ADD

The Drop/Add period for all online courses for the LLM program ends the first Saturday of the term, at 11:59 p.m., EST. The Drop/Add period for all onsite courses ends on January 22, 2019. Students must drop courses within this period of time in order to not have a “WD” (withdrawal) appear on their transcript. Students are entitled to a full refund of tuition, less the initial enrollment deposit for new students, for courses dropped within the Drop/Add period.

SPRING SESSION TUITION & FEES

LLM Tuition ($1,597 per credit)
LLM University Fee ($200.00)
LLM Technology Fee ($220.00)
Late Payment Fee (maximum) ($250.00)
BILLING, PAYMENT AND FINANCIAL AID

BILLING

All registered students will receive an e-mail notification when an E-Bill has been generated and posted to their Banner Self-Service account.

PAYMENT

In order to avoid late fees, payments must be received by the due date on the E-Bill. Credit card and electronic check payments must be done online through Banner Self-Service. Payments made with credit card will be charged a convenience fee of 2.85 percent of the amount charged. All inquiries regarding payment and charges should be directed to the Office of Enrollment Services at (973) 642-8385.

FINANCIAL AID

All approved financial aid will be printed on the bill and deducted from the total due. Financial aid regulations stipulate that you must meet certain eligibility requirements to receive federal student loans. You must be enrolled at least "half-time", which is defined as 5 credits in the fall semester, 5 credits in the spring semester, and 3 credits in the summer semester. Please contact the Office of Enrollment Services for additional information.

ONLINE LLM STUDENTS – FINANCIAL AID DISBURSEMENT POLICY

Student loan disbursements will occur after the drop/add period when you reach half-time status, that is, when you have started at least 5 credits for the fall semester and your attendance has been verified. If you have any questions, please contact Enrollment Services at 973-642-8850.

STUDENT RIGHTS UNDER FERPA

View your rights as a student under the Family Educational and Privacy.

ATTENDANCE POLICY FOR ONLINE CLASSES

Any student who does not attend a course for two consecutive weeks, after having attended for at least the first week of the course, will be administratively withdrawn. For purposes of this policy, “attendance” requires submitting responses to Tutorial Questions, posting on the Discussion Board, or submitting a completed Writing Assignment. Students who are administratively withdrawn from a course will not be eligible for a refund. The course will appear on the student’s transcript with the designation WD. Withdrawal can have implications on financial aid status and eligibility. It is the student’s responsibility to confer with our financial aid office to determine the nature and extent of any financial aid implications.

ATTENDANCE POLICY FOR ON-SITE CLASSES

The Law School has a mandatory 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.
EXAMINATIONS FOR ON-SITE CLASSES
Examinations are scheduled during the weeks of May 1-4 and May 6 - 10. Classes with enrollments of 35 or less will be self-scheduled. Students should ensure that outside commitments do not conflict with their examinations.

TAKE-HOME EXAMINATION

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<th>Instructor</th>
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MAY 2019 DEGREE APPLICATION

All LLM candidates who intend to complete degree requirements after the 2019 Spring Session, must file an online Application for Graduation form with the Office of Enrollment Services. Applications must be received by April 1, 2019. Failure to file this application may result in the student’s graduation date being the next available date after the succeeding semester.
**ACADEMIC CALENDAR 2019-2020 (Online Courses ONLY)**

**Spring 2019**

**JANUARY Course Start Date**
- November - January 12: Registration
- January 13: First Day of Classes
- January 19: Last Day of Drop/Add
- January 21: Martin Luther King Day-Law School Closed*
- March 9: Last Day of Classes

**MARCH Course Start Date**
- November - March 16: Registration
- March 17: First Day of Classes
- March 23: Last Day of Drop/Add
- April 1: Deadline for May 2019 Degree Application
- May 11: Last Day of Classes
- May 23: Graduation Ceremony (tentative)

**Fall 2019**

**SEPTEMBER Course Start Date**
- June - September 7: Registration
- September 8: First Day of Classes
- September 14: Last Day of Drop/Add
- November 2: Last Day of Classes

**NOVEMBER Course Start Date**
- June - November 2: Registration
- November 3: First Day of Classes
- November 9: Last Day of Drop/Add
- November 18: Deadline for January 2020 Degree Application
- November 28-29: Thanksgiving Break-Law School Closed*
- December 22-Jan 4: Holiday Break-Law School Closed*
- January 5: Classes Resume
- January 11: Last Day of Classes

**Summer 2020 Semester**

**JUNE Course Start Date**
- March - May 30: Registration
- May 31: First Day of Classes
- June 6: Last Day of Drop/Add
- June 15: Deadline for August 2020 Degree Application
- July 25: Last Day of Classes
**Spring 2020**

**JANUARY Course Start Date**
November - January 11: Registration
January 12: First Day of Classes
January 18: Last Day of Drop/Add
January 20: Martin Luther King Day-Law School Closed*
March 7: Last Day of Classes

**MARCH Course Start Date**
November - March 14: Registration
March 15: First Day of Classes
March 21: Last Day of Drop/Add
March 30: Deadline for May 2020 Degree Application
May 9: Last Day of Classes
May 21: Graduation Ceremony (tentative)
ACADEMIC CALENDAR 2018-2019 (On-Site Courses ONLY)

FALL 2018
August 15-17: Orientation for ALL incoming students
August 20: First Day of Classes
September 3: Labor Day - No Classes
September 10: Rosh Hashana - No Day Classes
September 18: Yom Kippur - No Evening Classes
September 19: Yom Kippur - No Day Classes
October 8-12: FALL Break
November 21: Friday Schedule
November 22-23: Thanksgiving Break
November 27: Wednesday Day Schedule / Tuesday Evening Schedule
November 30: Monday Day Schedule
December 1-4: Reading and Review Period
December 5-8: Exams
December 10-14: Exams
December 17: Exam Make-up Date

SPRING 2019
January 3-14: Winter Session
January 15: First Day of Classes
January 21: Martin Luther King Jr. Day - No Classes
March 4-8: SPRING Break
April 17: Friday Schedule
April 18-19: Holy Thursday / Good Friday - No Classes
April 23: Monday Schedule
April 26: Snow Day
April 27-30: Reading and Review Period
May 1-4: Exams
May 6-10: Exams
May 13: Exam Make-Up Date
May 23: Graduation

SUMMER 2019
May 30: First Day of Classes
July 4: Independence Day, No Classes
July 18: Last Day of Classes
July 19-21: Reading and Review Period
July 22 & 25: Summer Exams
WEB REGISTRATION WORKSHEET

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 LAWnet. 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 Spring 2019 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 Spring 2019 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 Schedule - LLM (Online and On-site)

### Subject: CORP Corporate Law

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<th>Course Code</th>
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<th>Meet Days</th>
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## Subject: HLTH Health Law

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**Subject: INDL Intellect Indust Prop**

**Subject: TAXN Taxation Law School**

**Subject: WRTG Writing Programs**