SETON HALL LAW SCHOOL

LLM PROGRAM

FALL 2018

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 Fall 2018 Session may register for classes using Banner Self-Service (see enclosed Web Registration Worksheet) starting Tuesday, July 24, 2018.

IMPORTANT DATES

September Term
Registration Dates - July 24, 2018 to September 8, 2018
First Day of Classes - September 9, 2018
End of Drop/Add - September 15, 2018
Last Day of Classes - November 3, 2018

November Term
Registration Dates - July 24, 2018 to November 3, 2018
First Day of Classes - November 4, 2018
End of Drop/Add - November 10, 2018
Deadline for January 2019 Degree Application - November 19, 2018
Thanksgiving Break – Online classes suspended - November 22 and 23, 2018
Holiday Break – Online classes suspended - December 23, 2018 to January 5, 2019
Classes Resume - January 6, 2019
Last Day of Classes - January 12, 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. 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.

FALL 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 2.75 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 for 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 or https://law.shu.edu/docsnoncommonsspot/policies/student-rights-under-ferpa.pdf

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.
JANUARY 2019 DEGREE APPLICATION

All LLM candidates who intend to complete degree requirements after the 2018 Fall Session, must file an online Application for Graduation form with the Office of Enrollment Services. Applications must be received by November 19, 2018. Failure to file this application may result in the student’s graduation date being the next available date after the succeeding semester.
SETON HALL LAW

Center for Health & Pharmaceutical Law & Policy

Healthcare Compliance Certification Program (HCCP)

Application for October 2018

Please complete all sections of this application. All information is vital and necessary.

Please read the HCCP requirements carefully before completing this application. If you have any questions, please contact Amy Matey at 973.642.8190 or HealthLaw@shu.edu.

HCCP PROGRAM REQUIREMENTS

1. The HCCP is a four-day program held at the law school from October 8, 2018 to October 11, 2018, running approximately from 9:00am until 5:30pm daily. In-person attendance at all HCCP sessions is mandatory.

2. There will be a prep meeting the week before the HCCP, which you will be required to attend.

3. Advance reading materials will be assigned.

4. Daily quizzes will be administered each day of the HCCP, which must be completed before the start of the day’s sessions, and which are based upon the advance reading assignments. Therefore, please arrive at the school no later than 8:30am each morning.

5. Upon the HCCP’s conclusion, an essay assignment will be distributed, which will be due the Monday following the program.

6. There will be an online take-home exam administered approximately 2-3 weeks following the HCCP. If you have never taken an online exam before, please circle here.

Acknowledgement: Completion of this application will serve as your acknowledgement that you have read and agree to the above requirements for eligibility to enroll in the HCCP for October 2018.
1. Name:
   Anticipated Graduation Date:
   
   SHU Email Address:
   
   Personal Email Address (in case of inclement weather, etc.):

2. Please indicate which type of student you are:
   - □ J.D.
   - □ M.S.J. (if online only, please check here):
   - □ L.L.M.

3. List all of the health law courses you have completed or in which you are currently enrolled.

4. Please describe any relevant health care, life sciences, or compliance-related work experience, if applicable.

5. List any health law internships or externships in which you have participated or to which you have been accepted.

6. Describe your post-degree career goals.

Please e-mail completed application to: Amy Matey
Executive Director, Health Care Compliance Education
Seton Hall University School of Law School
One Newark Center, Room 208
Newark, NJ 07102
healthlaw@shu.edu
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 Fall 2018 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 Fall 2018 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.
### Subject: CORP - Corporate Law

<table>
<thead>
<tr>
<th>Course</th>
<th>SECTION</th>
<th>CRN</th>
<th>Credits</th>
<th>Pre-Requisite</th>
<th>Co-Requisite</th>
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### Subject: INDL - Intellect - Indus Prop
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**Subject: WRTG - Writing Programs**

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