

## Spring 2008 Registration Information

### First Year Day Students

**\*\*Completed registration materials and your duplicating fee are due in the Office of the Registrar by November 19, 2007\*\***

Please read carefully the instructions and additional information below for completing the required forms:

#### **Sign-In Registration & Status Declaration**

Each student must submit a [Sign-In Registration form](#) and a [Status Declaration form](#). Please read the [Buckley Amendment](#) document before completing the forms. The information is used to compile a class list and to determine final student enrollment. Please print your responses on this form.

If you specify blocking of any information, it will affect only the law school's management of your information. You should be aware that directory information is also available on the Rutgers Online Directory and thus is available to users of the Internet both inside and outside the University. This information is drawn from centrally managed admission and registration databases. You have the ability to block public access to this information by completing a form which is available on their website. Go [here](#) to block public access to this information, or complete a form which is available at the Newark Registrar's Office, Blumenthal Hall, 3rd floor, 249 University Avenue, Newark, New Jersey 07102.

If your permanent home address and/or telephone number is new for the semester, go [here](#) to change it in central University records.

**Registration Form:** Print your name on the top of the form. Place the number of credit hours to the left of each section for which you are registering.

Register for the section of Civil Procedure and Constitutional Law to which you have been assigned, as listed below. Your section number for Legal Research and Writing II is the same one you were assigned for the Fall 2007 semester. For example: If you are in Section (05) of Legal Research & Writing I during the Fall 2007 semester, register for Section (05) of Legal Research & Writing II for the Spring 2008 semester.

#### **SPRING SEMESTER COURSE ASSIGNMENTS**

<b>Fall Semester Small Section</b>	<b>Civil Procedure</b>	<b>Constitutional Law</b>
Bell	Gonzalez (1)	Weiner (2)
Thomas	Gonzalez (1)	Payne (1)
Hyde	Gonzalez (1)	Payne (1)
Gonzalez	Spring (2)	Payne (1)
Payne	Spring (2)	Weiner (2)
Safrin	Spring (2)	Weiner (2)

In addition, you must register for one of the following [First-Year Elective Courses](#):

- Alternative Dispute Resolution (3 cr.),
- Education Law (3 cr.),
- Federal Income Tax (4)
- Housing Law and Policy (3 cr.),
- Legislation (3 cr.),

- Poverty Law (3 cr.), or
- Professional Responsibility (3 cr.).

The first-year elective courses will be adjusted in size to create appropriately sized classes. Therefore, you are able in these elective courses to list a second and third preference on the Registration Form only. **Do not** register for your second or third preference of the elective on the Touch-Tone or Website registration.

## Registration

- The period during which you may register is from receipt of this information through close of business on **November 19, 2007**.
- Students can choose between the Rutgers [Touch-Tone](#) or [On-Line Registration](#) System to register for the Spring 2008 semester.
- Students must also complete and submit to Dean Garbaccio the Declaration Form, Sign-In Registration Form, and Duplication Fee by 12:00 noon, **November 19, 2007**.
- Complete a [Touch-Tone Registration Worksheet](#) before using either system to make sure you have gathered all the information you will need to register. Your time on the online systems will be limited, particularly on Saturday and Sunday. Be especially careful when entering the Registration Index Number as an incorrect number could result in an incorrect registration or no registration at all.
- Any student who registers for two courses in which any of the class hours conflict or for a course which he or she has previously successfully completed will be denied credit.
- Do not enter a Prefix Code (PFX) for any course for which you are registering. No law school course requires a Prefix Code.
- If you fail to complete any of the above, you will not be registered. Late registrations may result in a \$50 late registration processing fee. In addition you will not be considered in any lotteries.

Every first-year student must complete their registration by using the Touch-Tone or On-Line Registration System **AND** submitting the Registration Form, the Declaration Form and the Sign-In Registration Form, to be properly registered for the Spring 2008 semester. Failure to complete and submit any of the above will result in your not being registered for the Spring 2008 semester. If you do not register at the proper time, you will not be considered in any lotteries which may be held and you may be required to pay a \$50 late registration fee to have your registration processed.

### [Touch-Tone Registration](#)

1. The telephone numbers for [Touch-Tone Registration](#) are (973) 353-1999; (732) 445-1999; or (856) 225-1999.
2. Enter the semester code which is 1 for the Spring.
3. Enter your [9-digit RUID number](#) (not your NetID).
4. Enter your Personal Access Code (month and day of your birth, *mmdd*, unless you have changed it.)
5. Enter the Action Code which is 2.
6. The system will give you all further instructions.

If you are prompted for a special Permission Number, see Dean Garbaccio to obtain it.

### [On-Line Registration](#)

Navigate to <http://webreg.rutgers.edu> and login using your RUID and four digit access code.

Note: Confirmation of Registration through the Touch-Tone or Online registration systems and your printed term bill will reflect only those courses for which you originally registered. It will not include information on any lotteries which might be held. You must check the posted lottery lists on the Dean's Bulletin Board outside of Room 170 in order to confirm your final registration status.

## **REQUIRED FIRST-YEAR COURSES**

School No.	Subject No.	Course No.	Regis. Index No.	Course Title	Credit Hours
23	600	510	66659	Civil Procedure - Section (1)-Gonzalez	5
23	600	510	62565	Civil Procedure - Section (2)-Spring	5
23	600	510	62579	Constitutional Law - Section (1)-Payne	5
23	600	522	62580	Constitutional Law - Section (2)-Weiner	5
23	600	521	62567	Legal Research & Writ. II-Sec. (1)-Bitterman	2
23	600	521	62568	Legal Research & Writ. II-Sec. (2)-Crnoevich	2
23	600	521	62569	Legal Research & Writ. II-Sec. (3)-Hoffman	2
23	600	521	62570	Legal Research & Writ. II-Sec. (4)-Kline	2
23	600	521	62571	Legal Research & Writ. II-Sec. (5)-Nardone	2
23	600	521	62572	Legal Research & Writ. II-Sec. (6)-Soled	2
23	600	521	62573	Legal Research & Writ. II-Sec. (7)-Bitterman	2
23	600	521	62574	Legal Research & Writ. II-Sec. (8)-Crnoevich	2
23	600	521	62575	Legal Research & Writ. II-Sec. (9)-Hoffman	2
23	600	521	62576	Legal Research & Writ. II-Sec.(10)-Kline	2
23	600	521	62577	Legal Research & Writ. II-Sec.(11)-Nardone	2
23	600	521	62578	Legal Research & Writ. II-Sec.(12)-Soled	2
23	600	759	68674	Alternative Dispute Resolution	3
23	600	527	72136	Education Law	3
23	600	745	62061	Federal Income Tax	4
23	600	544	67416	Housing Law and Policy	3
23	600	516	68493	Legislation	3
23	600	507	71839	Poverty Law	3
23	600	767	67207	Professional Responsibility	3

### **Required Courses**

A student in any of the following categories must take the courses when next given. A student who:

- has received a grade of "F" in a required course;
- did not take a required course when it was first offered to his/her class (as when the student was out-of-residence during that semester);
- has been required by the Committee on Scholastic Standing to repeat a course;
- must take a required course following transfer from another law school;

- transferred from part-time to full-time status and vice versa before completion of the required curriculum.

The required courses are: Contracts, Property, Torts, Legal Research and Writing I and II, Criminal Law, Constitutional Law, Civil Procedure and a First Year Elective.

Permission to defer taking a required course when it is next given may be granted only by Associate Dean Frances Bouchoux. It is the student's obligation to be sure that any requirements of this paragraph are met.

Only certain sections of required first-year courses are open to upperclass students. You must secure prior permission to register for these courses. Please call Dean Garbaccio (353-5396) to find out the section, course and registration numbers these courses.

Students who delay complying with these requirements may find themselves closed out of their preferred sections of upperclass and required courses. Students who do not register for a required course which they must complete are subject to being automatically assigned to a section and dropped from one of their elective courses, if need be.

#### Mandatory Course in Legal Ethics

Any student who was admitted to the law school in the Fall of 2000 or later will be required to successfully complete a one-semester course in legal ethics in order to graduate. Either of the following courses satisfies the requirement, but you may take only one of these courses:

- Legal Profession (2 cr.)
- Professional Responsibility (3 cr.)

#### Term Bill

A pre-printed term bill and instructions for completing it will be sent to you under separate cover from New Brunswick. The term bill will reflect the charges you must pay for the Spring semester. All billing determinations are based upon the number of credits first-year, day students will be taking in the Spring 2008 semester.

ALL FIRST-YEAR, FULL-TIME DAY STUDENTS will be billed as full-time students.

*EACH STUDENT, INCLUDING A STUDENT ON FINANCIAL AID OR SCHOLARSHIP, IS REQUIRED TO SUBMIT A TERM BILL. IF YOU DO NOT SUBMIT THE TERM BILL WITH PROPER PAYMENT BY THE DUE DATE PRINTED ON THE BILL, YOUR REGISTRATION WILL BE CANCELLED.* You will then be subject to a \$125.00 late payment fee. In addition, you may be required to pay a \$50 late registration fee to reinstate your Spring registration.

It is the student's responsibility to obtain, complete and return the term bill on time. If you do not receive a term bill by December 20th or have any questions concerning the bill, please contact the Rutgers-Newark Business Office, Student Services Building, 3rd floor, Newark, New Jersey (973) 353-5423.

#### Students With Financial Obligations

Transcripts - In accordance with university procedures, no student or former student may obtain a transcript of his/her academic record if he/she is under any financial obligation to the university.

Diplomas - Diplomas will be withheld from any student who is under any financial obligation to the university.

Registration - A student's registration will be cancelled prior to the beginning of a semester if he/she has any single or combination of financial obligations that total \$100.

#### Full-Time vs. Part-Time Status for Tuition, Financial Aid, and Student Health Insurance

a. Full-time tuition and fees will be charged by the University to a student who registers for 12 or more credits for the semester. Full-time students who drop to 11 or fewer credits after the first 10 days of classes will not receive a refund of tuition and fees for the credits dropped.

b. Part-time tuition and fees will be charged by the University to any student who registers for 11 or fewer credits for the semester. Part-time students who drop credits after the first 10 days of classes will not receive a refund of tuition and fees for the credits dropped.

c. Financial Aid: Rutgers offers a full range of financial aid programs, including federal loans, federal work-study, and scholarships and grants. To be eligible for financial aid, a student must have a [Free Application for Federal Student Aid](#) (FAFSA) or FAFSA Renewal on file with the Department of Education. (FAFSA is a need-analysis tool used by the Dept. of Education and the university to determine eligibility for available programs.)

Rutgers participates in the [Federal Direct Student Loan Program](#). Under this program, most law students (day & evening) are eligible to borrow up to a maximum of \$18,500/year in Direct Federal Stafford Loans, subject to their cost of attendance and need. These loans are awarded in some combination of subsidized and/or unsubsidized loans. Subsidized Federal Stafford Loans, as well as the Federal Perkins Loans, Federal Work-Study Funds, NJ State Grants, and EOF Grants are need-based; Unsubsidized Federal Stafford Loans have no need-based pre-requisites. In addition, private educational loans are available to help bridge the gap between the federal loan programs and the student's cost of attendance.

Rutgers also offers merit-based and need-based institutional scholarships. All first year students are automatically considered for these scholarships by virtue of applying and being admitted to the law school. All returning students are considered for the 2nd, 3rd and 4th year scholarship awards by completing and returning the scholarship application which is available at the end of the Spring term. Students should also investigate the availability of private sources of funding, such as awards offered by civic, social or religious organizations.

Contact the law school Financial Aid Office, Room 172-C, (973) 353-1702, for further information regarding any of the above programs or the main [University Financial Aid Office](#), Blumenthal Hall, 249 University Avenue, 3rd floor, (973) 353-5151.

d. Student Health Service and Insurance: Full-time students (those registering for 12 or more credits and thus paying a higher student fee) are automatically (1) eligible to use the Student Health Center and (2) covered by the University's basic accident and sickness insurance plan. Part-time students may purchase both these services for approximately \$90.00 per semester. There are two policies of major medical insurance which will cost approximately \$210/240 additional per semester. Further information may be obtained from Student Health Services, Blumenthal Hall.

## **Residency Status for Tuition Purposes**

### New Students

Residency status for newly admitted students is determined by the admissions office at the time of admission. Appeals made by students to such decisions should be sent to the Law School Director of Admissions. If still unresolved, further appeal should be forwarded to the associate vice president for student services for final adjudication.

### Currently Enrolled Students

Residency status for enrolled students is determined by the area registrars. Students who are seeking a change in their official place of domicile from out-of-state residency to New Jersey residency must file a [Residence Analysis Form](#) with the Newark Registrar's Office no later than the last week of the term for which the change of residency for in-state tuition payment is sought. If a student files the form after the last week of that term, the student forfeits the right to a residency assessment for that term. The Residence Analysis Form may be obtained from the Law School Admissions Office by the students who are in their initial term and from the Newark Registrar's Office thereafter. Appeal of the area registrar's decision should be directed to the university registrar. If still unresolved, further appeal should be forwarded to the associate vice president for student services for final adjudication.

## **Class Attendance**

Regular class attendance is required in all classes. Every instructor shall deny students whose un-excused absences exceed 20% of the total number of class sessions the opportunity to sit for their final examination or to submit a final term paper pursuant to the Law School Faculty's attendance policy. In upperclass courses which depend upon student participation (e.g., seminars, clinics, Appellate Advocacy, Trial Presentation, etc.), the instructor may drop the student

from the course but deny the student permission to withdraw with a "W" grade. In such an event, the final grade for that student in the course would be an "F".

In a first year required course, students may not withdraw, and a student dismissed from the class for non-attendance by the instructor will have a grade of "F" entered, absent special action of the Committee on Scholastic Standing.

## **Opting**

In October 2000 the faculty passed the following revision to the grading option system effective for students who matriculate in the law school in the Fall 2000 semester or thereafter: Students may not opt for Grading System II (Pass/D/F) for:

- any first-year required course (Contracts, Torts, Criminal Law, Property, Constitutional Law, Civil Procedure or Legal Research and Writing I & II) or any clinic,
- more than once per academic time period (semester or summer session), and
- more than a total of 12 credits over their entire law school career.

Enterprises that are graded on a Pass/Fail basis (e.g. journal participation credits, teaching assistant, moot court, etc.) do not count toward this limitation.

Opting for the Pass-D, and F grading system for the Spring 2008 semester must take place during the first 21 days of the semester. Since school begins on Monday, January 7, 2008, the last day to opt will be Monday, January 28th (Saturdays and Sundays are included in the 21 days). All students are expected to register their choice for a grading system by 4:00 p.m. on January 28th. No exception to this rule will be granted. You need to opt only if you wish to be graded under System II (Pass-D and F). If you do not register a choice, you will automatically be graded under System I (A+, A, A-, B+, B, B-, C+, C-, D and F). The opting forms are available after the first week of the new semester in Room 170. If you opt for System II (Pass-D and F) any letter grade(s) received in the course(s) will never be released to anyone for any reason.

## **Examination Deferments**

Students are expected, whenever possible, to anticipate examination schedule problems at the time of registration. The examination schedule is published with registration materials for this purpose, and examination deferrals will not be granted on the basis that the student has too many examinations scheduled on consecutive days. For similar reasons, students who anticipate that medical or personal problems will interfere with a heavy examination schedule are expected to register for non-examination courses, register for a reduced or part-time load, or to withdraw from school for a semester. Deferral requests based on examination schedule problems that should have been anticipated at the time of registration will not be granted except in cases of extreme unforeseen necessity. Consult Assistant Dean Andrew Rothman if you have further questions.

## **Residence Credit for Summer Session Work**

Students who complete two consecutive summer sessions of five credits each may combine these summer sessions in order to earn one full semester of residence. This rule applies to both full-time and part-time students.

## **Incompletes from the 2007-2008 Academic Year**

Unless the instructor sets an earlier date, all work for an academic enterprise must be submitted to the instructor in final form no later than two weeks before the date when grades must be submitted to the University for recording for the semester during which the enterprise was taken. Generally, this means that work from the Spring semester cannot be submitted beyond June 1, and work from the Fall semester cannot be submitted beyond February 1. Summer work is generally due by September 1. Extensions beyond these deadlines (which will be fixed each semester and noted in the registration materials) will be granted by Dean Rothman only under the same conditions as for exams deferrals-- extreme illness, religious reasons, or sudden, unforeseeable and unavoidable emergency.

The due date for Incompletes from the Fall 2007 Semester is January 31, 2008. Upon certification by the instructor that substantial progress has been made towards completion of the work, a short deferral will be granted. Generally, this is not more than a few days.

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IN ORDER FOR YOUR SPRING 2008 REGISTRATION TO BE COMPLETE AND TO BE CONSIDERED IN ANY LOTTERIES, YOU MUST REGISTER BY TOUCH-TONE OR ON-LINE REGISTRATION AND RETURN THE FOLLOWING MATERIALS TO MS. LINDA GARBACCIO, ROOM 170, BY 12:00 noon on November 19, 2007.

1. [Sign-In Registration Form](#)
2. [Full-time/Part-time Status Form](#)
3. Spring 2008 [Registration Form](#)

If you fail to return any of the above mentioned forms, your registration will not be processed. In addition, you will lose priority in any lotteries which may be held for courses for which you registered.

REMINDER: If you do not register at the proper time, you may be required to pay a \$50 late registration fee to have your registration processed.

THE REGISTRATION MATERIAL AND TERM BILL ARE NOT DUE ON THE SAME DATE.

REGISTRATION MATERIAL IS DUE BY NOVEMBER 19, 2007.

TERM BILL IS DUE ON THE DATE PRINTED ON THE BILL