



**Tentative 2010 SPRING Registration Schedule** (10/28/09)

Check the schedule below for your priority registration dates. You may access online registration any day on or after your start date, but NOT before. If you attempt to access the WEB before the date and time listed for you, you will be denied access to the system. **Categories are based on class standing for the SPRING 2010 term.**

<b>Priority Registration Schedule</b>		
<b>4<sup>th</sup> Year PT EVE Students</b>	(Evening Classes ONLY)	THURSDAY, NOV. 5
<b>3<sup>rd</sup> Year PT EVE Students</b>	(Evening Classes ONLY)	FRIDAY, NOV. 6
<b>3<sup>rd</sup> Year FT Students &amp; 4<sup>th</sup> Year PT DAY Students</b>	(Day AND Evening Classes)	MONDAY, NOV. 9
<b>4<sup>th</sup> Year PT EVE Students</b>	(Day Classes)	TUESDAY, NOV. 10
<b>2<sup>nd</sup> Year FT Students &amp; 3<sup>rd</sup> year PT DAY Students</b>	(Day AND Evening Classes)	THURSDAY, NOV. 12
<b>3<sup>rd</sup> Year PT EVE Students</b>	(Day Classes)	FRIDAY, NOV. 13
<b>2<sup>nd</sup> Year PT DAY Students</b>	(Day & Evening Classes)	MONDAY, NOV. 16
<b>1<sup>st</sup> Year FT Students</b>	(Day Classes)	TUESDAY, NOV. 17
<p>1<sup>st</sup> Year Part-Time Day and 1<sup>st</sup> Year Part-Time Evening and 2<sup>nd</sup> Year Part-Time Evening Students  <i>The BSL Registrar's office will enroll you for your assigned evening courses by November 3.</i></p>		
Visiting and Transfer Students	Contact BSL Registrar's Office	

**\*\*NOTE:** Registration hours are 8:30 a.m. to 8:00 p.m. Monday through Friday. Saturday and Sunday registration hours are 12 noon to 6:00 p.m. On November 5, 6, 9, 10, 12, 13, 16 & 17, registration will begin at 9:30 a.m.

## PRIORITY REGISTRATION NOTES

### **2L Part-Time Evening Students Schedule**

*The BSL Registrar's office will enroll you for the following courses by November 3 .*

#### **1L PT EVE Students will be enrolled in:**

- |                      |               |            |
|----------------------|---------------|------------|
| - Civil Procedure II | (Law 531-003) | McFarland  |
| - LP II              | (Law 515-009) | (Bayer) OR |
| - LP II              | (Law 515-010) | (Whitney)  |
| - Contracts          | (Law 531-001) | (Mootz)    |

#### **1L PT DAY Students will be enrolled in:**

- |                        |                      |           |
|------------------------|----------------------|-----------|
| - Constitutional Law I | (Law 517-001 or 002) | (Baldwin) |
| - LP II                | (Law 515)            |           |
| - Contracts            | (Law 531-001)        | (Mootz)   |

#### **2L PT EVE Students will be enrolled in:**

- |                         |               |             |
|-------------------------|---------------|-------------|
| - Constitutional Law II | (Law 624-001) | (Henderson) |
| - Property II           | (Law 525-003) | (Pindell)   |
| - Criminal Law          | (Law 616-001) | (Blakesley) |

### **3L & 4L Part-Time Evening Students Course Selections**

NOTE: There has been a change in registration procedures for the 3L & 4L Part-Time Evening students. 4L and 3L PT EVE students may register for any of the following evening courses or for any upper division day elective courses during their priority registration time:

- |                                   |                |               |
|-----------------------------------|----------------|---------------|
| - Administrative Law              | (Law 604-001)  | (Birdsong)    |
| - Bankruptcy                      | (Law 605-001)  | (Nakagawa)    |
| - Wills, Trusts & Estates         | (Law 632-001)  | (Edwards, L.) |
| - Securitization                  | (Law 655-001)  | (Markell)     |
| - International Human Rights      | (Law 727-001)  | (Anderson)    |
| - Community Law: Local Govt       | (Law 739A-001) | (Lewis)       |
| - Mediation Clinic                | (Law 772-001)  | (Patterson)   |
| - Religion & the Constitution Sem | (Law 790F-001) | (McAffee)     |

4L PT EVE students can register for NIGHT classes only on NOV. 5. 3L PT EVE students can register for NIGHT classes only on NOV. 6. 4L PT EVE students can the register for DAY classes on NOV. 10. 3L PT EVE students can the register for DAY classes on NOV. 13. There is no need to get approval from Dean Durand for your course selections.

### **For Elective Courses**

During priority registration, 4th year PT and 3rd year FT students have first priority. Within each priority registration period, part-time students have first priority for all evening courses and full-time students have first priority for all courses offered during the day. Full-time students may enroll in evening courses and part-time students may enroll in day courses, provided that space is available.

*Students registering after their group's priority registration period will lessen their chances of enrollment in the course of their choice, regardless of their full or part-time status or year of instruction.*

### **Auditing Courses**

Students may request to audit an elective course prior to the end of the add/drop registration period. Students may audit courses with the written approval of the instructor and after the Dean for Student Advancement has verified that space is available in the course and an audit will not result in a course overload for the student. Students must submit the signed Audit Form (found on the BSL website) to the Dean for Student Advancement prior to registering for the course.

### **Limited Enrollment Courses**

Limited enrollment courses are governed by priority registration. If a limited enrollment class fills up, we will then establish an online wait list. An email will be sent on the admin-msgs list serve alerting you how to get on the online wait list. Until the email goes out, you may still get into the limited enrollment class if a seat opens up, so keep trying.

### **Upper Division Writing Requirement**

Students who are planning to write a paper to meet the upper division writing requirement must attend both mandatory workshops on scholarly writing. The first workshop addresses topic selection, thesis development, and research. The second addresses plagiarism, quick citation review, and using footnotes or endnotes. Students must attend the workshops during or before the semester that they are completing the writing requirement.

**Workshop 1 - TBD**

**Workshop 2 – TBD**

The Boyd School of Law and the University reserve the right to eliminate, cancel, phase out, or reduce in size courses and/or programs for financial, curricular, or programmatic reasons and to change class times, days, buildings, room numbers, instructors, fees, etc. where circumstances warrant such changes. It is the student's responsibility to check with the BSL Registrar before classes begin to see if any changes have been made. Changes in schedules will be listed on the Law School website.

## REGISTRATION

### General Registration Information

Registration can be accomplished through the WEB only. **Enrollment is assigned for all required courses. All law students must enroll in the required course(s) and section(s) to which they have been assigned.** Failure to do so will result in administrative withdrawal and enrollment in the student's originally assigned course(s) and/or section(s). Any deviations must first be approved by Dean Durand.

For elective courses, full-time students may enroll in evening courses. Part-time evening students may enroll in day courses provided that space is available and approval has been granted. Evening courses are defined as all courses that begin after 5:00 p.m. Day courses are defined as all courses that begin at or before 5:00 p.m.

### SSN/Student I.D.

The WEB will ask you to enter your social security number OR your student I.D. number (L Number). The student I.D. number is a nine-digit number that starts with the character "L" (Example: L000082421). This number is issued to each student by the Registrar's Office for exclusive university use. The "L" Number is printed on the face of your RebelCard (Student I.D. Card). Again, you may use either your "L" number or SSN numbers to access the WEB.

### PIN

The WEB will also ask for your PIN (Personal Identification Number). If you have not previously used the WEB, your PIN is, by default, the last two digits of your year of birth followed by the two digits of your month of birth. All single-digit numbers must be preceded by a zero (Example: If you are born on April 17, 1971, your PIN will be 7104). After entering this initial PIN, you will be asked to enter a new four-digit PIN (no characters!) of your choice and confirm it by entering it a second time. Remember your new number. It will become your permanent PIN and the UNLV Registrar's Office will not have access to it. If you forget your PIN, please call (702)895-3443 to get your PIN reset.

### Prerequisites

Students are responsible for checking course prerequisites in the course descriptions for courses offered during the SPRING 2010 semester. Improper registrations are subject to administrative withdrawal.

## **Registration & Fee Holds**

If you have a hold on your registration or have outstanding financial obligations to the University, you will not be permitted to complete your registration until the hold is released by the initiating office. Contact the Boyd School of Law (BSL) Registrar's office for assistance (895-1293 or 895-2072). To clear outstanding financial obligations, go to the Cashier's Office or go online to check your outstanding balance.

## **WEB Registration**

WEB registration can be located through the UNLV Registrar's page at <http://register.unlv.edu/>

The following options are available through the WEB:

1. Registration (Add/Drop)
2. Billing and payment
3. Shop for open sections
4. List grades
5. 1098T Tax Form

WEB registration has a maximum time limit of eight minutes to complete all transactions. Any student still logged in after eight minutes will be automatically logged off. Simply log back in to continue registration. Students are encouraged to identify all first choice courses as well as alternative courses before logging onto the WEB to improve the probability that the registration will be completed before the eight-minute time limit expires.

### **WEB Registration Instructions:**

1. Click on REGISTER ONLINE
2. Click on GO TO ONLINE REGISTRATION.
3. Enter your SOCIAL SECURITY NUMBER or your "L" number (Listed on your Rebel Card) and click CONTINUE.
4. Enter your PIN NUMBER and click CONTINUE.
5. Click CONTINUE after reading the warning on this page.
6. On the MAIN MENU click REGISTRATION.
7. Click the appropriate semester (Note: MAKE SURE YOU CLICK on the LAW semester).
8. In the white box, enter the call number of the course that you wish to add or drop and click CONTINUE.
9. When you have completed ONLINE REGISTRATION, always click END SESSION and close the Internet Browser.

## **Questions?**

If you have any questions regarding registration, please call the BSL Registrar's Office at (702) 895-1293 or (702) 895-2072.

## **REGISTRATION SCHEDULES**

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### **Add, Changes, Drops, and Withdrawals**

Priority registration for the SPRING 2010 term begins on November 5, 2009. Adds and changes will be accepted through the WEB from this date until January 25, 2010. Please note that all drops after January 25, 2010 must be done through the BSL Registrar's office. Fill out an Approval to Drop Withdrawal form (found online at the BSL Registrar's page), get your professor's signature, meet with the Dean for Student Advancement and submit the form to the BSL Registrar's office. The BSL Registrar will then drop you from the course. Drops and withdrawals will be accepted until March 26, 2010 without a student being subject to a grade but will result in a "W" on the student's transcript. The "W" has no bearing on the student's GPA. No drops or withdrawals will be accepted after this date even with professor permission.

University regulations require that all students who desire to totally withdraw from all courses must obtain permission from the BSL Dean for Student Advancement and from Student Financial Services (if the student is on financial aid). Withdrawal forms may be obtained in the BSL Registrar's Office and the Associate Dean of Student Affairs' Office, and the withdrawal is considered to be official when the approved form is filed with the BSL Registrar's Office.

## **ADDITIONAL REGISTRATION INFORMATION**

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### **Law Students Enrolling in Graduate Courses**

Law students who register for University Graduate courses that are not designated as LAW courses are subject to all dates, fees, and late penalties set forth in the UNLV 2010 Spring Registration Schedule.

#### **January 8, 2010**

WEB registration and fee payment will be available until 8:00 p.m.

#### **January 9-10, 2010**

Registration and Drop/Add will not be available via the WEB over the weekend of **January 9-10**. Drop/Add via the web will resume on **January 11**, at 8:30a.

### **Late Registration**

The last day to add courses through the WEB and to late register with late fees is **January 25, 2010**. The last day to pay for courses with late fees is **January 25, 2010**.

Procedures for registering with the WEB during late registration are the same as during general registration.

## **FEE PAYMENT POLICIES**

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It is your responsibility to check your bill via the WEB. You can also pay for your classes, go on time payment, get a copy of tax form and print the amount due. You will not receive a bill via U.S. Mail. You must pay your tuition and fees by the posted due date. Even if you are on financial aid and your funds have not been disbursed by the payment deadline date, it is your responsibility to pay your balance.

### **Fee Payments**

Fees are due by 8:00 p.m. on Friday, January 15, 2010. Please note that it is your responsibility to inquire as to your charges and have your fees paid by this date. You may inquire about your tuition charges and tuition balance on the WEB registration system. Adds that require the payment of additional fees must be paid by January 15, 2010 to avoid late fees. Students registering, adding credits, and paying fees after January 15, 2010 will be charged late fees.

Resident registration tuition for full-time students enrolled in at least 12 credit hours is \$9000 per semester. Tuition for resident part-time students enrolled in up to 11 credits is \$643.00 per credit hour. See the section below for additional mandatory fees.

### **Additional Mandatory Fees For Spring 2010**

In addition to tuition, law students will be charged the following fees each semester:

Student Life Facilities Fee	\$173
Law Student Activity Fee	\$50
Student Health Fee	\$70
Grad. Student Association Fee	\$18
International Education Fee	\$2
Rebel Recycling Fee	\$1
Technology Fee	\$4/credit hour
iNtegrate Fee	\$3/credit hour

The mandatory health fee is a program fee which supports the various services offered by the Student Health Center. These services not only support the medical facility on campus but also include health education and immunization programs.

### **Late Fees**

Late fees are charged for all courses added during late registration. Late fees are non-refundable. Courses added and dropped for the same number of credits on the same day that have been previously paid for are not charged a late fee.

Late fees are NOT calculated into the WEB balance total. You must calculate late fees (\$25/day, regardless of the number of credits).

### **Credit Card Payments**

The university accepts VISA, MasterCard, Discover, American Express, and Diners Club. To pay tuition and fees by credit card on the WEB, follow instructions on the Registration website. Please note you must check back in three business days to verify that you have a zero balance.

### **Returned Checks**

A service charge will be assessed for any check returned unpaid by your bank. A returned check must be made good immediately after being returned to the university or collection procedures will be instituted. All checks returned from the bank and not paid immediately may be subject to several or all of the following actions:

- a) Reported to a credit bureau
- b) Held responsible for all legal costs associated with attempts to collect payments through the legal system
- c) Reported to the District Attorney's Office
- d) Charged with collections costs
- e) Disenrolled
- f) Placed on a cash only basis

If a personal check is returned from the bank, the university reserves the right to place a student on a cash only basis, and withdrawal procedures may be initiated at the option of the university.

A stop payment placed on a check does not constitute an official withdrawal from the university, and the student will be responsible for all fees that are a result of the stop payment. Official withdrawal must be made through the BSL's Registrar's Office.

### **Payment Plan**

Students/parents may pay for their education expenses for UNLV monthly with the **Interest-Free Monthly Payment Plan** offered by UNLV's partner Tuition Management System (TMS). The payment plan is available for a small enrollment fee and includes personal account service and automated account information 24 hours a day. Visit the Tuition Management Website for more information on payment options, free education payment counseling, and the many ways they can help students afford education. To get started, go to: [http://cashiering.unlv.edu/payment\\_plan.html](http://cashiering.unlv.edu/payment_plan.html) and click on Time Deferred Payment Plan.

## **LOCK BOX Policies**

To better serve students, the university, in conjunction with its bank, will process all payments through LOCK BOX. Students do not need to come on campus to make their payment. LOCK BOX ensures faster and more accurate posting of payments. For LOCK BOX to be completely successful, all students MUST mail their payment to the address below, or if time constraints make this impossible, drop payment in the many drop boxes available on the campus. All payments must be received by the dates noted on the schedule to avoid late fees or disenrollment. Make checks payable to “UNLV Board of Regents”.

### **Mail Payments To:**

NSHE- University of Nevada Las Vegas File 50358  
Los Angeles, CA 90074-0358

## **Drop Box Locations**

Fee payments can also be made on campus in one of the many drop boxes available to students. Fee payment drop boxes are located in Donald W. Reynolds Student Services Center, Maude Frazier Hall, Lied Library, and the Visitor's Parking Lot (Maryland Parkway in front of Frazier Hall) on the Guard Station. Use the drop boxes unless you are making your payment in cash. Please do not put cash in the drop boxes. The university will not be responsible for cash payments placed in the drop box.

Make sure the student's Social Security Number is on the front of the check and make checks payable to the Board of Regents, UNLV. If you are paying for more than one student, please remit separate checks. The drop box at the Guard Station at Maude Frazier Hall and the drop box at the Don Reynolds Student Services Center are available 24 hours per day, 7 days per week.

## **Fee Receipts**

Fee receipts are not necessary for ID card validation, parking permits, or other university privileges. Validation is done after payment has been received and posted to your account. A canceled check or money order is a bona fide receipt. If you require a receipt, you must come in person to the Cashier's Office and request one.

## **Refund Policies**

Refunds for drops are computed as of the day the student accesses the WEB. Credit for total withdrawals start as of the day the form is accepted by the BSL Registrar's office.

**Dropping Individual Courses** - You will receive a 100% refund if you drop a course by **January 25, 2010**. There are no refunds for partial load reductions after **January 25, 2010**. After the first week of classes students may withdraw from non-

required courses with approval of the instructor and approval by the BSL Dean for Student Advancement.

**Total Withdrawal** - You will receive a 100% refund if you totally withdraw from all classes by **January 25, 2010**. You will receive a 50% refund for total withdrawal only if the withdrawal occurs by **February 26, 2010**. Students who totally withdraw must meet with the BSL Dean for Student Advancement.

Refund checks are mailed and cannot be picked up. They are mailed to the address on file in the BSL Registrar's Office so it is important that you keep your address current.

Students who receive financial aid should check with Student Financial Services prior to dropping classes or withdrawing from the university. Dropping classes or withdrawing from a semester may require you to have to pay back to UNLV a portion or all of the financial aid already disbursed for the semester. You want to make sure that you are aware of all the options available to you as the amount you may have to repay UNLV could be quite substantial.

### **Student Financial Aid**

If you have not already applied for financial aid for the 2009-2010 academic year, you may apply on-line through the FAFSA (Free Application for Federal Student Aid) link located in the Applications column of the Financial Aid & Scholarships page of the UNLV website: <http://financialaid.unlv.edu>

Grants, scholarships, and loan funds will be disbursed directly to your university account. Funds awarded by UNLV should be applied to your tuition & fee account one week before the SPRING 2010 semester begins (providing that you applied for financial aid in a timely manner) providing you are fully registered for the number of credits specified when aid was activated and have completed entrance counseling and Master Promissory Note requirements. A refund check will be mailed the immediate Saturday before the regular semester begins for any excess amount after tuition and fees and other account charges have been paid. **The Spring 2010 semester begins on January 19, 2010.** If you are interested in having your refund check directly deposited to your bank account, please visit: <http://cashiering.unlv.edu/forms/EFT2.pdf>

***If the financial assistance does not pay your tuition and fee account in full or if financial assistance does not pay your balance in full before the payment deadline date, you must pay the difference by the appropriate tuition and fee due date listed on the BSL Academic Calendar. Students are responsible for tuition and fee payment by the payment date, regardless of the status of their financial aid.*** All late fees assessed for nonpayment of tuition and fees will be the responsibility of the student.

Please notify Financial Aid & Scholarships about residency, enrollment, and/or any other status changes that may impact your financial aid eligibility and/or payment of

funds as outlined in the Financial Aid & Scholarships Guidebook. A link to the Guidebook is available through the Resources column located on the Financial Aid & Scholarships page of the UNLV website.

### **Exit Loan Counseling for SPRING 2010**

Federal regulations require that you complete exit counseling if you have received a federal loan at UNLV and if you meet one of the following conditions: graduating at the end of the current semester, withdrawing during the current semester, leaving and not returning to UNLV, no longer enrolled half-time at UNLV.

All students with Perkins Loans must contact the Cashiering & Student Accounts Office at (702) 895-3823 to determine the exit interview process. All Stafford loan recipients will be contacted by UNLV Financial Aid & Scholarships with instructions on how to complete the required federal on-line exit loan counseling. If you do not receive a letter from the UNLV Debt Management Services within 30 days of your departure from UNLV, please contact the Financial Aid & Scholarships Office at (702) 895-3424.

### **In-State Residency**

Students are classified for tuition purposes as either "resident" or "nonresident" at the time of admission. This residency classification remains in effect unless the student successfully applies for, and is granted, a change in residency status by the BSL Admissions Office. Application forms and residency requirements may be obtained from the BSL Admissions Office. Please contact the BSL Director of Admissions, Nathan Neely at 895-4107 for more information.

### **Personal Information Changes**

Students are required to keep the BSL Registrar informed of any address, telephone number, email address and name changes. Even if you change your personal information via the EXTRANET or via the WEB, always report the changes to the BSL Registrar. The BSL Registrar maintains a second data base that is not linked to the UNLV system, so it is critical that we have the most current data on file.

### **Accommodations**

If you need testing/classroom accommodations, you must meet with the Associate Dean for Student Advancement no later than one month prior to the start of final exams to make the necessary arrangements or at least three weeks before your first midterm. After you meet with the Dean for Student Advancement, you must then go the Disability Resource Center for evaluation.

**Health Insurance**

We encourage all students to be covered by health insurance. Once you have registered for your SPRING 2010 courses, you may sign up for student health insurance by picking up an enrollment packet at the UNLV Student Health Center or by accessing the web at [http://www.associatedinsuranceplans.com/plan\\_select\\_year.html?cID=2340](http://www.associatedinsuranceplans.com/plan_select_year.html?cID=2340)

**Student Handbook**

Please consult your Student Policy Handbook for specific BSL policies. The Handbook is available online at the Boyd School of Law Website:  
<<http://www.law.unlv.edu/pdf/Student%20Handbook.pdf>>