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Payment of Tuition and Registration for Spring 1988 & Intensive Trail Advocacy 1987

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To: All Second and Third Year Students

From: Nancy Nevius, Assistant Dean

Re: Payment of Tuition and Registration for Spring 1988 and Intensive Trial Advocacy

Date: October 28, 1987

Spring 1988 Registration

Spring semester classes will begin on Monday, January 11, 1988. Registration for the 1988 Spring semester will be conducted during November. We appreciate your careful review of the procedures outlined in this memo. We will again be using a drop-off registration process that should make registration run smoothly for all of us.

Completed registration forms for third year students must be received in the Dean's office by noon on Thursday, November 5, 1987. Completed registration forms for second year students must be received in the Dean's office by noon on Wednesday, November 11, 1987. Second year forms will not be accepted before Tuesday, November 10, 1987. Please hand your completed forms to the receptionist in the Dean's office. All forms received by the deadline will be assigned a random number and processed according to those numbers. All third year registrations will be processed first; then, second year registrations will be processed. You should submit your form before the deadline, but there is no advantage to turning your form in early. (For purposes of drop-add in January, the same random numbers will be used, but the processing order within each class will be reversed. The random numbers will be posted prior to drop-add.)
For Spring registration, it is important that you use the attached registration form. If your form is lost or destroyed, contact Student Services for a replacement form. All information requested on the form must be provided. Incomplete, inaccurate, or illegible forms cannot be processed. Pay particular attention to course numbers and section designations. When you fill out your registration form, be sure to use a black ball point pen and press firmly. Make sure the gold copy, which you should keep, is legible.

It is your responsibility to comply with all requirements including professor permission/course approval forms, prerequisites, and minimum/maximum number of hours. Registrations not in compliance with Law Center rules are subject to cancellation.

Results of Preregistration for Limited Enrollment Courses

Preregistration has been completed for the courses listed below:

- American Legal History (Chase)
- Consumer Protection (Flynn)
- Drug Enforcement (Wisotsky)
- Environmental Law (Mintz)
- Jurisprudence Seminar (Joseph)
- Jurisprudence Course (Joseph) (exam instead of paper)
- Law and Literature (M. Richmond)
- Media Law (Coleman)
- Trial Advocacy - A (Zimet)
- Trial Advocacy - B (Dobson)
- Trial Advocacy - C (Braccialarghe)
- Trial Advocacy - D (Morton)
- Trial Advocacy - Intensive
- Appellate Practice Wkshp (Fishman)
- Bankruptcy Wkshp (Kalevitch)
- Family Law Litigation Wkshp (Goldenberg/Polen)
- International Law Wkshp (Jarvis)
- Pre-Trial Practice - A (Thabes)
- Pre-Trial Practice - B (Wisotsky)
Class lists and wait lists, if any, for each of these courses are posted on the third floor wall (where grades are posted). You must check these lists to determine whether you may register for any of these classes. If your name appears on a class list as admitted (A), you may register for that class. If you do not register by the deadline for any class to which you have been admitted through preregistration, your seat in that class will be offered to the next person on the wait list. If your name appears on the Wait List (W), you may not register for that class now. To retain your place on the Wait List or have your name added to the Wait List for any course, you must follow the Wait List Procedures.

Wait List Procedures

A wait list will be maintained for each closed course. During registration and drop-add, check the greaseboard in the first floor hallway for updated information on wait lists and closed classes. Students placed on a wait list from preregistration retain a place on the wait list only if they submit a completed "Change of Registration" form, as described below, by Friday, December 4, 1987. If you want to be added to a wait list, you must submit a completed "Change of Registration" form by December 4, 1987. Students may be added to a wait list after December 4, 1987, only during their regularly scheduled drop/add period. Print "WAIT LIST" at the top of the form,
indicate the closed course you wish to add and the course, if any, to be dropped if the desired course opens. Include a phone number where you can be reached. Make sure your form is complete, signed and dated. Incomplete forms will not be processed. Students should submit wait list forms with their registration forms, if possible. Wait list forms will not be accepted from a student who has not yet registered.

By placing your name on a class wait list, you give the Registrar permission to process your change of registration automatically if an opening occurs. If a closed class opens, the next student on the wait list will be added to the course. If you are added to a class from a wait list, you will receive prompt notification in your communication folder. Notification will be a copy of your wait list "Change of Registration" form. Thus, it is imperative that all copies of your form be legible. Please check for legibility before you submit your form.

If you are presently on a wait list and do not wish to retain your place, please give written notice to the Registrar that you are no longer interested in the course ASAP. This will help assure accuracy of our wait lists and enable us to enroll students who do still want the course.

PRE-TRIAL PRACTICE & TRIAL ADVOCACY: Any student registered for Pre-Trial Practice or Trial Advocacy must attend the first class. Failure to attend the first class will result in your seat being forfeited and offered to the next eligible student from the Wait List. In addition to being on the Wait List, in
order to be admitted to Pre-Trial Practice or Trial Advocacy from the Wait List, you must attend the first class. If you are on the Wait List, but do not attend the first class, your seat will be given the next student on the Wait List who has done so.

Course Approval Forms/Course Agreement Forms

Course Approval or Agreement Forms are required for the following courses:

- Advanced Research
- ATLA
- Judicial Administration (course agreement form)
- Law Review (available from the Editor-in-Chief)
- Interscholastic Moot Court Competitions

Before you submit your registration form to the Dean's office, you must attach any required course approval or agreement forms to your completed registration form. You may obtain course approval forms from the professor teaching or supervising the course. Keep the pink copy of the Course Approval Form for your records. Judicial Administration Course Agreement Forms are available from Professor Michael Dale.

Law Review, Moot Court, and ATLA

No credit will be given for any course for which a student has not registered during the regular enrollment period. Thus, all participants for credit must register for Law Review, Moot Court, and ATLA. You may also register for those courses during drop-add.
Exams

Students are required to take exams as scheduled. Keep this in mind when finalizing your Spring Schedule. An updated copy of the Spring Schedule is attached.

Faculty Advisors/Course Materials

If you need advice on what courses to take, please see your faculty advisor or another faculty member before you register. Faculty members have been asked to submit course materials. All materials received are on reserve in the Law Center's Library.

Spring Tuition and Fees

The deadline for payment of Spring tuition and fees is noon on Monday, December 28, 1987. To help assure a smooth registration and drop-add period, it would be greatly appreciated if you do not wait until the last minute to pay your tuition and fees.

Full payment, or a copy of your deferment form and payment of any balance, must be received by Student Services at the Law Center before the deadline. If you pay by mail, you can avoid waiting in line. For your convenience, a pre-addressed envelope is attached. Please use this envelope to submit your payment and a copy of your deferment form. Be sure to include your year and your social security number. DO NOT SEND TUITION PAYMENTS TO ACCOUNTS RECEIVABLE AT THE MAIN CAMPUS.

If full payment, or a copy of your deferment form and
payment of any balance, is not received before the deadline, your registration will be cancelled. If your registration is cancelled, you will lose your seat in any class in which you have enrolled. You would, however, still be able to late register during the late registration period for any classes that remain available. Any student who late registers will be charged a late registration fee. A student cancelled for non-payment will also be charged a reinstatement fee of $150.00.

If you are eligible for either a total or partial deferment of spring tuition and fees, you must submit a completed and signed deferment form to Student Services before the payment deadline. Deferment forms are issued by the financial aid advisor in the financial aid office. If you are eligible for a financial aid deferment covering total tuition and fees, it is your responsibility to see that all necessary steps have been taken to obtain it. If you are eligible for a partial deferment, any balance due must be paid in full by the deadline.

The registrations of students with an outstanding balance from a prior term, overdue library books, or outstanding library fines, will be subject to cancellation for nonpayment as described above.

SPRING 1988 TUITION REFUND POLICY

The tuition refund policy for the Spring 1988 semester is as follows:

1. Withdrawal before January 18, 25% of tuition is retained by the Law Center and all fees
2. Withdrawal before February 1, 50% of tuition is retained by the Law Center and all fees

3. Withdrawal before February 8, 75% is retained by the Law Center and all fees

On or after February 8, 100% is retained by the Law Center.

If a student withdraws before 12:00 p.m. on January 4th, all tuition and fees, except the registration fee, will be refunded.

If a student withdraws or is cancelled for non-payment after 12:00 p.m. on January 4th, no fees will be refunded and tuition will be refunded according to the above schedule.

Intensive Trial Advocacy

Intensive Trial Advocacy will be held from January 2-9, 1988. The names of students who may enroll in Intensive are posted on the third floor. Below is the payment schedule for the 1988 Intensive Trial Advocacy Course:

TOTAL TUITION . . . . . . . . . $ 540.00
NON-REFUNDABLE DEPOSIT . . . -110.00 due by noon 11-18-87
NON-REFUNDABLE BALANCE OF TUITION . . . . . . . . . . . $ 430.00 due by noon 12-4-87

To reserve your place in Intensive, you must submit the following by noon on Wednesday, November 18, 1987, to Wendy Crespo in Student Services:

(1) a separate, completed registration form for Intensive only. [Print "Intensive" at the top of your registration form. The term is "8800." ] and (2) your $110.00 non-refundable deposit.

The balance of the tuition ($430.00) must be paid in full by noon on Friday, December 4, 1987. There is a Wait List for this
course. Failure to comply with these procedures will result in your seat being forfeited and offered to the next student on the Wait List.

The $110 deposit is not refundable. No tuition for Intensive is refundable after December 4, 1987. If you register for Intensive and wish to drop the course, you must do so before noon on December 4, 1987. To drop the course, you must submit a completed "Change of Registration" form to Wendy Crespo by noon on December 4, 1987. You will still be charged the $110 deposit, but you will not be charged the full $540. If you do not drop the course as required, the full $540 will be charged to your student account and you will receive an "F" in the course. Students who register for Intensive Trial Advocacy are not eligible to enroll in Trial Advocacy for the Spring or any other semester.

Students who are receiving financial aid in an amount which exceeds total tuition and fees for Intensive and Spring semester combined may be eligible to defer the charges for Intensive. To defer any charges, you must obtain a deferment form from financial aid and submit it with your registration form before the deadline. At the time you register, you will be required to sign a "Deferment Agreement."

A limited amount of scholarship money is available for Intensive. Scholarships will be awarded based on a student's financial need and overall G.P.A. Students may apply for a scholarship by submitting a written request to Associate Dean

There is a mandatory meeting for all students in Intensive Trial Advocacy on Tuesday, December 1, 1987, at 4:15 p.m. The meeting will last about one hour and be held in the Moot Court Room. The class syllabus, materials, and assignments will be handed out at the meeting. If you have a class which conflicts with this meeting, you must contact Professor Dobson before the meeting.

Problems

If there is a problem with your registration, we will attempt to contact you immediately. We will post your name on the white greaseboard in the first floor hallway. If your name is posted, it is imperative that you contact Student Services as soon as possible. Registration forms will be processed as soon as possible following their receipt. Please make sure the phone numbers on your registration form are accurate and are numbers where we can reach you or leave a message for you. Please also check your communication folder regularly. If you are not going to be at the Law Center, arrange for someone to check for you. After third year registrations are processed and before second year registrations are due, updated registration information will be posted for second year students. You are advised to check the white greaseboard in the first floor hallway before submitting your registration form.

Degree Applications
All prospective graduates must file a degree application with the Dean's office. Degree applications are available from Student Services. July graduates must file by the preceding October 1. February graduates must file by the preceding May 1. Late applicants will be charged a late fee.

Attachments: Spring Schedule/List of Prerequisites
Pre-Printed Spring Registration Form
Pre-Addressed Payment Envelope