

SOUTHWESTERN LAW SCHOOL

3050 Wilshire Boulevard · Los Angeles, CA 90010-1106



MEMORANDUM

TO: Visiting Students

FROM: Carolyn E. Haith
Assistant Dean for Registration and Academic Records

Date: March 2012

SUBJECT: **Summer 2012 Registration**

Thank you for your interest in Southwestern Law School's 2012 Summer Session!

The Summer 2012 registration materials are now available on Southwestern's website at www.swlaw.edu/academics/summer/summerdetails. The registration materials have been prepared to assist you in the registration process and to provide you with guidance in planning your schedule of classes for this summer.

All students are encouraged to submit their application forms no later than **6:00 p.m. on Friday, April 27** to ensure the best chance of enrollment in requested courses.

Please do not hesitate to contact the Registration Office at (213) 738-6734 if you have any questions or concerns.



Southwestern Law School

*Visiting Students
Registration Information and Instructions
Summer 2012*

Printed: March 2012

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-ACADEMIC CALENDAR and FINAL EXAM SCHEDULE -

The most up-to-date Summer 2012 Academic Calendar and Final Exam Schedule can be accessed online at www.swlaw.edu/student-services/registrars/academiccal.

SUMMER 2012

May 30, Wednesday	First Day of Classes; 2012 Summer Session begins
June 6, Wednesday.....	Last Day to Add/Drop Classes
July 4, Wednesday	No Classes – Fourth of July
July 14, Saturday.....	Last Day for Saturday classes
July 17, Tuesday.....	Last Day for Tuesday and Thursday classes
July 18, Wednesday	Last Day for Monday and Wednesday classes; Last Day of Classes
July 21, Saturday and July 23, Monday through July 25, Wednesday.....	Final Exams
July 25, Wednesday	2012 Summer Session ends

- GENERAL REGISTRATION INSTRUCTIONS -

Eligibility

To be eligible to participate in Southwestern Law School's Summer Program, Visiting Students must have successfully completed at least one year of law school and must currently be in good standing at an ABA-approved or state-accredited law school.

Required Forms

Registration for Visiting Students in Southwestern's Summer Session 2012 will be conducted via paper-based application forms. All students are encouraged to submit their application forms no later than **Friday, April 27** to ensure the best chance of enrollment in requested courses. Completed applications will be retained in a first-come, first-served order, and registration will begin in mid-April.

Southwestern Law School must receive the following documents before a Visiting Student is able to register for summer classes:

- Completed 2012 Summer Visiting Student Application Form
- Visiting Student Approval Form
(or letters of good standing and approval to visit from home institution)
- \$50 Non-Refundable Student Services Fee

In addition to the forms above, students interested in Southwestern's Externship Program must also submit the following:

- 2012 Summer Externship Application Form
- Letter from student's law school verifying that pass/fail credits earned through Southwestern's Externship Program will transfer

All forms can be viewed and printed from our Summer Session web page at www.swlaw.edu/academics/summer/summerdetails.

- REGISTRATION REQUIREMENTS -

General Course Information

Each student is responsible for taking courses which satisfy prerequisites if applicable, and avoiding schedule and final examination conflicts.

Prerequisites

Students are responsible for making sure they have completed any prerequisites for a course before attempting to register. Prerequisites for courses are noted in their course descriptions viewable through WebAdvisor as well as on the Summer Session web page online at www.swlaw.edu/academics/summer/summerdetails.

Unit Enrollment Requirement

Full-time students may enroll in a maximum of eight (8) units for the Summer Session. Part-time students may enroll in a maximum of six (6) units for the summer. Visiting Students must check with their home institutions regarding their approved units and course load.

Students who wish to take more than the maximum number of units must obtain approval from the Dean of Students prior to registration.

- SPECIAL TYPES OF REGISTRATION -

Externships

General Information

All students interested in a summer Externship must be familiar with the Externship Policies and Guidelines and related information, available at www.swlaw.edu/academics/extern. All students interested in participating in a summer Externship must submit a completed Externship Application along with a letter from the student's law school verifying they will accept credit/no credit units earned through Southwestern's Externship Program. Students must also submit a completed Summer Visiting Student Application Form, letter of good standing, and \$50 Student Services Fee to register for Southwestern's Summer Session Program which encompasses the summer Externship Program.

Externship credit may be granted for 2, 3, 4 or 5 units, depending on the field placement and number of hours of supervised fieldwork. The Registration Form must have the written approval for the Externship and the corresponding units from the Externship Office prior to submission to the Registration and Records Office.

All externships begin on Wednesday, May 30 and continue for eight consecutive weeks. Descriptions of placements, the Externship Application and the Externship Program Policies & Guidelines are available from the Externship Program Office in Room W231 and online at www.swlaw.edu/academics/extern.

Mandatory Orientation and Guided Reflections

All externs **must** attend a **mandatory** Orientation meeting on **Wednesday, May 30, at 5:00 p.m., in Room W611** (or, the alternative Orientation meeting on Wednesday, April 18, at 12:30 p.m., in Room W611). In addition to the Orientation meeting, all externs will be required to participate in "Guided Reflections," through the Externship Program's TWEN page in the form of online submissions concerning their placement; these submissions will be supervised by Faculty Advisors. Full-time externs and Entertainment Practicum students must also submit an 8 to 10 page paper at the end of the externship.

Timesheets and Work Product Folder

At regular intervals during the placement, the extern must submit time sheets signed by the placement supervisor detailing the fieldwork done; and at the end of the placement, the extern is also required to turn in a Work Product Folder that contains copies of sample work product (e.g., research memoranda, motions, or trial notebook). This Folder will be returned after review by the Externship Director and/or the Faculty Advisor. Work Product Folders, final time sheets, and all other paperwork are due on or before August 3, and should be submitted to the Externship Office, Room W231. These and additional course requirements will be discussed in detail during the Orientation and detailed in the Syllabus. Also, more detailed information regarding the Externship Program will be included in a letter confirming each student's externship placement.

Course Grade

Students must satisfactorily and timely complete the requirements set forth in the Syllabus to receive a grade of "Credit." Failure to do so will result in a "No Credit" grade for the externship. In addition, any student who does not satisfactorily and timely meet the academic component requirements (e.g., timesheets, Guided Reflections, or final submission requirements), will be subject to point deductions of one point per day (including weekends and holidays), unless a compelling excuse applies.

Students with 6 to 10 deduction points will be required to complete an extra writing assignment. Students exceeding 10 deduction points will lose one or more units without reimbursement for the unit(s) lost, as follows: 11 to 15 points, lose 1 unit; 16 to 20 points, lose 2 units; 21 to 25 points, lose 3 units; and continuing with each 5- point increment equivalent to loss of another unit. The Syllabus provides additional details about the Externship grading policy.

Civil Pretrial Practice and Trial Advocacy

First Day Attendance Policy

Each section of Civil Pretrial Practice and Trial Advocacy is limited to 20 students to maximize the classroom experience. Students **must** attend the first class meeting if they have registered for, intend to register for, or are on a waitlist for these courses. The first class sessions of these courses involve detailed planning that is necessary to the format of the entire course. This policy ensures fairness to students on the waitlist and to students in these courses who depend upon their classmates' attendance. **Students who do not attend the first class meeting may be de-enrolled automatically from the course.**

Students who are enrolling into the course from a waitlist after attending the first class meeting must be sure to sign-in on the class attendance sheets. The Registration Office will contact students once it has been determined if more students may register for the section after the first class meeting.

- FINANCIAL INFORMATION -

Financial Aid Eligibility

Visiting Students should initiate Financial Aid for Summer 2012 through their home institution.

Tuition

New tuition rates beginning with Summer Session 2012 will be available in April. Please check the tuition web page at www.swlaw.edu/studentervices/finaid/tuition for more detailed information regarding tuition and billing policies.

Information regarding tuition and how to submit payments will be mailed at the beginning of May along with schedule confirmations.

Schedule Confirmation and General Information

Schedule confirmations and general information regarding attending Southwestern for the summer will be mailed at the beginning of May.

Student Services Fee

A non-refundable Student Services Fee of \$50 is due along with your completed Visiting Student Application Form to cover the costs of registration, technology, and other student services.

Refund Information

In the event of withdrawal on or before the first day of classes for Summer 2012, all payments except the \$50 non-refundable Student Services Fee will be refunded. Thereafter, tuition will be refunded on a pro-rated basis up to completion of 60% of the summer session. Once 60% of summer session or SCALE period is completed, the student will be charged 100% of tuition.

Students dropping individual courses within the add/drop period will receive a 100% credit of charged tuition as long as they remain enrolled in school. Those students dropping courses after the add/drop period will incur a non-refundable tuition charge.

- RESIDING IN LOS ANGELES -

Please visit the Southwestern website at www.swlaw.edu/student-services/student-life/information/arriving-moving-to-los-angeles for Southwestern's Housing Guide featuring general tips and information regarding residing in Los Angeles.

- CONTACT INFORMATION -

Registration and Academic Records Office	(213) 738-6734 registrar@swlaw.edu
Externship Office	(213) 738-6802 externoffice@swlaw.edu
Financial Aid Office	(213) 738-6719 finaid@swlaw.edu
Dean of Students Office	(213) 738-6871 deanofstudents@swlaw.edu