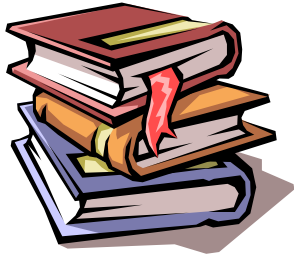


Registration Information Packet  
for  
Spring 2017



**What do I take?**



**When do I register?**

**Note:** You must pay your tuition and fees by payment deadline to retain your courses. If you do not make full payment or set up payment arrangements (payment plan, emergency loan) by the deadline, the University will drop some or all of your classes. If this happens, you will have to re-enroll, and there's no guarantee that you will be able to get back in to all of your classes. We will not override the system to place you back into the courses if they are full!

**2017 SPRING ENROLLMENT SCHEDULE:**

Law students may enroll according to the following schedule:

<b>Classification</b>	<b>Spring</b>
All part-time JD students, 2016 Entering Class, and all LLM students (currently enrolled)	November 7th (check PeopleSoft for your specific date & time)
2014 and earlier Entering Full-time Students	November 8 <sup>th</sup> (check PeopleSoft for your specific date & time)
All 2015 Entering Class JD students, and all Visiting Students (currently attending)	November 9 <sup>th</sup> (check PeopleSoft for your specific date & time)

The registration system opens promptly at 8:00 am on your designated day. Your registration date and time will be posted in PeopleSoft under your Student Center on October 28, 2016.

**NOTE:** Please make sure that you have the correct date for registration listed. If it isn't, contact Derrick Gabriel in Student Services at least 3 business days before your scheduled date to register. Nothing can be done on registration day that will remedy the situation to allow you to register on time. If you try to access the system prior to your scheduled date more than three times, the system will lock your account for 24 hours. This is cannot be overridden.

Once you have logged in to the system, you will have access 24/7 to change your schedule until:

<b>Spring 2017</b>	<b>January 24, 2017</b>	<b>Last day to add</b>
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You must make sure that you are enrolled for everything that you are receiving credit for during the semester. This includes competitions, journals, and Special Research credit (current and/or retro credit). If you need the credits to graduate you must enroll.

**NOTE:** No credit can be added after the Add Deadline. This includes retro-active credit for competitions, journals and Special Research & Writing. **No exceptions!**

## **Class Schedule:**

Go to <http://www.law.uh.edu/schedule/homepage.html> to access the current Law Center schedule. This is the official schedule and the only information you should rely on to be accurate. To register, you will need the 5-digit section number listed for each course.

## **Waitlists:**

The waitlist functionality in PeopleSoft is very basic, you will be prompted to sign-up on a waitlist if the course is full. Not all courses will have waitlists; this semester the writing courses – WRC & WRS, Skills courses, Professional Responsibility, Business Organizations, and Secured Financing will have waitlists. There will be a set number of waitlist spaces available for each course. Once the spaces fill, no other students will be able to select the waitlist option. Students will be taken from the waitlist in sequential order if space becomes available. Admittance in the course is based on where you are on the waitlist. The waitlist process does not guarantee that you will be enrolled in the course because seats in the class may never become available.

If you choose to put yourself on a waitlist, you will be notified that you are in the queue and your position in the queue. The system will contact you via email if a space opens, and you will have to respond that day or it will move on to the next person. Students not on the waitlist will not be able to register for the class if a space opens unless all of the students on the waitlist have been serviced.

## **Registration Instructions:**

To register, log in to PeopleSoft at <https://my.uh.edu/psp/paprd/?cmd=login>. Once you're logged in, click on the UH Self Service link to your left. Select "add a course" to register for classes. Select the appropriate semester and then enter the section number for the courses you are interested in taking. (The section number is the second set of numbers listed for each course)

**NOTE:** We encourage you to access the system at least a week prior to your scheduled registration date to make sure that your password is working, and that you do not have any holds on your account. Time is needed to correct the issue; calling on the day of or the day before you register is not enough time to correct the problem.

## **REGISTRATION INSTRUCTIONS FOR 1L STUDENTS**

**All 2016 Entering students are responsible for registering for their Spring 2017 courses.** The courses are designated for you and can be found by selecting your section on the schedule. You can only take the courses that are designated for; no upper level or intersession courses are allowed.

Go to the Spring 2017 schedule (<http://www.law.uh.edu/schedule/Spring2017.asp>), click in the “**Search by Class area**” box and select your Section – A, B, C or 1<sup>st</sup> Year Part-time.

You will register for the same LSS instructor for your section. Do not sign-up for another professor; you will be placed back in the correct section.

All Full-time students will be taking the following courses for Spring. You must register for all 5 Courses for your section:

<b>5488 Constitutional Law</b>
<b>5303 Criminal Law</b>
<b>6207 Lawyering Skills and Strategies</b>
<b>5408 Property</b>
<b>5378 Statutory Interpretation and Regulation</b>

All Part-time students will be taking the following courses for Spring. You must register for all three courses:

<b>5409 Contracts</b>
<b>6207 Lawyering Skills and Strategies</b>
<b>5418 Torts</b>

## **REGISTRATION PROCEDURE FOR PREFERENCE COURSES**

### **Preference Courses:**

Second-year preference courses are core courses for which second year students (2015 Entering Full-time students) currently have priority during the Fall 2016 and Spring 2017 semesters only. The courses that are designated as 2L preference are: **Business Organizations, Evidence, and Federal Income Tax.**

**NOTE:** Preference courses offered in the summer are open to all students; no priority is given.

### **2Ls (2015 Entering Class):**

Second year students will be given priority for the second year day preference courses when they register for Spring 2017 on November 9<sup>th</sup>.

### **3Ls & 4Ls (2014 and Earlier Entering Classes):**

Full-time students in the 2014 and earlier entering classes are not authorized to register for any sections of the second year preference courses (night or day) until **November 10<sup>th</sup>**. If you do, **you will be administratively withdrawn** from the course(s).

### **Part-Time Students:**

Part-time students register on November 7<sup>th</sup> for Spring, and will have priority for night classes. Part-time students who want to take mostly day classes should contact Derrick Gabriel prior to registration. Part-time students who want to enroll in any day preference courses, may access PeopleSoft on **November 10<sup>th</sup>** to enroll in the class if space is available.

**NOTE:** Any student who registers for a preference course before their approved time will be administratively removed from the course.

### **Individual Advising:**

There are many available resources for getting advice about classes. Student Services is always happy to help. You can contact Dean Sondra Tennessee at [STennessee@uh.edu](mailto:STennessee@uh.edu) or Derrick Gabriel at [DGabriel@uh.edu](mailto:DGabriel@uh.edu). You should also consider talking with a professor who teaches in an area in which you have an interest. Faculty are eager to help offer guidance. Click here for the faculty list: [UHLC Faculty](#). If you are not sure what subject areas are of interest to you, there are also other resources. Beyond talking with Student Services, the faculty, and your UHLC mentors, Career Development Office career counselors may also be able to assist. In short, we are here to help and hope you will reach out to us with any questions.

### **Final Exam Schedule:**

The final exam schedule for Spring is posted at <http://www.law.uh.edu/schedule/>. Changes may be necessary so check the schedule again at least two weeks prior to the exam period.

### **Exam Conflicts:**

An exam conflict is defined as (1) two exams scheduled on the same calendar day or (2) an exam scheduled in the evening (6:00 pm or later) and an exam the following morning (9:00 am). No other situations qualify. Rescheduled exams are administered throughout the exam period depending on the student's exam schedule. Rescheduled exams are typically administered within 1-3 days of the conflict.

Review your exam schedule closely before purchasing plane tickets or making any other plans that would be costly to change. Those activities are not valid reasons to request an exam accommodation.

If you have a conflict as defined above, you will need to submit the Exam Conflict Form to the Office of Student Services by the March 24, 2017 deadline.

Exam Conflict form: <http://www.law.uh.edu/OSS/ExamConflictForm.pdf>

### **Exam Conflicts for Graduate Courses:**

**The Law Center's exam conflict policy only applies to law school exams.** We do not reschedule law exams to accommodate non-law exams. Also, do not assume that your graduate professor will accommodate your conflict. You should contact the professor prior to enrolling in the course or prior to the drop/add period to determine if (1) there is a conflict; and (2) if it can be resolved. Again, do not assume that it will be accommodated.

## **GENERAL INFORMATION**

### **Course Load Requirements:**

A standard load for a full-time student during a regular semester (Fall/Spring) is 12 to 16 hours. Students have the option of attending during the Summer and may take up to a maximum of 7 hours in an individual summer session (1, 2, or 4) or 12 hours over the entire summer.

A standard load for a part-time student during a regular semester (Fall/Spring) is 6 to 10 hours, and 1 course in either Summer session (1, 2 or 4), but no more than 7 hours total over the entire Summer.

LLM students must maintain enrollment of at least three hours each fall and spring semester. Underloads must be approved by the student's faculty advisor and submitted to Peggy Fortner, LLM Program Director.

### **Overloads/Underloads:**

An overload is more than 16 hours (18 hours maximum) for full-time students and more than 10 hours (12 hours maximum) for part-time students. Therefore, full-time students who want to take up to 18 credits, must request permission and receive approval to take an overload.

An underload is less than 12 hours for full-time students and less than 6 hours for part-time students. (Check with the Financial Aid Advisor because an underload may have an effect on your financial aid.)

Overload and underload petitions (<http://www.law.uh.edu/OSS/petition.pdf>) must be approved by the Associate Dean Sondra Tennessee or Derrick Gabriel. Petitions should be submitted to the Office of Student Services at least one week prior to registration.

### **Special Research & Writing:**

Enrollment in Special Research & Writing requires that the student complete a petition (<http://www.law.uh.edu/OSS/spresearch.pdf>). The student must obtain the professor's signature then submit the petition to Student Services for review. If approved, the course will be added to the student's schedule. (Students can receive a maximum of 4 credits.)

### **Graduate Non-Law Courses:**

Once you have completed a minimum of three semesters (not including summer) and are in good standing, you may petition to enroll in non-law graduate courses for credit toward your JD. When submitting the petition, you should attach a course description and a reason for requesting to take the course. The petition is available on the Student Services website (<http://www.law.uh.edu/oss/GraduateNon-LawCoursePetition.pdf>) or in the Office of Student Services.

If approved, you will need to contact the college offering the course for their permission and to get enrolled. That college has final approval as to whether you can take the course.

The course must be graduate level. Undergraduate courses that may be used for graduate students in that major

do not meet the requirement for law students. You must meet any prerequisites listed for the course.

**NOTE:** Graduate non-law petitions must be submitted to Student Services no later than the week before school starts. **We will not accept petitions once school starts.**

### **Business Courses**

There are a limited number of seats available for non-business students. If you are interested in taking a business course, submit the petition to Student Services. If approved, your information will be forwarded to the MBA Advisor and if space is available, you will be enrolled in the course. Enrollment decisions will be made one week before classes start. We advise you to enroll in other courses until the business school decides on your request.

We do not approve language courses, physical education courses, Wine Tasting, Commercial Law or Intro to Law courses.

### **Special Registration Procedures for Blakely Advocacy Institute courses and Advocates Credits:**

Advocates is the student organization that administrates internal (Law Center students only) advocacy competitions. These competitions are the Hippard Mock Trial Competition, the Blakely Butler Moot Court Competition, the Lorange Thompson Negotiation Competition, the John Black Moot Court, and the Tom Newhouse Mediation Competition. Students participating in any of the Advocates competitions listed above may receive 1-hour course credit for successfully completing the competition requirements. A maximum total of four competition credits (which are considered non-substantive credits) can be applied toward graduation requirements. A maximum of two additional hours may be earned for serving on the elected Board of Advocates. Students may also receive competition credits for competing on an external mock trial, moot court, or ADR competition team.

**NOTE:** Students may take their competition credits retroactively.

To receive internal or external competition credits, eligible students must complete two steps:

- (1) Complete a Blakely Advocacy Petition <https://www.law.uh.edu/blakely/credit-petition.asp>
- (2) Register for credit in the same manner as other law school courses. The class schedule contains individual course listings for receiving advocacy credit. There are separate section numbers for each of the Advocates competitions as well as separate section numbers for the external mock trial/moot court/ADR competitions. Students registering for credits in the same semester as the semester in which they compete should use the course number and section with the “Current” designation. Students applying for retroactive credit should use the “Retro” course number and section.

Students who have questions about registering for Advocates competition credits, external Moot Court, Mock Trial, or ADR should see Derrick Gabriel or Jim Lawrence.

**NOTE:** Blakely Advocacy Institute and the Advocates will not register you for credit. You must register for the credit yourself.



## **Blakely Advocacy Institute (BAI) Courses:**

Registration for BAI courses is the same as other Law Center courses. These courses have a limited enrollment and may fill up quickly. The Spring semester BAI courses are listed on the Law Center schedule and students can find out more about the courses at <http://www.law.uh.edu/blakely/advocacy-courses.asp>.

## **Special Course Limits/12-Hour Rule:**

Students may not count more than a total of 12 credit hours from any of the credit-granting activities listed below towards the 90 credit hours necessary to receive a J.D. degree.

<b>Journal credit</b>	Houston Law Review, Houston Journal of International Law, Houston Journal of Health Law and Policy, Houston Business and Tax Law Journal, Journal of Consumer & Commercial Law – The number of credits depends on the requirements satisfied, and the position held. (pass/fail)
<b>Competition credit</b>	4 credit maximum towards law degree - this includes all competitions (Moot Court, Mock Trial, Negotiations, Newhouse, Interscholastic Moot Court, Interscholastic Mock Trial); Any combination (pass/fail)
<b>Advocates Board credit</b>	2 credit maximum towards law degree - students that serve on the Advocates Board may receive up to 2 credits in addition to the 4 competition credits; (pass/fail)
<b>UHLC Tutor credit</b>	4 credits maximum towards law degree - students can receive up to 4 credits for being a 1L course tutor through the Academic Enrichment Program (AEP) with Associate Dean Tennessee or Lawyering Skills and Strategies with Professor Rachlin. (pass/fail)
<b>Special Research &amp; Writing</b>	4 credit maximum towards law degree - student can earn credit for writing an independent paper under the supervision of a full-time faculty member for credit. Paper length varies depending on the number of credits; (Graded). See petition form for specifics.
<b>Externships</b>	Externships count towards both the special course limit and the 15 credit clinic limit (pass/fail).

### **Student Health Insurance:**

Students must enroll in at least six semester hours to be eligible for student health insurance. Students must enroll for insurance each semester and may do so when registering for classes.

Students who want to have insurance added or removed after the fee payment deadline must contact the Health Center by 20<sup>th</sup> class day for the Spring.

**NOTE:** There will be no refunds or adding after the deadline.

### **Fee Payment:**

Tuition and fee payment must be received by the designated deadline or courses could be dropped. You can request an emergency tuition loan or a payment plan through PeopleSoft if you are unable to pay the full amount or if you are waiting for financial aid. The payment deadline will be listed on your PeopleSoft account later this semester, and it will also be posted on the academic calendar once it is set by the University.

### **Refund Policy:**

There are different deadlines for withdrawing versus dropping a course to receive a refund. A withdrawal is a cancellation of all courses for the semester; you are no longer enrolled. Please review the refund policy and drop dates carefully. **There are no exceptions.**

Refund Policy: <http://www.uh.edu/financial/payment/refunds>

## **GRADUATION REQUIREMENTS:**

90 hours are required for graduation with a 2.33 minimum GPA. In addition to the 1<sup>st</sup> year required curriculum, each student must complete the following courses at the Law Center to graduate:

**Professional Responsibility Course** – 3-hour Professional Responsibility course must be taken and a passing grade received.

### **Upper Level Writing Requirement (f/k/a Senior Writing Requirement)**

Students entering before Fall 2013 can satisfy this requirement by completing the requirements for the following student publications: Law Review, HJIL, Business and Tax Law Journal, Houston Journal of Health Law and Policy, or Texas Consumer Law Journal. See the Student Handbook more information.

**Upper Level Writing Requirement** – All students may satisfy this requirement by (1) by completing a writing seminar (designated by prefix “WRS”) and earning a grade of “C” or better; or (2) by taking a writing course (designated by the prefix “WRC”) and earning a grade of “C” or better.

**NOTE** Any student who matriculated before Fall 2013 still has the option of satisfying the writing requirement by doing a comment or note for a journal.

A WRS class (a “Writing Seminar”) is a traditional seminar. Students in a Writing Seminar must complete a paper that is original and demonstrates the student’s research and writing skills. Regardless of credit hours, the final version of the paper must be at least 10,000 words, including footnotes. Instructors may require longer papers.

Students in a WRC (“Writing Course”) must complete several kinds of practical writing assignments. These may be expository exercises (e.g., drafting client letters, research memoranda, court documents, and short articles similar to those that appear in bar journals) or transactional or litigation drafting assignments (e.g., contracts and other business agreements, wills or other estate planning instruments, pleadings, and discovery documents). Assignments must be no more than 2,500 words each, when feasible. Instructors have discretion over the kind and number of assignments students complete; however, students must complete at least 5,000 words of writing over the course of the semester.

Priority registration for 3L students for all WRS and WRC classes.

**Required Skills Course** – (*Applies to students entering before fall 2016*) Students must take and pass a course that satisfies the “Practice Skills” requirement. The courses that satisfy this requirement are identified on each course schedule. There is a tab at the top of each semester’s schedule that will allow you to view just the classes that meet the Practice Skills requirement. Courses that satisfy the requirement can be for two, three or four credits.

**Experiential Course Requirement** – (*Applies to students entering fall 2016 and after*) Students must take and pass one or more experiential course(s) totaling at least six credit hours. An experiential course must be a simulation course, a law clinic, or a field placement. No more than three credit hours for field placements can be used to satisfy the six-credit requirement for the Law Center.

## **INSTRUCTIONS FOR GRADUATES**

### **Graduation Application:**

Any student planning to graduate from the University of Houston must file a Graduation Application form through PeopleSoft. A \$25 filing fee will be posted to your account.

<b>Graduation Date:</b>	<b>May 2017</b>	<b>August 2017</b>
Timely Filing Deadline: (\$25 fee)	Nov. 4, 2016 – Feb. 24, 2017	TBA
Late Filing Deadline: (\$50 fee)	Feb. 25, 2017 – March 24, 2017	TBA

### **Degree Audit/Check:**

We highly recommend/encourage all students to make an appointment with one of the Student Services Staff, Sharon Nellums-Goosby ([SNellums@Central.uh.edu](mailto:SNellums@Central.uh.edu)) or Derrick Gabriel ([DGabriel@uh.edu](mailto:DGabriel@uh.edu)) to have a degree audit/check completed before your last semester. This is the only way to make sure that you know exactly what you will need to graduate. Email either staff member to set an appointment and prior to your appointment, fill out and print the Graduation Check form (<http://www.law.uh.edu/OSS/gradcheck.pdf>).

LLM students must contact Peggy Fortner for a Graduation Check/Review, [PFortner@Central.uh.edu](mailto:PFortner@Central.uh.edu).

**NOTE:** All University students must file a Graduation Application to graduate from the University. The Graduation Check is a service provided to law students to insure that they will meet all Law Center requirements by their anticipated graduation date.

## **BAR EXAMINATION INFORMATION**

### **Multistate Professional Responsibility Exam (MPRE):**

Many states require licensees to pass the MPRE. The Texas State Bar requires a scaled score of 85. Exam dates for the MPRE are in March, August and November with the application deadline being approximately 30 days before each exam. For application deadlines, fees, test subjects and to register on-line, please visit the National Conference of Bar Examiners website, <http://www.ncbex.org/about-ncbe-exams/mpre/>.

### **July 2017 Texas Bar Exam:**

All information and the bar application for the 2017 July Bar Exam can be obtained at the Board of Law Examiners website: <https://ble.texas.gov/information-and-applications>. Timely filing deadline is between November 30, 2016 and January 30, 2017; (\$320 filing fee). Late filing deadline is March 30, 2017 (\$320 filing fee plus \$150 late fee).

**Texas Bar Exam Essay Subjects with Corresponding UHLC Upper Level Courses:**

<b>Texas Bar Essay Subjects</b>	<b>UHLC Upper Level Courses</b>
Real Property, including Oil & Gas	Oil & Gas, Real Estate Transactions, and Landlord & Tenant (some overlap with each)
Uniform Commercial Code	Payment Systems, Secured Financing and Sales
Business Associations (including Agency, Corporations, Partnerships, LLCs and Profess. Assoc).	Business Organizations
Family Law	Family Law and Marital Property Rights
Trusts & Guardianships, and Wills and Administration	Trusts and Wills, Estate Planning, Marital Property Rights
Consumer Rights, including DTPA and insurance	Texas Consumer Law
<b>Procedure and Evidence Subjects</b>	
Texas Civil Procedure and Evidence, including jurisdiction	Pretrial Procedure, Evidence
Federal and Texas Criminal procedure and Evidence	Criminal Procedure, Texas Criminal Procedure, Evidence

**NOTE:** A list of bar requirements for other states is available here: [STATE BAR REQUIREMENTS](#)

**UNIVERSITY OF HOUSTON LAW CENTER  
ACADEMIC CALENDAR**

Spring 2017

January	16	Mon	Martin Luther King, Jr. Holiday
January	17	Tue	First day of classes
January	24	Tue	Last day to add a course/credit
January	30	Mon	July 2017 Texas Bar Exam Timely Filing Deadline
February	1	Wed	Last day to drop a course, but not withdraw, without receiving a grade and receive a full refund
February	24	Fri	Timely filing deadline for May 2017 Graduation
March	13-18	Mon-Sat	Spring Break
March	24	Fri	Exam Conflict Filing deadline
March	24	Fri	Late filing deadline for May 2017 Graduation
March	30	Thu	July 2017 Texas Bar Exam Late Filing Deadline (late fee assessed)
April	4	Tue	Last day to drop a course or withdraw with a "W" instructor's signature required (by 4pm)
April	28	Fri	Last day of classes
April-May	29-1	Sat-Mon	Reading Days
May	2-11	Tue-Thu	Final exam period; exams due to conflicts are given throughout the exam period, and may be given on May 12, 2017
			Law Convocation Ceremony , <b>TBA</b>

Make all travel plans with these dates in mind. Check for final exam conflicts early and if you have questions about exam scheduling, please contact the Office of Student Services.