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## I. THE PROCESS OF REGISTRATION

### A. Priority Registration Deadlines

#### 1. Dates of Registration

<b>Summer and Fall 2017 – Priority Period WEB Registration:</b>	April 24 - 27, 2017
<b>Summer - Last Day to Register or Drop/Add on Web:</b>	May 21, 2017
<b>Summer - Late In-Person Registration and Drop/Add Week:</b>	May 22 – May 30, 2017
<b>Fall - Last Day to Register or Drop/Add on Web:</b>	August 27, 2017
<b>Fall - Late In-Person Registration and Drop/Add Week:</b>	August 28 – September 1, 2017

#### 2. Other Important Dates

Summer 2017 Tuition Payment Date	Monday, May 22, 2017
Fall 2017 Tuition Payment Date	Monday, August 28, 2017

**Students with Bursar, Health Office or Undergraduate Transcript HOLDS will not be allowed to register during priority registration week.**

**ALL HOLDS MUST BE CLEARED BY APRIL 21, 2017**

### B. Priorities in Registration

#### 1. Eligibility for Priority Registration

All matriculated Pace Law students who have a clear balance with no holds from the previous semester are eligible for priority registration.

#### 2. Priority in Day and Evening Classes

Part-time Day, Full-time Day students and first year students who matriculated in January 2017 may register for all courses **beginning** on April 24, in accordance to the chart on the next page.

Students in the LL.M program may begin registering on Thursday, April 27.

### C. How to Register

#### 1. How to Register on the WEB

To access the Registration system, go to <https://portal8.pace.edu/cp/home/displaylogin> and log in to MyPace portal by entering your user name and PIN. Once logged onto the portal, click the student tab, then click “Registration, Grades and Tuition Schedule,” and then click “Register, Add or Drop Classes.”

If you have questions about logging onto MyPace or using the registration system, please visit [www.pace.edu/doithelpdesk](http://www.pace.edu/doithelpdesk)

#### 2. When You May Register

Please refer to the Registration Chart below for your date to register. You may not register before your assigned date, but you may register or drop/add any time thereafter until the last day of WEB registration.

### Registration Chart – Summer and Fall 2017 Priority Registration

CLASS	DATE /TIME WEB PRIORITY REGISTRATION BEGINS
Third Year FT and Fourth Year Part Time Day	Monday, April 24 8:00 a.m.
Third year Part Time Day	Tuesday, April 25 8:00 a.m.
Second Year FT, Second year Part Time Day and January Admit Students	Wednesday, April 26 8:00 a.m.
LL.M. Students	Thursday, April 27 8:00 a.m.

#### 3. Confirming Your Course Selections

After completing your registration, make sure you confirm your course selection by printing the screen on your computer.

#### 4. Registration During Non-Priority WEB Registration

Any student may register during this time. Keep in mind, however, that some courses may be closed or cancelled.

## 5. Registering During Late, In-Person Registration

Students who do not register on the WEB during “priority” or “non-priority” weeks must register in person at the Registrar’s Office during “Late, In-Person Registration.” **A late fee of \$100.00 will be assessed at the time of late registration.**

**Under University policies, a student who has not registered by the end of the late registration period will not be permitted to register for the semester. The Law School is not authorized to waive or vary this University policy on late registrations.**

### D. Registering for Courses that Require Permission

If you are registering for a course that requires permission (e.g., clinics, externships, guided research, law review, moot court, Federal Judicial Honors Program), you must register for that course in person at the Registrar’s Office, or by sending an email to the Registrar.

### E. Drop/Add Policies (See Academic Rule 7.D)

#### 1. Summer and Fall 2017

Students may drop and add courses online from the first day of their appointed WEB priority registration through May 21 for Summer courses and August 27 for Fall courses.

**Summer**- After May 26, when in-person drop/add period ends, a student can only drop/add courses if the student completes a drop/add form from the Registrar’s Office. Students must have that form signed by the professor and the Academic Dean. **Students who drop a class after the fourth week of classes (beginning on Monday, June 19, 2017) will receive a “W” on their transcript.** No student may withdraw from a class after the last day of classes.

**Fall** – After September 1, when in-person drop/add period ends, a student can only drop/add courses if the student completes a drop/add form from the Registrar’s Office. Students must have that form signed by the professor and the Academic Dean. **Students who drop a class after the fourth week of classes (beginning on Monday, September 25, 2017) will receive a “W” on their transcript.** No student may withdraw from a class after the last day of classes.

**Students registered for less than 8 credits who drop a course after the first day of classes will be charged a withdrawal fee for the course in accordance with the Tuition Cancellation Policy.**

## 2. First Year Courses

First year students MAY NOT withdraw from a first year course and may not transfer from a section to which they are assigned. The Registrar's Office will check all registrations to ensure that students are enrolled in their assigned sections. Full-time students must complete all first year requirements before taking upper-class courses. Part-time and transfer students must complete all required courses for full time first year students, as quickly as possible.

## II. REQUIREMENTS THAT AFFECT REGISTRATION

### A. Normal Course Load for Both Divisions (See Academic Rule 7.B)

The normal course load is 13 to 16 credit hours per semester for full-time students and 9 to 12 credit hours per semester for part-time students.

### B. Overloads and Underloads (See Academic Rule 7.C)

Although a normal full-time course load is 13-16 credit hours, full-time students may register for 10-12 credits as an underload and may register for 17 credits as an overload, with the permission of the Academic Dean.

Although a normal part-time course load is 9-12 credit hours, part-time students may register for 8 credits as an underload or 13 credits as an overload, with the permission of the Academic Dean.

Overload permission will normally be granted only if the student has a strong law school academic record. Underload permission will normally be granted only if the student, through summer school attendance, is significantly ahead of his or her class in credits or if, in the case of last semester part-time seniors, only 8 credits are needed to graduate. **Students in the full-time program may not carry fewer than 10 credit hours in a semester and part-time students may not carry fewer than 8 credit hours in a semester.**

### C. Residence Rules (See Academic Rule 4.B)

The Academic Rules of the Law School require that a student spend the equivalent of 3 full years in residence to obtain a JD degree and be certified to take the bar examination.

1. **Full-time Students** can satisfy the requirement by spending 6 full-time semesters in residence. A student is full-time if the student is paying full-time tuition and taking 10-17 credit hours. If employed, a full-time student must certify that he or she is working no more than 20 hours per week.
2. **Part-time Students** can satisfy the requirement by spending 8 part-time semesters in residence. A student is part-time if the student is paying part-time tuition and taking 8-13 credit hours. Part-time students who register for an overload of 13 credits must certify in a sworn statement that they are not working more than twenty hours per week.

**3. Calculating Residence Weeks:** To graduate, students must have the equivalent of 6 units of residence. Residence is calculated as follows:

- a) **Full-time:** Students receive 1 unit of residence for every full time semester. Over three years (six semesters) this totals 6 units of residence.
- b) **Part-time:** Students receive 0.75 units of residence for every part-time semester. Over four years (eight semesters) this totals 6 units of residence.
- c) **Summer School:** Students who take 4 credits in summer school receive 0.375 units of residence (half a part-time semester). Students who take 5 or more credits receive 0.5 units of residence (half a full-time semester). Students who take fewer than 4 credits receive no residence units.

**D. Graduation Requirements (See Academic Rule 4.A)**

In addition to satisfying the residence requirements, students must have 88 credits to graduate and a minimum GPA of 2.30. More information can be found in the Graduation Requirements Worksheet available online at <http://www.law.pace.edu/forms> or in the Registrar’s Office.

**1. First Year Required Curriculum --**

Full-Time:

Fall Semester (15)	Spring Semester (15)
Civil Procedure (5)	Property (5)
Criminal Law (3)	Contracts (4)
Torts (4)	Constitutional Law (4)
Skills (3)	Skills (2)
	Lab course for ASAP students

Part-Time

First Semester (11 credits)	Second Semester (11 credits)	Third Semester (4 credits)
Skills (3)	Skills (2)	Torts (4)
Civ Pro (5)	Property (5)	
Crim (3)	Con Law or Contracts (4)	Fourth Semester (4 credits)
	Lab course for ASAP students	Con Law or Contracts (4)

**First year students may not withdraw from any course or switch sections in any course.**

## **2. Required Upper-Level Courses (See Academic Rule 4.E(1))**

All full-time students must take Professional Responsibility during either the Fall or Spring semester of their 2<sup>nd</sup> year. All part-time students must take Professional Responsibility during either the Fall or Spring semester of their 2<sup>nd</sup> or 3<sup>rd</sup> year.

## **3. Limitations on Allocation of Credits (See Academic Rule 4.C)**

Under the Rules of the New York Court of Appeals and the ABA, no more than an aggregate of 19 of the 84 or 20 of the 88 credits required to graduate may fall into the following categories:

- 1) A maximum of 20 of the 88 credits can be “non-classroom study” credits in live client clinics and externships, not including “academic credits” awarded in those courses; and Guided Externships
- 2) A maximum of 10 credits taken at a non-law graduate school, either as a joint degree candidate or at a Pace graduate school, can be substituted for “non-classroom study” credits; and
- 3) A maximum of 4 credits for co-curricular activities (Moot Court, Law Review, guided research, guided externship, Appellate or Trial Competition Teams or continued clinical fieldwork) can be substituted for “non-classroom study” credits.

**Students may not receive credit for taking the same externship twice.**

**4. Professional Responsibility:** All full-time students are required to take Professional Responsibility during their second year of law school. All part-time students are required to take Professional Responsibility during their second or third year of law school. To defer taking the course until the last year of law school, a student must receive permission from the Academic Dean on a form available from the Registrar’s office or website.

## **5. Administrative Law/Regulatory Process Requirement**

All students entering in the Fall 2015 semester or thereafter must successfully complete a course (minimum 3 credits) offering in-depth exposure to administrative law, legislation, and/or the regulatory process, either by way of general principles or as applied in a specific context. Approved courses fulfilling this requirement (to be revised from time to time by the Curriculum Committee) are:

Administrative Law

Environmental Skills and Practice/Clean Water Act

Environmental Law Survey

Federal Income Taxation I

Health Law in America

Immigration Justice Clinic

Labor Law (3 credit version)



Legislation and Regulation  
Natural Resources Law  
Securities Regulation

**6. Upper-Level Writing Requirement:** All students must complete a writing project under the supervision of a Professor. It is the student's responsibility to inform the Professor at the beginning of the semester that the student is taking the course to satisfy the upper level writing requirement. The Professor must certify to the Registrar at the end of the semester that all of the elements of the requirement have been met. Only faculty-supervised writing may satisfy the requirement. Participation in Moot Court competitions or contests does not satisfy the requirement. The required [permission forms](#) are available from the Registrar's office or website.

**a) Courses that Satisfy the Requirement:** Any course that is certified by the Academic Dean as satisfying the requirement may be taken to satisfy it. A list of courses that have been certified will be included in the Registration materials each semester. This list includes:

- 1) All seminars,
- 2) The Federal Judicial Honors Program,
- 3) Advanced Appellate Advocacy,
- 4) Guided Research with a full-time faculty member (only students with advanced permission of the professor and the Academic Dean and a cumulative GPA of 3.0 or higher or with 3.0 or higher in the specialty area of their proposed project are eligible for guided research),
- 5) Any other upper-level course, provided that a full-time or adjunct professor teaching the course or the clinic and the Academic Dean agree that the student may use the course in question to satisfy the requirement.

**b) Law Review Notes:** Students enrolled in any of the law reviews may satisfy the requirement by writing their notes or comments, provided, however, that a full-time professor assigned by the Academic Dean reviews and certifies that each student note or comment meets the substantive requirements of the upper level writing requirement.

**c) Requirements of the Writing Project:** The written project must be in the form of a scholarly article, a legal memorandum, or a trial or appellate brief. The written product must be well-organized and clearly written, and ordinarily it must be at least 25 double-spaced pages long, exclusive of footnotes. It must demonstrate an appropriate level of legal research and analysis, and contain ample and correct citations to legal authority. Journals, diaries, and other writings that do not reflect research and analysis do not meet this requirement. Except for the suggestions of editors and faculty, the written product should reflect the individual work of the student.

- 1) To satisfy the upper-level writing requirement, a course *must* contain the following elements:
  - i. submission of a draft;
  - ii. feedback on the draft in any combination of the following forms: oral, written,

checklists, audiotapes; and  
 iii. submission of a final product.

**2)** To satisfy the upper-level writing requirement, a course *should* contain the following elements:

- i. a required writing text;
- ii. research agenda and logs (not necessarily graded);
- iii. an outline (not necessarily graded);
- iv. a self-critique or peer-critique experience; and
- v. either (1) a minimum of two hours of class time devoted to the teaching of writing, or (2) individual student-teacher conferences, with feedback on further drafts at the option of the professor.

Fall 2017 list of approved courses taught by full time faculty:

Advanced Civil Procedure: Social Justice Litigation	Prof. Parkin
Advanced Family Law	Prof. Rogers
Agriculture Law & the Environment	Prof. Pollans
Poverty Law	Prof. Atwell

The following courses, clinics and externships offered in Summer and Fall 2017 may satisfy the upper level

writing requirement as stated in §4.E(2)(a)(5) of the Academic Rules assuming that the Professor and the Academic Dean agree that the student may use the course to satisfy the upper-level writing requirement. It is the student’s responsibility to get the permission of the Professor and Academic Dean

(at the beginning of the semester), and to submit the completed **permission form** to the Registrar’s Office during the first three weeks of classes. It is also the student’s responsibility to make sure the **“Faculty Authorization for Fulfillment of ULWR” form** has been submitted and entered on the student’s transcript.

International Comparative Refugee Law	Adj. Prof. von Sternberg
Clinic - Environmental Litigation	Professors Coplan/Kennedy/Ommen
Clinic - Health Law	Professor Flint
Clinic – Immigration Law	Professor Merton
Clinic - Investor Rights	Adj. Professor Germaine
Externship – Family Court	Adj. Professor Alter
Externship- Honors Prosecution	Adj. Professor Barry
Externship - Legal Services	Adj. Professor Schertz
Externship –Prosecutorial	Adj. Professor Barry
Patent Practice & Procedure	Adj. Professor Migliorini

**d) Required Research and Citation Workshop:** As part of the Upper Level Writing Requirement, all students must complete a Research and Citation Workshop with the Law

School's Reference Librarians some time during the second, third, or fourth year of Law School. Completion of the Advanced Legal Research course or one of the Advanced Research Skills intersession courses will satisfy this requirement. In addition, some upper level seminars used to fulfill the Upper Level Writing Requirement that also incorporate a Research and Citation Workshop will satisfy the requirement. All students must submit a Certificate of Completion, signed by a Reference Librarian, in order to complete successfully this research and citation component of the Upper Level Writing Requirement.

#### **7. Upper Level Skills Requirement:**

a) Students must successfully complete a total of 6 credits of coursework in courses approved by the Faculty Curriculum Committee as upper level skills courses. Approved upper level skills courses are:

#### **Live-Client Clinics**

*Barbara C. Salken* Criminal Justice Clinic  
Environmental Litigation Clinic  
*Equal Justice America* Disability Rights Clinic  
Immigration Justice Clinic  
Investor Rights Clinic  
Neighborhood Justice Clinic  
Semester-in-Practice

#### **Externships**

Corporate Law Externship  
Criminal Justice (Prosecutorial) Externship  
Environmental Law Externship (NY and DC)  
Family Court Externship  
Federal Judicial Honors Externship  
Legal Services/Public Interest/Health Law Externship  
Mediation Practicum  
Prosecution Honors Externship

#### **Simulations**

Advanced Appellate Advocacy  
Advanced Real Property  
Advanced Research Skills in Criminal Law and Procedure  
Advanced Trial Advocacy  
Commercial Leasing  
Drafting Legal Documents  
Environmental Commercial Transactions  
Environmental Skills  
Federal Criminal Pre-Trial Simulation  
Intellectual Property Agreements and Licensing  
Interviewing, Counseling and Negotiation (ICN)  
Law Practice Management  
Negotiations

Patent Practice and Procedure  
Pre-trial Civil Litigation Simulation (PCLS)  
Survey of Dispute Resolution Processes (for up to 15 students per semester)  
Trial Advocacy

b) Students entering the Law School before Fall 2016 may take any combination of courses from the list of approved upper level skills courses in order to fulfill the 6-credit minimum.

c) Students entering the Law School in the Fall 2016 semester or thereafter must complete at least ONE of the following in fulfilling the 6-credit minimum:

1. The Pro Bono Scholars Program
2. Any clinic (Environmental Litigation; Immigration Justice; Disability Rights; Investor Rights; Criminal Justice; or Neighborhood Justice)
3. The Semester-in-Practice Program (Track I, II, or III)
4. Environmental Certificate
5. Real Estate Practice Concentration
6. Criminal Practice Concentration
7. Litigation and Dispute Resolution Concentration
  
8. One of the following externships:
  - a. Corporate Law Externship
  - b. Criminal Justice (Prosecutorial) Externship
  - c. Environmental Law Externship (NY only)
  - d. Family Court Externship
  - e. Legal Services/Public Interest/Health Law Externship
  - f. Prosecution Honors Externship

9. Lawyering

d) Students may not satisfy both the Upper Level Skills requirement and the Upper Level Writing requirement with the same course. For purposes of this rule, the seminar component of a clinic or externship is considered the same course as such clinic or externship, even if the seminar component bears a separate course number.

### **8. Professional Development Requirement**

All students entering in the Fall 2015 semester or thereafter are required to fulfill a Professional Development Requirement in order to graduate. Students will satisfy the requirement by:

- a) Registering with the Center for Career and Professional Development (“CCPD”) by December 1st of their first year at the Law School,
- b) Attending at least one in-office meeting with a CCPD counselor before the beginning of their final year in law school, and
- c) Earning six (6) professional development (“PD”) credits, in addition to their 88 academic credits, before graduating from law school. One PD credit will be awarded for mandatory participation in a day-long seminar organized by CCPD, to be held early in the second year of law school.

Examples of programs attendance at any one of which will earn students one (1) PD credit are:

#### Lectures and Symposia

- Criminal Justice Institute Symposia
- Law Review Symposia
- The Blain Sloan Lecture on International Law
- The Dyson Distinguished Lecture
- The James D. Hopkins Professor of Law Memorial Lecture
- The Kerlin Lecture
- The Lloyd K. Garrison Lecture on Environmental Law
- The Phillip B. Blank Memorial Lecture on Attorney Ethics

#### Career-Related Panels and Programs

- CCPD Career Fair
- First Year Kickoff
- First Year Drop-In Resume Workshops
- Finding & Funding Summer Public Interest
- Meet the Judges Night
- NYU Career Fair Practice
- Panels
  - o Public Interest Summer Experience
  - o Private Sector Summer Experience
  - o What Does Practicing International Law Really Mean?
  - o Real Estate & Land Use
  - o Careers in Environmental Law
  - o District Attorney Panel
  - o Careers in Local Government
  - o Intro to State and Federal Clerkships
  - o Public Interest Career Reception
  - o Criminal Justice Institute Networking Event

This list may be revised from time to time by the Academic Dean, in consultation with the Curriculum Committee and the Assistant Dean for Career and Professional Development. The Academic Dean will publish a list of qualifying programs at least once per academic year.

**Reminder:** All law students seeking admission to the New York State (NYS) Bar after graduation must perform 50 hours of qualifying pro bono work. Like all components of the NYS Bar application, completion and certification of these pro bono hours is your responsibility. The Public Interest Law Center (PILC) is eager to help you understand the 50-hour requirement so that you can plan ahead and easily comply. The 50-hour requirement and accompanying information from the NYS Unified Court System is on their website. After reviewing the website, please email the PILC at [publicinterest@law.pace.edu](mailto:publicinterest@law.pace.edu) with any specific questions and continue to watch for email announcements from us.

**9. Required Course for Students who have a 2.80 or lower GPA after first year (See Academic Rule 4.E(5) & (6))**

All students who have a GPA of 2.80 or lower at the end of their first year are required to enroll in Principles of Legal Analysis in the fall semester of their second year. Other students may take the course only at the invitation or with permission of the Director of Academic Support.

**Advanced Analytical Skills (Spring Semester)**

Students with a GPA below 2.80 after their second year of law school (third year for part-time students) **must take** the Advanced Analytical Skills Bar Prep course. This course begins to prepare students for the bar exam. Students with this GPA are not eligible to take the distance version of AAS, which is offered in the fall semester.

**III. GENERAL GUIDELINES IN SELECTING ELECTIVES**

**A. Advisement and Mandatory Advisement Program**

If you have questions, please make an appointment to see either the professor to whom you were assigned for advisement or any professor with whom you feel comfortable.

**B. Courses on the Bar Examination**

For information on subject areas that are frequently tested on the Bar Examination, please contact Danielle Kocal, Director of Academic Support, or go to the Academic Support website ([www.law.pace.edu/academicsupport/index.html](http://www.law.pace.edu/academicsupport/index.html)) which contains detailed information about the Bar Examination.

**C. Timing of Courses**

In choosing electives, you should be aware of the scheduling assumptions underlying when particular courses are offered during your upper class years. Core courses are offered at least twice a year, day and evening, and often in different semesters. Core and major courses normally taken in the second year are often scheduled at the same time as core and major courses normally taken in the third year. The possible conflicts are ameliorated both by the timing of when students normally take such courses and by the fact that those courses are offered multiple times during the year. Assembling your schedule will be easier if you bear those assumptions in mind. In addition, keep in mind that some courses have prerequisites that must be taken first.

**1. Full-Time Students**

Full-time students who expect to take any of the following electives should normally take them in the second year: Evidence, Corporations and Partnerships, Criminal Procedure-Investigation, Criminal Procedure-Adjudication, Trial Advocacy (if you are interested in a clinic third year) and Administrative Law. Students who are interested in one of the certificate programs should take the required courses for the certificate during their second year.

Full-time students who expect to take any of the following electives normally take them in the third year: New York Practice, Remedies, Commercial Law-Sales, Clinics and Externships.

## **2. Part-Time Students**

Part-time students who expect to take any of the following electives should normally take them in the second or third year: Evidence, Corporations and Partnerships, Criminal Procedure-Investigation, Criminal Procedure-Adjudication, Trial Advocacy and Administrative Law. Part-time students who are interested in one of the certificate programs should take the required courses for the certificate during their second or third year.

Part-time students generally take New York Practice, Commercial Law-Sales and Remedies in the fourth year. Students who are graduating in December should note that New York Practice and Remedies may not be given in the evening in the fall and therefore those students may choose to take those courses during the spring of their third year.

## **D. Registering For John Jay Legal Services (JJLS) Courses**

The following John Jay Legal Services courses are offered in the Fall 2017 semester:

### Clinics

Barbara C. Salken Criminal Justice Clinic (full year)  
Equal Justice America Disability Rights/Health Law Clinic (full year)  
Food and Beverage Law Clinic (1 semester)  
Immigration Justice Clinic (full year)  
Investor Rights Clinic (full year)

### Externships (one semester)

Corporate Law Externship  
Environmental Law Externship  
Family Court Externship  
Honors Prosecution Externship  
Legal Services/Public Interest/Health Law Externship  
Prosecution Externship  
UN Environmental Diplomacy Practicum

### Simulated Lawyering Courses

## Federal Criminal Pretrial Simulation

Course descriptions are available at <http://www.law.pace.edu/course-descriptions-0>. Additional information about the JJLS course offerings is available on the web (follow the links at <http://www.law.pace.edu/lawyering-skills>). Please read this information carefully before applying for a JJLS course.

### Application Process for Fall JJLS Courses

You must register for these courses **in person** at the Registrar's Office, or by e-mail ([nrodriguez@law.pace.edu](mailto:nrodriguez@law.pace.edu) or [jwolf@law.pace.edu](mailto:jwolf@law.pace.edu)), after obtaining permission of the professor. In order to obtain permission for these courses you must do the following:

1. All applications must be e-mailed to [applicationsJJLS@law.pace.edu](mailto:applicationsJJLS@law.pace.edu).
2. The completed application must contain the following documents in PDF format:
  - Application Form
  - Resume
  - Most recent transcript
  - Short (5 pp.) writing sample
3. Put Fall 2017 in the subject line
4. You will receive an acknowledgment that your application has been received and that it is complete.
5. **The deadline for fall applications is Monday, April 24 at 10 a.m.**
6. You may be contacted for an interview, at the professor's discretion.
7. You will be notified by e-mail of the professor's decision on or before May 12. At that time, you will be asked to confirm your acceptance and will be allowed to register for the course. You must register **in person** at the Registrar's Office or by e-mail ([jwolf@law.pace.edu](mailto:jwolf@law.pace.edu) or [nrodriguez@law.pace.edu](mailto:nrodriguez@law.pace.edu)).
8. If you decline an offered position, you will be permitted to enroll in another program only if all qualified students who applied in a timely way have been accommodated.
9. Students who apply after the deadline will be accepted only if there is space available after all qualified students who applied in a timely way have been accommodated. **Do not assume that you will be able to get credit for an externship if you have not applied in a timely way, even if you secure your own placement.**

**IMPORTANT:** By the time of your priority registration you will not have heard whether you have been accepted into a JJLS program. You should register for the schedule that you would want if you are not accepted. If you are later notified that you have been accepted into a JJLS program,



you will be able to add, drop, and change your schedule without any penalty. When you contact the Registrar to register for a JLS program, be sure to have decided which courses you wish to drop. If you are accepted into a JLS program, you must register for that course within two weeks of receiving your letter of acceptance or you may lose your place.

**NOTE:** These procedures do not apply to the Environmental Litigation Clinic or the Federal Judicial Honors Program which have their own application procedures.

## **E. Registering for Pace Environmental Litigation Clinic**

**Pace Environmental Litigation Clinic**

**Law 767A and 767B**

**6 credits (4 clinical, 2 academic)\***

**May be taken for one or two semesters\*\***

**Professors Karl S. Coplan and Todd D. Ommen**

**\* Students must be in their second, third, or fourth year. Students must be available for clinic work and classes during the day.**

**\*\* Students may apply for a maximum of two semesters at the Clinic. The Clinic class curriculum for Spring and Summer semesters is the same, so students may not enroll for both Spring and Summer.**

Take advantage of the opportunity to actually practice environmental law at a time when citizen and state enforcement are absolutely critical. The Environmental Litigation Clinic provides student interns with the opportunity to represent public interest environmental groups bringing citizen enforcement actions in state and federal courts on a variety of environmental and land use issues, most often seeking to stop pollution in the Hudson River and surrounding waters. As EPA continues to roll back regulations and defund enforcement of environmental laws, these citizen actions will be the last line of defense in protecting the environment, as well as forcing EPA to do the job it is required to do. The primary client of the Clinic is Riverkeeper, Inc., and students serve as attorneys for Riverkeeper and other clinic clients by, wherever possible, researching and drafting litigation papers, appearing in court, arguing motions, preparing for and conducting hearings, and all other necessary attorney work.

In addition to the case work, two weekly seminars focus on substantive environmental law and on lawyering skills encountered in major civil litigation. Skill areas include: case planning, integration of facts and law, client counseling, negotiation, drafting legal documents, and pretrial and trial advocacy. (Please note that non-credit summer volunteers will be required to attend the weekly 767A Clinic “case review” meeting on Tuesday afternoons, but will not attend the 767B seminar on Monday afternoons)

The Environmental Litigation Clinic requires a substantial time commitment. The minimum time commitment outside of class is 20 hours a week. Clinical students must continue client responsibilities throughout exams and holidays when necessary. Schedules must be planned to accommodate the demands of the program.

**Permission of the professors, based upon application and interview, is required. The prerequisites are Evidence and either Environmental Skills or Environmental Survey. (Prerequisites may be waived by the professors.) Students must be in good academic standing to be considered for the clinic (and maintain that standing if accepted).**

Please note that simultaneous internships/externships are not permitted while enrolled in the Clinic for the Spring or Fall semesters. Simultaneous internships/externships may be permitted in the Summer, subject to conflict checks.

Though grades are important for selection into the Clinic, other factors are: 1) balance in the program of students' skills, needs, interests and background; 2) the demands of the anticipated caseload; 3) interest in the environment and litigation as a career.

Applications for the Summer and Fall 2017 semesters must be submitted by Monday, May 1<sup>st</sup> (Apply early; exceptional applicants may be admitted before May 1<sup>st</sup>.) Applications are posted on the Environmental Litigation Clinic webpage.

#### **F. Registering For Guided Research, Law Review and Moot Court**

**Guided Research:** If you want to register for a one or two credit Guided Research project, you must present your proposal to a faculty member who agrees to supervise you, together with a form that you can get from the Registrar's Office. Once the faculty member agrees with and signs the form to approve your proposal, the form must also be signed by the Academic Dean. After the project is approved, you must submit the approved form and proposal to the Registrar's Office to register for the course. Registration for Guided Research must be in-person. Papers should be 25 pages or more for 2 credits and 15 pages or more for one credit. **Final paper, after grading, must be filed with the Registrar.**

**Law Review:** If you are receiving credit for law review, the Registrar's Office will get a list from the Law Review Editor-in-Chief with your name and the number of credits you may register for. Students must email the Registrar's Office or come in person to register for the course.

**Moot Court:** Students receive 2 pass/fail credits for moot court competitions. At the beginning of each semester, the Registrar's Office will get a list of approved students from Adjunct Professor Lou Fasulo. Students must email the Registrar's Office or come in person to register for the course.

**See page 7, #3-Limitations on Allocation of Credits (Academic Rule 4.C).**

#### **G. Federal Judicial Externship Honors Program**

Entry into the Federal Clerkship Honors Program is highly competitive. Students apply during spring of their first year of law school. Students accepted into the program complete a faculty-mentored writing project in the fall of their second year and extern with a federal judge in the spring of their second year. Students receive 1 credit in the fall of their second year and 4 credits in the spring of their second year.

#### **H. Certificate Programs**

- 1. Environmental Law Certificate:** All candidates must complete at least 16 environmental course credits with an average GPA of 3.00 (B) or better and no grade below a C in those courses.

These credits must include Environmental Law Skills & Practice, Environmental Survey, and Administrative Law. In addition to these required courses, candidates must take one of the following: Energy Law, Land Use Law, Natural Resources Law or Water Rights and Resources. Candidate must also complete at least one environmental experiential learning opportunity and one significant research paper on an environmental law topic broadly defined (e.g., environmental law, natural resources law, food and agricultural law, animal law, energy law, land use planning, or ocean and coastal resources law). Certificate candidates must also maintain an overall grade point average (GPA) of 2.8 or better. The remaining required course credits may be selected from the numerous environmental law electives and for-credit experiential learning opportunities.

**2. International Law Certificate:** To earn the Certificate, students must have successfully completed 12 academic credits in qualifying international law courses. They are required to complete the foundation International Law course (4 credits), and may complete the remaining 8 credits by choosing from among the electives offered in public and/or private international law. In these international law courses, students must maintain a B average (with no individual grade lower than a C), plus a cumulative Grade Point Average of at least 2.50.

#### **I. Prerequisites**

It is your responsibility to make sure that you have fulfilled the prerequisites that are required for a course.

### **IV. Other Important Policies**

#### **A. Policy on Regular and Punctual Attendance (See Academic Rule 4.F)**

The School of Law requires all students to regularly and punctually attend classes. A student's right to continue attending a course or to take examinations in a course is conditioned upon regular attendance of classes in that course. In the event that a student persistently violates this policy, the professor, at his/her discretion may impose sanctions including the disqualification of the student from taking the final examination or from receiving credit for the course.

Please also note that the New York State Board of Law Examiners requires that each application for admission to the Bar be supported by a law school certificate of the applicant's "good and regular attendance." Similar requirements are made by other state bar examining committees.

#### **B. Rescheduling Final Examinations: Only the Registrar Can Reschedule an Examination (See Academic Rule 10.C)**

1. Anonymity Rule: It is a violation of the Honor Code to contact a professor to reschedule an examination because it breaks anonymity. It is mandatory that you contact the Registrar, not the professor, for this purpose.
2. Conditions for Rescheduling of an Examination: Examinations will be rescheduled only if the student:
  - a) has **two** or more exams that **are being given on the same calendar day or in the evening and in the morning of the following day**. Students must notify the Registrar's Office of this conflict two weeks before the end of classes. The Registrar will determine which examination will be rescheduled, although the student may indicate a preference.
  - b) is ill on the examination day. The student must notify the Registrar's Office that because of illness he/she cannot sit for a particular exam on that day. The student must present a signed note from his or her physician to the Registrar's Office attesting to the illness before he/she is allowed to schedule a makeup exam.
  - c) has a business emergency on the examination day. Prior to the exam day, the student must present a signed note (on company letterhead) from his or her employer attesting to the emergency before he/she is allowed to schedule a makeup exam. If travel is involved, student must show proper documentation.
  - d) has an emergency in his or her immediate family on the examination day. The student must notify the Registrar's Office that because of an emergency he/she cannot sit for a particular exam on that day. The student must present a note that attests to the emergency before he/she is allowed to schedule a makeup exam.
  - e) has previously submitted a letter from a member of the clergy verifying religious grounds for deferment.
  - f) Vacation travel plans are **NOT** a valid excuse to miss an exam. Please do not make any travel plans during the exam period, including the make-up date for each semester.

**Make-up exams must be taken on the day(s) assigned each semester by the Registrar.**

## **V. LAW SCHOOL PAYMENT INFORMATION**

## A. LAW SCHOOL TUITION AND FEES

**Available at a later date.**

## B. LAW SCHOOL CANCELLATION POLICY

Tuition and special course fees (if any) will be cancelled in the following situations, only:

- 1) A student is separated from the Law School for disciplinary or academic reasons, prior to the end of a semester.
- 2) A student officially withdraws from any course or courses during the semester

A withdrawal is termed "official" when a written notice (letter or email) or form is submitted to the Law Registrar. The date the notice is received by the Registrar, or the postmark on a mailed envelope, whichever is earlier, will be the official date of withdrawal. Likewise, the date a student withdraws online, using MyPace Portal, will be on the official date of withdrawal.

Non-attendance of classes, informing the instructor of withdrawal, or stopping payment on a check does not constitute official withdrawal and does not relieve the student of their financial obligation or entitle the student to a refund.

It is important to note that all charges and cancellations are based upon tuition commitments for the full semester.

**The tuition cancellation is based on liable credit hours. Contact the Bursar's Office to determine your specific cancellation.**

**THE LAW INSTITUTIONAL, TECHNOLOGY AND STUDENT ACTIVITY FEES ARE NON-REFUNDABLE.**

## C. METHODS OF PAYMENT:

**Payment is due by the opening date of the semester.**

Summer 2017 ..... May 22, 2017

Fall 2017 .....August 28, 2017

\*Payments received *after* the due date will be assessed two late fees in the amount of \$110.

**Assessment of fees: one week after the start of the semester and seven weeks after the start of the semester.**

### **On-line:**

You can make payment under "Registration and Grades", "Pay Your Tuition and Fees Online". You will have the option of

paying by web check or credit card. Pace accepts Visa, MasterCard, American Express, and Discover/Novus. If you wish to pay in monthly installments, you must enroll through a Pace Payment Plan. [View the tuition and fee schedule.](#)

**By Mail:**

Payment may be made via check or money order. Please include your Student ID number. Please make your check or money order payable to Pace University and send to Pace University Law School Office of the Registrar/Bursar 78 North Broadway, White Plains, NY 10603

**In Person:**

Payment may be made by check at Office of the Registrar/ Bursar on the first floor in Aloysia Hall during regular office hours.

**BILLING INFORMATION**

Student billing dates are determined by the student registration date. Please note: Students are responsible for all charges, whether or not a University bill is received. Semester charges and payments/financial aid are available on line, through your [MyPace Portal](#) by choosing "Student's Records" in "Student's tab" and then "Account Summary".

**When to expect your bill?:**

Bills are mailed approximately four weeks before the scheduled payment due date. Students are encouraged to access their bill online via their [MyPace Portal](#) by choosing "Student's Records" in "Student's tab" and then "Account Summary".

**Where is your bill sent?:**

Bills are e-mailed to the students Pace issued e-mail account.

**Payment Options**

**Monthly Payment Plans:**

Pace University offers monthly payment plans accessible through the [MyPace Portal](#). These plans enable students or their families to pay monthly installments on their account toward tuition, fees, and housing. Many students and families find monthly installments more manageable than a single lump payment each semester. These interest-free payment plans are not loans; therefore, there are no credit checks. These plans are available for the fall and spring semesters in three, four, or five monthly installments. There is also a weekly plan option available for the summer terms.

All students are eligible to take advantage of these payment plans. Please note there is a \$70 non-refundable enrollment fee each term, and students must re-enroll in a plan each semester. The link to the Payment Plans will detail payment due dates, type of payments accepted, (credit cards\*, web checks, ACH payments), as well as fees associated with late payments.

**Authorized Users:**

For students who wish to grant access to an "authorized" user, the portal will provide the option for students to send an invitation email to whomever the student "authorizes". The invitation will include access to the student account information and submit a payment on the student's behalf.

[Authorized User\(s\) click here for access/login to Pace Payment Plans:](#)

**Information regarding payment plans will be available soon**

Please note: Payment Plans are **only** available online.

**International Students:**

Pace University is now a partner with *FlyWire* to streamline the tuition payment process for our international students. With *FlyWire*, you are offered excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant

amount of money compared to traditional banks. You will also be able to track where your payment is in the transfer process via a student dashboard and an email confirmation will be sent to you when your payment is received by the school.

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## **1. FULL PAYMENT**

Full payment, less validated financial aid, is due on the opening date of the semester.

- E-Check or credit payment through MyPace Portal at <https://portal.pace.edu>
- Direct payment by check or credit card to Pace Law School, Bursar's Office, 78 N. Broadway, White Plains, NY 10603. Checks must be payable to Pace University School of Law.

## **2. DEFERRAL OF PAYMENT UTILIZING FINANCIAL AID**

If you filed a FAFSA and the Law School Financial Aid Office has received your information from the government, you should have received a Financial Aid Award notice. Each award is divided into Fall & Spring awards. Once you have completed all the required steps, scholarships, federal loans and grants will be applied directly to the cost of your education and deducted from your tuition payments. If they are not sufficient to cover full payment of the first semester, you can apply for the Graduate Plus Loan or a Private Educational Loan. You may also opt to use the Tuition Pay plan, with the understanding that you are responsible for the enrollment fee, and may use any remainder or other funds for the next payment. Refunds are permitted if an account is paid in full and a credit balance exists. If you are requesting Financial Aid for Summer, please complete the summer aid application available in the Financial Aid office or online at <http://law.pace.edu/financial-aid-services> under forms.

If you are seeking Federal loans and have not filed a FAFSA as of yet, you must apply online immediately at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). You may contact the Office of Student Assistance at (877) OSA-1830. **Students who fall below good standing (2.30 GPA) are not eligible for federal aid unless a waiver is granted by the Financial Aid Office.**

If you are obtaining tuition benefits from your employer and those benefits are paid at the time grades are released, you will be responsible for paying your tuition obligation at the time of registration. Students are then reimbursed directly by their employer.

## **D. DELINQUENCY OF OUTSTANDING BALANCES**

Delinquent outstanding balances, including those from installment payment plans, are subject to collection by the University or, at the University's option, its designated agent. Late charges and interest may be added to a delinquent outstanding balance. In addition, the actual collection expenses, including attorneys' fees, if any, incurred by the University will be added to the delinquent outstanding balance. The amount of the actual collection expenses and fees may exceed fifty percent of the delinquent outstanding balance (including any late charges and interest).

Any student who has a delinquent outstanding balance is not eligible to enroll at the University. The University will not provide copies of transcripts to or on behalf of any student with a delinquent outstanding balance. A delinquent outstanding balance will be reported to all national credit bureaus and may significantly and adversely affect the student's credit history. The University may pursue legal action to recover the amount of

the delinquent outstanding balance, plus any late charges, interest, actual collection expenses, court costs, and attorneys' fees.

## **E. STUDENT REFUNDS**

Students may be eligible to receive a refund when payments posted to their respective student account exceeds the cost of tuition, fees, dorm, meal charges, and any other allowable ancillary charges. Payments may include disbursed financial aid (including scholarships and loans), check payments, and other payments resulting in a credit balance. The refunding process starts approximately ten business days after the opening date of the semester. Refunds are generated once per week. Students may review the status of their accounts through the MyPace portal, Account Summary.

Refunds from accounts paid by cash, check, money order, or financial aid awards/loans are sent from Pace University to Bank Mobile, for distribution to the student, in accordance with the student's indicated preference. A student indicates preference by going to the Bank Mobile website and choosing either a deposit to Bank Mobile debit card, a paper bank check or an ACH Transfer (money is transferred into an existing bank account). For an ACH Transfer, the student must complete a form and provide the information necessary for routing the transfer of funds.

If a credit card has been used to pay all or part of a semester's charges, any credit resulting from any source will be refunded first to the credit card, up to the amount charged on the card, but not in excess of the original charged amount. If a credit balance still exists after refunding to the credit card, that credit will be refunded to the student in accordance with the Bank Mobile information above.

Note: If a student withdraws from a course, or all courses, the level of financial aid eligibility may be recalculated, based on the date of withdrawal and the amount of the tuition cancellation, if any. When a recipient of federal funds withdraws or stops attending classes during the first sixty percent of a semester, a recalculation in compliance with the federal Return to Title IV Funds regulation will be done: any unearned aid will be returned appropriately to the source, e.g., U. S. Department of Education or federal loan lender. If, after review, a student is deemed ineligible for any or all financial aid, any balance due to Pace University becomes the responsibility of the student. This policy is subject to change without prior notification. All questions should be directed to the Office of Student Assistant/Financial Aid.

## **A SCHEDULE OF COURSES, COURSE DESCRIPTIONS, GRADUATION REQUIREMENTS AND CLASSROOM ASSIGNMENTS FOR SUMMER AND FALL 2017 MAY ALSO BE FOUND ON LINE**

**AT <http://www.law.pace.edu/registration-course-descriptions-course-and-exam-schedules>**