

THE TORERO BLUE BOOK

**ACADEMIC ADVISING GUIDE 2015
FOR STUDENTS ENTERING LAW SCHOOL IN FALL 2014**

Provided by the Office for Law Student Affairs—Warren Hall Room 218

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ACADEMIC ADVISING

The Torero Blue Book is designed to be a starting point for your journey at USD beyond your first year. Why just a starting point? Because inevitably you will have a question that is unique to you or a situation that arises that these pages do not address. Definitely start with the Torero Blue Book – but don't let your quest for information end here! The Office for Law Student Affairs (Warren Hall Room 218) is ready and eager to assist you in creating your academic plan. The Torero Blue Book is intended to serve as a useful guide rather than a substitute for reading and understanding the Academic Rules.

GRADUATION REQUIREMENTS

✓ QUICK CHECK

- 86 total credits minimum (70 of which must be letter-graded)
- Residency requirement (six semesters full-time or eight semesters part-time)
- Required courses (all first year courses plus Tax I and Professional Responsibility)
- Upper-Division Writing Requirement
- Professional Skills Requirement
- Minimum GPA of 2.00

1. You need 86 credits to graduate.

For at least 70 of these 86 credits, students must earn a grade on the A/B/C/D/F grade scale ("graded credits"). That means that only 16 credits may be earned on either the H/P/L/F or P/F scale ("pass/fail credits"). However, a student may petition for more pass/fail credits if she participates in an approved visit, the USD Washington D.C. Externship program, or enrolls in a judicial internship for credit.

At least 80 of the 86 credits must be taken at USD School of Law, unless a request to visit or exchange for a semester at another law school has been approved.

Students must complete these credits within 72 months (six years) of starting law school. Typically it will take three or four years depending on the division (full- or part-time).

2. You must "reside" at USD Law School for six full-time semesters or eight part-time semesters.

Full-time students must attempt and pay for six full-time regular (fall or spring) semesters. A full-time regular semester is a minimum of 12 credits and a maximum of 16 credits.

Part-time students must attempt and pay for eight part-time regular (fall or spring) semesters. A part-time regular semester is a minimum of 8 credits and a maximum of 11 credits.

Transfer students who entered USD after having spent their first year at another law school must complete and pay for at least four full-time regular semesters or six part-time regular semesters in order to meet their residency requirement.

Summer school allows full-time students to take fewer than 12 credits in a Fall or Spring semester, though students will still pay full-time tuition as if they had attempted 12 to 16 credits. If a student has credits from a prior summer school session, he may apply those summer credits towards satisfying the requirement of attempting 12 credits in a regular semester. Students can only reduce a semester load by up to four credits (no student may ever go below eight credits in a regular semester).

Example: Ben takes three credits in the summer. He decides to apply those credits to the upcoming Fall semester, and therefore only takes nine credits that Fall. Ben still pays full-time tuition in the Fall, but has lightened his course load to allow more time to work.

No more than seven credits may be taken in any single summer, regardless of whether the student is full-time or part-time.

3. You must take and receive credit for all required courses.

| Course | Credits |
|-------------------------------------|------------|
| Civil Procedure* | 4 |
| Constitutional Law I* | 4 |
| Contracts* | 4 |
| Criminal Law* | 4 |
| Property* | 4 |
| Torts* | 4 |
| Legal Writing and Research I and II | 4 |
| Professional Responsibility** | 3 |
| Tax I** | 3 (or 4) |
| Total Required Credits *** | 34 (or 35) |

* First-year part-time students take two of these courses in the second year
 ** Courses required after the first year; Tax I may be taken for either 3 or 4 credits
 *** Students who complete their first year with a GPA of 2.60 or below are subject to Academic Supervision and are required to take additional courses. More information is provided on page 9.

4. You must satisfy the upper division writing requirement (“written work”).

The written work requirement may be satisfied in any one of the following ways:

1. Completion of a substantial, in-depth research paper of no fewer than 20 pages in length in a course of limited enrollment centered on the preparation of such in-depth research paper. Courses that meet these requirements are designated with “Requirement: Writing” in the course description or with a “W” in the “Course Requirement” column in the class schedule. **OR**
2. Scholarly written work submitted to the Law Review, San Diego International Law Journal or Journal of Contemporary Legal Issues for publication upon certification of the approving faculty member.

Please be aware that successful completion of a writing course is not determined by the student’s grade in or completion of the course, but is separately indicated by professors in the manner specified by the Registrar’s Office.

5. You must satisfy the professional skills requirement.

The professional skills requirement may be satisfied by passing a professional skills elective from a list of such courses designated by the Dean. A course will be included on this list if it provides substantial instruction in the professional skills encompassed by ABA Standard of Approval for Law Schools 302(a)(4). Courses that meet these requirements are designated with “Requirement: Skills” in the course description or with an “S” in the “Course Requirement” column in the class schedule.

6. You must graduate with a minimum GPA of 2.00.

GRADES

✓ QUICK CHECK

- A minimum GPA of 2.00 at the end of each year maintains good academic standing.
- A GPA of 2.60 or lower at the end of any academic year results in Academic Supervision.

Grading Policy

The Law School uses the following grading system:

| Pre-Fall 2015: | | Effective Fall 2015: | |
|----------------|-------|----------------------|-----------|
| Grade | Value | Grade | Value |
| A+ | 4.33 | A+ | 4.2 – 4.3 |
| A | 4.00 | A | 3.9 – 4.1 |
| A- | 3.67 | A- | 3.5 – 3.8 |
| B+ | 3.33 | B+ | 3.2 – 3.4 |
| B | 3.00 | B | 2.9 – 3.1 |
| B- | 2.67 | B- | 2.5 – 2.8 |
| C+ | 2.33 | C+ | 2.2 – 2.4 |
| C | 2.00 | C | 1.9 – 2.1 |
| C- | 1.67 | C- | 1.5 – 1.8 |
| D+ | 1.33 | D+ | 1.3 – 1.4 |
| D | 1.20 | D | 1.1 – 1.2 |
| F | 1.00 | F | 1.00 |
| H (Honors) | N/A | H (Honors) | N/A |
| P (Pass) | N/A | P (Pass) | N/A |
| L (Low Pass) | 1.67 | L (Low Pass) | 1.70 |

First Year Course Grading “Curve”

Grades for all first-year courses can range in grade from A+ to F on a mandatory curve. The average of the grades for each course must be between 2.95 and 3.05 (i.e. a target of 3.0). The grade distribution must be as follows.

- 20-25% of students must receive a grade in the range of A+ to A-, with the average in this group not to exceed 3.85.
- 20-25% of students must receive a grade of C+ or lower.
- 8-12% of students must receive a grade of C- or below, and these students also count toward satisfying the C+ or lower requirement listed above.

Legal Writing and Research is graded pursuant to the upper year grading curve (see below).

Upper Year Course Grading “Curve”

Grades for upper-class courses which are not on the H/P/LP/F or P/F system can range from A+ to F on a mandatory curve. The average of the grades for each course must be between 3.1 and 3.2 (i.e. a target of 3.15). The grade distribution must be as follows.

- 20-25% of students must receive a grade of 3.67 or above (i.e. in the range of A= to A-), with the average in this category not to exceed 3.85.
- 25-30% of students must receive a grade of B- or lower.
- No more than 8% of students may receive a grade of C- or below.

EXCEPTION: The curve is only recommended, rather than mandatory, for upper year courses with an enrollment of fewer than 20 students and for graduate tax courses (except Tax I and Tax II). The mean for such courses cannot exceed 3.4.

Ranking

Many students and employers like to understand where a certain cumulative GPA ranks against other GPA's for the same class year. At USD, first-year full-time JD students are not ranked after the fall semester, but only after the first year. First-year part-time students are not ranked until their third semester (however they can obtain a letter from the Registrar's Office indicating their approximate rank had they been ranked with the first-year, full-time students). In addition, only the top 20% of each group of JD students receive an ordinal rank on their transcript. Below is an example using the spring 2014 GPA Cut-Off Rankings for 1L Students:

| Rank | 1L Full-Time (206 total students) |
|-------------|-----------------------------------|
| Top 10% | 3.61 |
| Top 20% | 3.43 |
| Top Quarter | 3.35 |
| Top Third | 3.26 |
| Top Half | 3.06 |

Students ranked in the bottom half of the class are encouraged to talk with Career & Professional Development about how best to address “rankings” questions from employers.

Good Academic Standing

Students must maintain a cumulative GPA of 2.00 to remain in good academic standing. First-year students who do not maintain a cumulative grade point average of 2.00 or better at the end of spring semester will be disqualified. Disqualified students who: (1) have a cumulative grade point average of 1.90 or higher; or (2) do not rank in the bottom 3 percent of their respective division (day or evening) may petition for readmission. Students who do not fall within these exceptions are not eligible to return to USD.

Academic Supervision

The Academic Supervision program provides a select group of students with additional support and coursework to help improve their academic performance. Students who complete their first year of law study with a cumulative GPA of 2.60 or below are subject to a program of **Second Year Academic Supervision**. Students who are placed into the program must meet all program requirements:

1. Meet with the Assistant Dean for Law Student Affairs as directed to discuss their academic plan for the remainder of their law school enrollment;
2. In the fall semester of the second year of law study, enroll in and complete with a grade of P or above an intensive course in legal analysis and writing;
3. Prior to graduation, enroll in and complete with a grade of C or above at least four courses from the following list: Constitutional Law II, Corporations, Criminal Procedure I, Evidence, Remedies, or Trusts and Estates. At least two of these courses must be completed with a grade of C or above prior to the end of the second year of law study;
4. Submit their second year course schedule to the Assistant Dean for Law Student Affairs for review and approval; and
5. Submit their proposed third year schedule to the Assistant Dean for Law Student Affairs for review and approval.

During the fall and spring semesters of the second year of law study, students subject to Second Year Academic Supervision are ineligible to serve as an officer or representative of any student organization, and are ineligible to receive academic credit for courses not offered by the law school. During the fall semester of the second year of law study, these students are ineligible to receive academic credit for field placements, judicial internships, and clinics. A student who does not comply with the terms of Second Year Academic Supervision shall be dismissed.

Students who complete their **second** year of law study with a cumulative GPA of 2.60 or below are subject to a program of **Third Year Academic Supervision**. Students who are placed into this program must meet all program requirements (similar to those listed above), including taking and passing a designated bar preparation course.

CHOOSING CLASSES

After your first year, you have the opportunity to choose from a wide range of elective courses to fulfill the 86 credits. As a reminder, the two classes you **must** take after your first year (or after your second year for part-time students) are **Tax I** and **Professional Responsibility**. You may only take up to 16 credits per semester and no more than seven credits during a single summer.

Rules to Remember When Choosing Courses

There are several academic rules in place to ensure students take a variety of types of courses prior to graduation. Keep these rules in mind as you plan your semesters:

- No more than 16 total pass/fail credits earned over all combined semesters may count towards your degree. Courses graded on a honors/pass/low pass/fail or pass/fail scale are denoted as such on the course description. A list of these classes is also available in the Registrar's Office and on their section of the law school website (www.sandiego.edu/law/registrar/course-resources/courses-graded-pf-hplf.php).
- No more than two Supervised Independent Research credits earned over all combined semesters may count toward your degree.
- No more than six total Journal, Moot Court, and Supervised Independent Research credits earned over all combined semesters may count towards your degree.
- No more than six total non-law credits earned over all combined semesters may count towards your degree.

Below are courses and opportunities to consider when constructing your academic schedule.

Bar Courses

In order to be licensed to practice law in a particular state you must pass that state's licensing or "bar" exam. Most of the courses you took in your first year are covered on bar exams across the country. However, there are additional subjects that are covered on the Bar Exam which are not required, but which students are strongly encouraged to take as electives. For the California Bar Exam these courses include:

- Community Property (3 credits)
- Constitutional Law II (3 credits)
- Corporations (4 credits)
- Criminal Procedure I (3 credits)
- Evidence (4 credits)
- Remedies (4 credits)
- UCC Sales (3 credits)
- Wills and Trusts/Trusts and Estates (3 credits)

Additional California Bar courses:

- California Civil Procedure (3 credits)

Concentrations

Many students come to law school with a particular practice area in mind for their future career or quickly develop a special interest. USD offers concentration programs in ten key practice areas. These concentrations highlight curricular strengths, offering a rich selection of courses taught by leading scholars and expert practitioners. Each concentration requires between 18-20 credits to complete. Successful completion of a concentration is noted on your law school transcript.

Concentrations are offered in:

- Business and Corporate Law
- Children's Rights
- Civil Litigation
- Criminal Litigation
- Employment and Labor Law
- Environmental and Energy Law
- Health Law
- Intellectual Property
- International Law
- Public Interest Law

Students ready to focus their study after the first year can immediately start taking courses to count towards a concentration. For those who do not know which area of law they would like to practice in, the concentration curriculum can serve as an informal guide for shaping their education or enhance career preparation. To see what courses are required for each concentration, visit the concentrations web page at www.sandiego.edu/law/academics/jd-programs/concentrations. For assistance in planning your schedule to meet the requirements of a concentration, contact Director for Law Student Affairs Irene Meloney.

Electives

Students need to only take 34 credits of required courses, leaving at least 52 credits in elective courses that they can choose. Students can always opt to take more than 86 credits. Above we discussed the suggested bar courses and the path to a concentration, but there are still other elective options to consider. Law school is your chance to explore many areas of law and to find out where your passion lies. When looking at the course offerings, ask yourself "What interests me?" USD offers an assortment of courses in many areas of the law and society. The offerings include Animal Law to Trademark Law, Immigration Law to Employment Discrimination, International Human Rights to International Business Transactions, just to name a few! We recommend that you use your elective credits to explore these areas and get to know the professors teaching these great courses. Your main source of information about USD's course offerings can be found on the course descriptions web page (www.sandiego.edu/law/academics/jd-programs/curriculum/course-descriptions.php).

While USD offers a wide variety of substantive law courses, there are also many other opportunities to earn academic credit that you should consider exploring:

Clinics: USD has over thirteen legal clinics which provide excellent practical legal training early in your law school career. Clinical programs offer students the opportunity to train under experienced professors and attorneys, learn professional responsibility in the real world, and acquire interpersonal skills. There are several different opportunities for students to gain clinical experience.

- **Center for Public Interest Law (CPIL):** CPIL serves as an academic center of research and advocacy in regulatory and public interest law. Specifically, CPIL focuses its efforts on the study of state regulatory agencies. CPIL offers a yearlong course, Public Interest Law and Practice (PILP). In the class, students learn the substantive law governing state regulatory agencies. Additionally, under the guidance of supervising attorneys, students monitor the activities of two state agencies, attend agency meetings, observe agency rulemaking, and track litigation and legislation. Students draft reports on their agencies' actions, which are published in the California Regulatory Law Reporter. After successful completion of PILP, students may enroll in the Public Interest Law Clinic and engage in advanced advocacy projects.
 - ◊ South door of the Legal Research Center; (619) 260-4806; www.sandiego.edu/law/centers/cpil
- **Children's Advocacy Institute (CAI):** CAI is one of the nation's premier academic, research, and advocacy organizations working to improve the lives of children and youth. CAI trains law students to be effective child advocates through its three Child Advocacy Clinic offerings. Students who wish to participate in a Child Advocacy Clinic must first take (or be concurrently enrolled in) Child Rights and Remedies.
 - ◊ South door of the Legal Research Center; (619) 260-4806; www.sandiego.edu/law/centers/cai
- **Legal Clinics:** The Legal Clinics offers a wide range of practice specialties. All Legal Clinic students are supervised by a practicing attorney and are given valuable hands-on experience. Clinics include a classroom component as well as interaction with clients. Clinic applications are available online, in the Registrar's Office, and at the Legal Clinics Office. Prerequisites vary, so please read the clinic descriptions carefully. All courses require an interview with the professor and a signed permission slip to enroll. Enrollment is limited and some clinics fill quickly.
 - ◊ Barcelona Hall, Room 305; (619) 260-7470; www.sandiego.edu/law/academics/advocacy-practical-training/clinical-education/clinics
- **Energy Policy Initiatives Center (EPIC):** EPIC is a research center that studies energy policy issues affecting the San Diego region and California. EPIC sponsors the Energy Law and Policy Clinic, a unique opportunity for students to work in partnership with a related state agency to conduct legal research on a real-time issue. Students will present their research to the agency at the end of the semester. Students who wish to participate in this clinic must first take Energy Law and Policy or Climate Change Law and Policy.
 - ◊ Backdoor of the Legal Research Center; (619) 260-4589; www.sandiego.edu/law/centers/epic

Judicial Internships: The Judicial Internship Program allows students to receive academic credit (typically between four and six credits) for their work with judges in state or federal trial or appellate courts. The primary purpose of these placements is to translate academic legal education into practical adjudicative decision making, thus helping students understand how the courts work and how attorneys, judges and litigants succeed and fail in the process. By virtue of the variety of work in their placements, judicial interns also improve their skills in research, writing, observation and oral communication. For more information please contact the Office for Career and Professional Development or Professor Shaun Martin.

Washington, D.C. Externship Program: This program allows students to spend an entire semester working in Washington, D.C. with a government agency, non-profit organization, judicial placement, think tank, or advocacy organization. This is a unique opportunity for students to learn about the role of government, public policy, and agency lawyers or advocates in our legal system. Along with the work component, students will also be enrolled in graded courses. Students will earn a total of 12-15 credits in the program. In addition to the work and class component, students will gain valuable experience, meet with USD alumni working in our nation's capital, cement new professional contacts, and enhance their professional profile. More information about the program can be found online (www.sandiego.edu/law/careers/students/academic-credit-internships/washington-dc). Students interested in this program should contact the Office for Career and Professional Development.

Internships/Externships: There are several opportunities for students to receive academic credit for their work in a law-related internship. These opportunities consist of a work component and a class component, and students work a minimum of 60 hours per unit of credit for the experience. Students should consult with the Office of Career and Professional Development if they are interested in any of these opportunities. Outside of the programs described below, students are not allowed to work in a law firm for academic credit.

- **Agency Internship:** The Agency Internship Program allows students to earn between one and three academic credits for working in a law-related internship position at a government agency or non-profit organization.
- **Corporate Counsel Internship Program:** This program allows students to receive up to three academic credits for working in the legal department of a corporation, company, or other business entity.
- **Entertainment, Sports and Intellectual Property (ESIP) Internship:** This program allows students to earn between one and three academic credits for working in the legal department of an entertainment or sports industry company, talent guild or trade association, or in the intellectual property law department of a company or trade association.

Law Review and Journals: Membership on any of our three student-run journals will help you gain significant experience with legal research, writing and editing of articles. Through the write-on competition that takes place at the end of exams each spring, rising 2Ls have the opportunity to earn a spot on the *San Diego Law Review*, *International Law Journal*, or *Journal of Climate & Energy Law*. Students

should check with each individual journal and the academic rules for number of credits a student can earn.

Advocacy Programs: USD offers three competition teams which students can join and earn academic credit (in certain circumstances). These teams provide the opportunity for students to hone their oral and written advocacy skills and to represent USD law at national and international trial, appellate, and arbitration tournaments. For more information on any of these opportunities, please contact Haley Shumaker, Assistant Director for Advocacy Programs at (619) 260-4255 or Warren Hall Room 218.

- **Mock Trial:** The USD National Trial Team is dedicated to teaching the art of trial advocacy and molding strong future litigators. The team competes in five major trial tournaments every year and is coached by seasoned attorneys with both mock trial and real-life litigation experience. Members of the team are selected through participation in a spring intramural competition. Students selected for a competition team can receive academic credit.
- **Moot Court:** The Appellate Moot Court Board is dedicated to fostering the development of appellate advocacy skills among our students. Members of Moot Court receive training from professors and attorneys experienced in legal writing and appellate argument. Moot Court hosts two intramural competitions each year which are open to all upper-division students. Each spring, the Appellate Moot Court Board selects rising 2Ls to serve on the associate board. Students in their last year have an opportunity to serve on the executive board and be a competing member of a national team. National team members, in addition to serving on the executive board, travel and compete in intercollegiate national tournaments. Students can receive up to one credit for their participation on a national moot court team.
- **Vis International Commercial Arbitration Moot (VICAM):** VICAM competes in the Willem C. Vis International Commercial Arbitration Moot in Vienna and Hong Kong. The mission of the team is to foster the development of international legal writing, arbitration, and oral advocacy among its members. In addition to competing abroad, VICAM hosts a pre-moot competition here at USD which attracts teams from around the world. Team members are selected in the spring. Students can earn academic credit by enrolling in the companion course (International Asia-Pacific Commercial Arbitration) or if they are selected for the traveling competition team.

Summer Study Abroad and Semester Exchange: USD offers both summer and semester abroad options for students interested in gaining international education, experience, and connections. USD's summer study abroad programs provide intensive coursework in international law while introducing USD students to the legal institutions of another country. Students may earn up to seven credits in one of two summer abroad programs in London or Paris. For students interested in studying abroad for a full semester, USD offers seven exchange programs in various countries throughout the world. Students participating in a semester abroad pay tuition and fees to USD and are only responsible to the host university for board, lodging and any obligatory membership fees to campus organizations. The credit for coursework undertaken (the majority of which is taught in English) must be approved by USD in the same manner as any coursework submitted for a

visit under our academic rules. For more information on the summer study abroad or semester exchange programs, please contact the Office for Graduate and International Programs in Warren Hall Room 207; (619) 260-4596; lawabroad@sandiego.edu.

Supervised Independent Research: After your first year of law school, you may earn between zero and two pass/fail credits during any semester or summer for supervised independent research and writing. Students may only enroll in Independent Research once during their law school career. Forms are available in the Registrar's Office. For more information on selecting a topic and faculty advisor, please contact the Office for Law Student Affairs.

REGISTRATION

Students should visit the following web pages *before* their registration appointment in order to construct their academic schedule:

- **Course Descriptions** can be found online at www.sandiego.edu/law/academics/jd-programs/curriculum/course-descriptions.php
- **Course Schedule** can be found on MySanDiego. Hover over "ToreroHub" and click on "Law Student." Under "Registration Tools" click "Browse Classes." Select the semester you want to view. In the "Department" drop down menu, select "Law" and submit. Take note of the four-digit "CRN" number in the far left -hand column of the courses you would like to take. You will use the CRN to register for classes.
- **Exam Schedule** can be found online at www.sandiego.edu/law/registrar/exams/schedule/index.php.

Students are able to register for summer school and for fall classes during the spring semester (usually in March or April of each year). For Fall 2015, registration for all continuing law students has been scheduled as follows:

- Monday, March 30 at 7 a.m.
 - ⇒ All JD students who will be in the part-time program
 - ⇒ All LLM and MSLS students
- Wednesday, April 1 at 7 a.m.
 - ⇒ All rising 3L JD students who will be in the full-time program
- **Wednesday, April 8 at 7 a.m.**
 - ⇒ **All rising 2L JD students who will be in the full-time program**

Students should log into MySanDiego no later than 6:45 a.m. on their registration date. Registration begins promptly at 7 a.m. Each semester, online registration for courses is unavailable during the study period and the final exam period.

Registration Procedures: Using the BANNER system on MySanDiego

Below are instructions on how to register for courses using the BANNER student system. More information can be found online at www.sandiego.edu/law/registrar/registration/instructions.php.

1. Log into the MySanDiego portal with your USD username and password.
2. Hover over "Torero Hub" and select "Law Student."
3. Scroll down to the Registration Tools area. Click "Add or Drop Classes," choose the proper term and click "Submit."
4. Input the CRNs of the courses you want to register for, and hit "Submit Changes."
 - ♦ *Registration Tip:* Be ready to input the CRNs of your first choice of courses as soon as you are able to register. Check to make sure that your chosen courses do not conflict or overlap for even one minute in time, otherwise the system will come back with an error message.
5. Once you hit "Submit Changes," you will be taken back to the Add or Drop Classes screen. This screen will show either the classes you added or any errors you may have encountered. You will need to scroll down the screen to see any

error messages.

- If you receive a message that the course you select is "Reserve Restricted" it is due to the fact that a number of seats have been reserved for special categories of students. This message indicates that the class is currently closed to additional students at this time. If these reserved seats are not utilized they will become available to additional students near the start of the semester.
 - If you receive a message that the "section is closed" but the "waitlist is open" then you may add yourself to the waitlist. To be added to the waitlist, use the "Action" status code of "Waitlist." If you do not wish to be waitlisted, then select a different course or section.
 - ♦ *Registration Tip:* If you cannot enroll in a course you want, put yourself on the waitlist for it.
6. Check to make sure the classes you successfully registered for are listed as ****Web Registered**** on the Add or Drop Classes screen and, if so, you're done! If you do not see your courses near the top of the screen scroll down to check for error messages.
 7. To drop a class, or remove yourself from a waitlist, navigate to the Add or Drop Classes screen. Click on the drop down menu of the class you want to drop in the Action column. Change the action from "None" to "Drop," and click on "Submit Changes." Use extra caution when dropping classes with waitlists. The moment you drop, a space opens for another student and everyone else moves up on the waitlist. If you drop in error, your only option is to add yourself to the end of the waitlist (if the waitlist is still open). Please note, BANNER will prevent you from ever dropping your last class. If you wish to drop your last class, it will have to be done in the Registrar's Office.
 8. If you experience technical difficulties during registration, please contact the Help Desk at help@sandiego.edu or (619) 260-7900.

Waitlists

If you are not able to enroll in a class because it is closed, put yourself on the waitlist. Placing yourself on an automated waitlist allows you to reserve a place in line for the next available seat in the section. When a student drops a class, the first student on the waitlist will be eligible to register in the section.

The automated waitlist system is managed by the larger university. The law school and professors do not have the ability to modify the waitlist procedure or students on the waitlist. **But never fear! Registration is never a one day process!** The registration period remains open throughout the semester and the summer/winter breaks (closing temporarily during the study and final exam periods). You may still get that class you want, it just might be later in the process than you hoped. Just stay patient.

Some important things to know about the automated waitlist process:

- Placing yourself on a waitlist does NOT guarantee that you will eventually be able to enroll in the course.
- Open seats are offered based on your position on the waitlist. The first person who signs up for the waitlist is the first person offered an opening.
- Notifications of an open seat are sent by email to your @sandiego.edu email

account only. Please be sure to check that account frequently if you are on a waitlist.

- You have 24 hours from the time of email notification to register for the course. If you do not register in that time period, you are dropped from the waitlist and the next person on the waitlist is offered the open seat. THERE ARE NO EXCEPTIONS TO THE 24-HOUR RULE.
- In order to be added to a waitlist, you must meet the same pre-requisite restrictions as if registering for the course.
- You may add yourself to the waitlist for a different section of a course in which you are already enrolled. Be aware that if you are offered an open seat, you will need to drop the section you are enrolled in and resolve any time conflicts with other registered courses. You must drop yourself from the other section before moving from waitlisted to registered status in your designated class.
- You may waitlist for more than one section of the same course.
- Once you drop a class, if it has a waitlist, you will not be allowed to add it again. You will have to add yourself to the end of the waitlist. Be sure you want to make the change because you cannot reverse the drop after the "Submit Changes" button is clicked.

It is important to note that professors do not have any control over which students are let off of their waitlists. In other words, a professor may not allow a student to "jump" the waitlist outside of the automated university-wide waitlist system. If a student has a critical need to enroll in a class that she is on the waitlist for, the student should come to the Office for Law Student Affairs rather than to the professor.

BEYOND THE CLASSROOM

After your first year, you will find that there are many co-curricular and off-campus activities that can enhance your time at USD. Getting involved as a student allows you to explore different areas of law and meet different members of the USD and San Diego legal community. However, be careful not to over-schedule or commit yourself to too many of these activities as the academic component of law school should remain your primary focus.

Student Activities and Leadership Opportunities

The Student Bar Association (SBA) is the umbrella organization for all law student organizations at USD. The SBA also serves as the student voice before the faculty and administration. The executive board is composed of the President, Vice President, Vice President of Student Organizations, Treasurer, and Secretary. These positions are filled through a general election process held each spring. Class representatives, ABA representatives, and Honor Code Hearing Committee members also comprise the main student leadership positions and are also elected in the same spring election. You do not have to be an elected officer to participate in SBA. A great way to get involved with the SBA is to attend SBA meetings which occur every other Monday at noon in Warren Hall Room 131. Committees are formed, regulations are adopted, events are planned... all of which you can be a part of! For more information, check out SBA's TWEN page. You can also email the SBA President at USDLawPres@gmail.com.

In addition, USD offers ample opportunity to enrich your legal education and leadership skills through participation in more than 40 student organizations. Many of these clubs represent group concerns, plan speaker programs and networking events, provide study assistance, participate in and sponsor competitions, host social activities, and promote community relations. Read your weekly *SIDEBAR* email for information on their meetings and events. Joining a student organization is a great way to meet other students and local attorneys. You can view a list of our current student organizations online at www.sandiego.edu/law/student-affairs/student-life/student-organizations.

The Office for Law Student Affairs offers leadership training to new SBA and student organization officers to enhance the management, communication, and effectiveness of these groups. In addition, all student organizations are required to register with the Office for Law Student Affairs every year. Among other things, registration allows organizations to receive SBA and supplemental funding, obtain assistance with event planning, make room reservations, and announce upcoming events and meetings to a school-wide audience. If you do not see a student organization with your interest, you can make one! Make an appointment to see Director of Law Student Affairs Irene Meloney to learn more about the process.

Pro Bono and Volunteer Opportunities

Pro bono is short for *pro bono publico*, which means “for the public good.” Pro bono work is legal work provided without compensation (or credits) and is part of a lawyer’s ethical obligation. Engaging in pro bono work while in law school encourages students to be lifelong volunteers. Through its Pro Bono Service Recognition program, USD awards those students who have completed a minimum of 100 hours of pro bono legal service throughout their three or four years here. These students receive a certificate, the privilege of wearing a white cord signifying this accomplishment at graduation, and will be listed in our annual Honors Brochure. Getting involved with the Pro Bono Legal Advocates (PBLA) is one way for students to volunteer their time to give legal assistance to the local community. Through each of its five programs, PBLA helps bring legal help to those who would otherwise be lost in the legal system or who might not be able to afford competent counsel. PBLA also provides programs that are not specifically law-oriented. The hours are flexible and it is an easy way for students to get involved in the community. For more information, contact the Chair of PBLA at chair.pbla@gmail.com.

Academic Success Program (ASP)

Our Director of Academic Success and Bar Programs, Professor Kiyana Kiel, hires and trains Academic Success Fellows each year for all first-year courses. An ASP Fellow is an upper-division law student who, whenever possible, has taken the class previously from the same professor, did very well in the class, and will attend the class again with first year students to be a resource for that class. Professor Kiel also conducts one-on-one academic strategy meetings and presents skills workshops available to all law students. If you are interested in participating in any Academic Success programming or serving as an ASP Fellow next year, please contact Professor Kiel at kiyanakiel@sandiego.edu or in Warren Hall Room 206.

Scholarships and Writing Competitions

After the first year, scholarships for varying amounts are offered to top students in each year of the full and part-time divisions. These awards are based on the previous year's academic performance and rank in class, as well as need and contributions to the diversity of the class. Graduating law students are also eligible for monetary prizes for academic excellence. **All upper-division students should look for announcements about the USD Private Scholarships in early September of each year.** USD has a number of scholarships that any student can apply for and many are based on criteria other than grades. Some scholarships are given for commitment to diversity, student leadership activities, work in public interest or pro bono activities, and participation in intramural sports.

Throughout the year, the Financial Aid Office posts announcements from the legal community about outside scholarship opportunities (www.sandiego.edu/law/financial-aid/types/scholarships/jd/outside.php). Visit this website on a regular basis as it is updated frequently with additional scholarship opportunities. When we last checked, there were scholarships for a student whose life has been impacted by a family member serving in the Marine Corps, those interested in juvenile justice, and students who contribute to the diversity of their law school, among many others.

Students also have an opportunity to submit their work to a writing competition and win an opportunity to be published and prize money. Information about writing competitions can be found online at www.sandiego.edu/law/student-affairs/student-life/writing-competitions.php. There are a variety of topics that students can write on and deadlines vary.

THE BAR EXAM

As discussed earlier, in order to be licensed to practice law in a particular state, you must pass that state's licensing or "bar" exam. Other than taking bar subject courses, most of the preparation for this exam will come in your final year of law study and in the summer after you graduate from law school. However, there are other things you must do in preparation for legal practice as well. The **two things you should do during your second year** if possible are:

1. **Register with the State Bar of California (if you plan on practicing law in California) as a law student.**
 - *How do I do that?* Go to www.calbarxap.com and click on "Register with the State Bar" on the left-hand side.
 - *Should I have done that a long time ago?* Yes, it should be done during your first year, but it is okay if you did not. There is no penalty for waiting. But you should do it now if you have not done so already.
 - *How much does it cost?* \$113.00

2. Register for and pass the Multistate Professional Responsibility Exam (MPRE).

- *How do I do that?* Go to www.ncbex.org and click on “Register for the MPRE” on the left-hand side.
- *How do I pass the MPRE?* Generally you should be enrolled in or have completed Professional Responsibility before taking the exam. However, you must still STUDY FOR IT! We have resources to help you. Visit Professor Kiyana Kiel in Academic Success or the Office for Law Student Affairs for more information.
- *When can I take the exam?* August 15, 2015 or November 7, 2015, and additional dates in April, August and November of 2016 once announced.
- *How much does it cost?* \$80 for regular registration. \$160 for late deadline registration.
- *Tip:* It is recommended that you register with the California State Bar as a law student before you take the MPRE. This will ensure that your MPRE score is sent to the California State Bar.

Bar Exam Prep: Beyond Your Second Year

In your third year you should begin to work on your Moral Character Determination Application and prepare yourself for a significant summer of bar study after you have graduated. **The following three things should be done during your third year (fourth year for part-time students).**

1. File your Moral Character Determination Application with the California State Bar and receive a determination of good moral character. This is a lengthy application and will take some time to fill out. It is recommended that students start this process in fall of their last year.
 - Criminal history is part of the moral character determination, as is your record while at USD. If you failed to disclose a misdemeanor or felony or any type of academic discipline at a prior school during the admission process to USD, contact Assistant Dean Meredith D’Angelo immediately at (619) 260-4651 or meredithdangelo@sandiego.edu to set up an appointment to discuss your options.
2. Apply to graduate from law school (and then actually graduate!) You will receive an email in your last semester on how to apply to graduate.
3. Register for the bar exam (usually in March of your last year).

FREQUENTLY ASKED QUESTIONS

May I visit away at another law school?

Yes. We would love for you to stay here, but students may visit for a semester away during their second year, or for their third year for “good cause.” Good cause will normally include when a spouse or domestic partner has had to relocate, a close family member is ill requiring the student to move home to care for the family member, or a part-time student’s employer has transferred the student from San Diego to another city. Good cause does not include that the student intends to practice law in the other city, a desire to save expenses by attending a state school or living at home, or that a boyfriend/girlfriend has relocated to another city. While students must take letter-graded credits at the host school, credits earned as a visiting student come back as transfer credit and will not affect the student’s GPA. Students interested in visiting must first consult with and receive approval from the Office for Law Student Affairs.

May I graduate in five full-time or seven-part time semesters?

In limited circumstances, an option to graduate in five full-time regular semesters is available for full-time students who comply with all requirements and file a petition with the Office for Law Student Affairs no later than the last month of their third semester. The student must take at least 12 credits during each of the five regular semesters and must take at least 12 credits of summer school at USD. Upon approval of such a petition, a student may graduate in five full-time regular semesters with 12 or more summer credits completed at USD. If a student petitions to graduate early but has not taken 12 credits of summer school at USD, approval may be granted but the sixth semester of tuition will be charged to the student. Choosing the five semester and summers option may have adverse effects on employment or bar examination studies, so consult with Career & Professional Development and the Office for Law Student Affairs before pursuing this option.

In limited circumstances, an option to graduate in seven part-time regular semesters is available for part-time students who comply with all requirements and file a petition with the Office for Law Student Affairs no later than the last month of their fourth semester. The student must take at least 11 credits of summer school at USD. Upon approval of such a petition, a student may graduate in seven part-time regular semesters with 11 or more summer credits completed at USD. If a student petitions to graduate early but has not taken 11 credits of summer school at USD, approval may be granted but the eighth semester of tuition will be charged to the student. Choosing the seven semester and summers option may have adverse effects on employment or bar examination studies, so consult with Career & Professional Development and the Office for Law Student Affairs before pursuing this option.

May I take summer school classes and reduce my tuition during a regular (fall or spring) semester?

No. Payment for summer school courses is in addition to the regular semester tuition owed by each student. Although summer school is an additional out-of-pocket expense, some students find it beneficial to take summer school. Students should consult with the Office for Law Student Affairs to go over their options.

May I take summer school classes and reduce my credit load during a regular semester?

Yes. Full-time students may take summer school classes (at USD or, upon approval, another law school) and then in subsequent regular semesters reduce their credit load below the required 12 credits (but never below eight credits). Students essentially “borrow” credits from a previous summer session in order to take less than 12 credits during a regular semester. Students are limited to “borrowing” up to four credits per semester. Please be aware that even though your credit load is below 12 credits does not mean you will pay a reduced tuition rate. You will still be billed for a full-time regular semester.

May I take courses at the USD Business School or some other institution?

Yes. You are allowed to take up to six credits of coursework outside of the law school. The courses must be rigorous law or graduate-level courses and approved by the Assistant Dean for Law Student Affairs on a case-by-case basis. Some students choose to use their six credits taking classes at the USD Business School in furtherance of a JD/MBA. Others choose graduate courses in the USD School of Leadership and Education Sciences or the Kroc Institute for Peace and Justice. You may also use your six credits to take a course at another law school over the summer, but you must take courses not offered at USD. All courses must be taken for a grade and students must receive a grade of B or above in all non-law courses and a grade of C or above in all law courses. Students who wish to take six credits outside of the law school must first consult with the Office for Law Student Affairs.

May I switch from full-time to part-time or vice versa?

Yes. Students interested in transferring from the full-time division to the part-time division, or from the part-time division to the full-time division must submit a request in writing to the Assistant Dean for Law Student Affairs. Students may only transfer between divisions once and it must be before the beginning of a student’s fourth semester. Students subject to the Academic Supervision rules may not be eligible to switch divisions and should seek individualized academic counseling from the Assistant Dean for Law Student Affairs.

Do I really only have 16 pass/fail credits after my first year?

Yes and no. Instead of thinking of how many pass/fail credits you CAN have, remember that you **must have** 70 letter-graded credits out of a total of 86 credits to graduate. This means that you can actually take as many pass/fail credits as you would like (students can take as many as 93 credits total) as long as you have 70 letter-graded credits when you graduate. But typically students have 16 total that can be applied toward the 86 credits to graduate.

If you complete a judicial internship or the USD Washington, D.C. Externship Program (or if you visit, participate in a semester exchange, or transferred from another law school), you can submit a petition to the Office for Law Student Affairs to request a modification of the 70 graded credits rule. Students should articulate within the petition how they used their pass/fail credit allotment and why an adjustment is requested. It is rare for a student to be granted more than three additional pass/fail credits. Students who have had petitions granted are typically allowed to take 67 letter-graded credits instead of 70.



This Academic Advising Guide is provided for USD Law Students by the Office for Law Student Affairs. This information is accurate as of March 2015 and is subject to change. Students should continue to consult with the official Academic Rules and Administrative Policies and Procedures of the University of San Diego, and make frequent appointments for academic advising assistance through the Office for Law Student Affairs.

NOTE: This Academic Advising Guide is for the convenience of USD School of Law students and is not a substitute for one-on-one academic advising with the Office for Law Student Affairs or the Academic Rules as adopted by the faculty. Students are encouraged to consult both before making final academic planning decisions.