

Summer & Fall 2024 Registration Instructions and Guide

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I. THE PROCESS OF REGISTRATION

A. Priority Registration Deadlines

1. Dates of Registration

Summer and Fall 2024 – Priority Period WEB Registration:	April 8 - 11, 2024
Summer - Last Day to Register or Drop/Add on Web:	May 19, 2024
Summer - Late In-Person Registration and Drop/Add Week:	May 20 – May 25, 2024
Fall - Last Day to Register or Drop/Add on Web:	August 23, 2024
Fall - Late In-Person Registration and Drop/Add Week:	August 26 – August 31, 2024

2. Other Important Dates

Summer 2024 Tuition Payment Date	May 20, 2024
Fall 2024 Tuition Payment Date	August 24, 2024

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 1, 2024**

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

All students may register for all courses **beginning** on April 8, 2024 in accordance with the chart on the next page.

C. How to Register

1. How to Register on the WEB

To access the Registration system, go to <https://portal5.pace.edu> and log in to MyPace portal by entering your user name and PIN. Oh.017 Tw 2.667 0 Td(Cml)-11.1 (5)5.2 (u)-7.2 ()2g Tw 7d9os 0 Td()TjEMC002 Tc -0.01 Tw 0.238 0 Td(

even after priority registration, a course is subject to cancellation for low enrollment. The system **may** block you from registering for a course if you have not fulfilled the prerequisites. There are no waiting lists.

Priority Registration Chart – Summer & Fall 2024

Registering for: Credits as of December 2023	DATE/TIME WEB PRIORITY REGISTRATION BEGINS
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Fall – After August 31, 2024, when the in-person drop/add period ends, a student can drop/add courses only 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 Saturday, September 21, 2024 will receive a "W" on their transcript.** No student may withdraw from a class after the last day of classes.

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 final semester part-time 4L students, 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 ad pee**

1. First Year Required Curriculum --

Entered Fall 2019 or

a. 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.

b. Administrative Law/Regulatory Process Requirement: All students who entered in the Fall 2015 semester or thereafter must successfully complete a course 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)
- Law and Education (if taught by Prof Morris)
- Legislative and Regulatory Process
- Natural Resources Law
- Securities Regulation

c. 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 :10 Td()Tj-0.32 Tc 0.014 Tw 0.BDC 0 -1.214 TD21c

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*

- D. Upper Level Skills Requirement:** Students must successfully complete the two components of the ULSR:
1. A minimum of 6 credits of coursework in courses approved by the Faculty Curriculum Committee as upper level skills courses and
 2. The NY State Skills Competency Requirement for admission to the NY Bar as part of fulfilling the 6 credit minimum.

1. Approved upper level skills courses are:

Direct Representation Clinics

2. **Second, students entering the Law School in the Fall 2016 semester or thereafter, in connection with the New York State Skills Competency Requirement for admission to the NY Bar, must include at least ONE of the following in their course(s) satisfying the ULSR:**
 1. The Pro Bono Scholars Program
 2. The Semester-in-Practice Program (Track I, II, or III)
 3. Any clinic (Environmental Litigation; Disability Rights; Food & Farm Business Law; Immigration Justice; Investor Rights; Criminal Justice; or Representation in Mediation)
 4. One of the following externships:
 - a. Corporate Law Externship
 - b. Criminal Justice (Prosecutorial) Externship
 - c. Environmental Law Externship (NY or DC)
 - d. Family Court Externship
 - e. Federal Judicial Honors Program (Spring Semester Chambers Placement)
 - f. Legal Services Externship
 - g. Mediation Practicum
 - h. Prosecution Honors Externship
 - i. Real Estate Externship
 - j. Social Justice Advocacy Externship
 5. Advanced Environmental Certificate or Health Law and Policy Certificate
 6. Lawyering Course

All students must establish that they have acquired the skills and are familiar with the professional values necessary to competently practice law. See

F. Required Courses for Students who have below a 2.80 GPA after the first two semesters (See Academic Rules 4.E(5) & (6))

Principles of Legal Analysis (2L Fall Semester)

Students must enroll in this course during 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 Success.

Advanced Analytical Skills (3L/4L Spring Semester)

Students must enroll in this course during the Spring semester of their third year (fourth year for part-time students). This course begins to prepare students for the essay and MPT portion of the bar exam. A distance

Externships (one semester)

Corporate Law Externship
Family Court Externship
Honors Prosecution Externship
Legal Services Externship
Prosecution Externship
UN Environmental Diplomacy Practicum

Course descriptions are available at <https://law.pace.edu/courses>. Additional information about the JLS course offerings is available on the web (follow the links at <https://law.pace.edu/john-jay-legal-services>). Please read this information carefully before applying for a JLS course.

Application Process for JLS Courses

You must register for JLS clinics and externships in person at the Registrar's Office, or by e-mail (jwolf@law.pace.edu, jscambia@law.pace.edu, or cquerfeld@law.pace.edu), after obtaining permission of the professor. In order to obtain permission for these courses, you must do the following:

1. You must apply by completing an application. Applications and instructions are available (p)34 (lic).- u.2 (- u.2 20Tw 18.333

- Resume
- Most recent transcript
- Short (5 pp.) writing sample

iii. Put "Pro Bono Scholars" or "Semester in Practice" in the subject line.

iv.

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 regular attendance. Similar requirements are imposed by other state bar examining committees.

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

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JD Credit Tuition

Students registered for a monthly payment plan are responsible for completing all payments if a balance exists after cancellation of tuition. **Application, technology, general institution, university health care, student activity, and non-course fees are not refundable.**

TUITION INSURANCE

Tuition insurance is a type of insurance policy that can assist in the financial protection of monetary loss due to a student's involuntary withdrawal from their studies. Different providers and policies provide varying levels of reimbursement for the cost of tuition and housing not covered by the University's refund policy and tuition cancellation schedule. Pace University does not endorse a specific provider or policy and recommends the careful review of the terms and conditions of any policy prior to enrollment. To learn more information on tuition insurance, please review the following resources: Consumer Reports, Wall Street Journal, and

E. PAYMENT OPTIONS

Monthly Payment Plans:

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 seeking Federal loans and have not filed a FAFSA as of yet, you must apply online immediately at www.fafsa.gov

