

FALL 2024 REGISTRATION BULLETIN

IMPORTANT TO KNOW!

Registration Forms Accepted	Noon, Monday	June 17, 2024
Registration begins	Tuesday	June 18, 2024
Add/drop Period begins	Friday	July 5, 2024
Payment due date	Tuesday	August 6, 2024
Last Day to Drop Externship	Monday	August 12, 2024
Semester begins	Monday	August 19, 2024
Last day to add classes	Friday	August 23, 2024
Last day to drop a class	Monday	August 26, 2024
Labor Day (NO Classes)	Monday	September 2, 2024
Veterans Day (NO Classes)	Monday	November 11, 2024
Legislative Day (Monday classes meet)	Tuesday	November 12, 2024
Last day of instruction	Tuesday	November 26, 2024
Last day to withdraw ("W" grade)	Tuesday	November 26, 2024
Thanksgiving Break Begins	Thursday	November 28, 2024
Thanksgiving Break Ends	Sunday	December 1, 2024
Reading Period (No Classes)	Wednesday-Friday	Nov 27- Dec 6, 2024
Final Examination Period		December 7–20, 2024
Semester Ends	Friday	December 20, 2024

Enrollment in courses will begin on Tuesday, June 18, 2024. Registration forms are processed according to the following groupings and is based on your graduation date and enrollment status (full or part time) as reported to the Department of Education on May 1, 2024. Registration received after the opening date for your group will be processed on a first-come, first-served basis.

Tuesday, August 6, 2024 is payment deadline. Students who do not pay their amount due by Tuesday, August 6, 2024 will be *DISENROLLED* from all classes and removed from all waitlists and will be assessed a late registration fee upon re-enrollment.

Priority	Group Members	Counts
Group 1	All Dec 24 grads, PT May, Aug 2025 grads	25
Group 2	All Remaining May, Aug 2025 grads	65
Group 3	Part Time Class of 2026 (Dec 25, May Aug 26)	35
Group 4	Full Time Class of 2027 (Dec 26, May Aug 27)	78
Group 5	All Remaining Part Time Students	35
Group 6	All Remaining Full Time Students	7

How to Register (there are changes in this section):

Below are several important points. Consider them **rules**, not guidelines:

- NO PHOTOGRAPHS ACCEPTED
- You are welcome to mix and match day and evening course sections as best fits your needs, however **Property II students will continue with their Property I professor** (Keller with Keller, Sheppard with Sheppard). Deviation, however, from the Program of Study requires the permission of the Associate Dean for Academic Affairs Paul Arshagouni.
- You may type your name on the signature line of your Registration and Payment form IF AND ONLY IF you submit it from your *stu.wsulaw.edu* email account. Otherwise, you **MUST** sign it IN INK. Please plan to submit your form at **noon** on Wednesday, June 17. Registration forms received by July 20, 2024 will be processed normally. Students who submit the Registration and Payment form after this date (starting July 21st) will be registered for open classes once the Student Accounts office (Brenda Ishmael) has had an opportunity to assess whether payment will be due on August 6, 2024, and has provided you with that payment information.
- Please name your registration form file LastName First Initial RP F24.pdf. Mine would be Hartmann S RP F24.pdf.

Students may submit their Registration and Payment forms in one of three ways:

1. Email - You may submit registration materials by email beginning at **noon** on Wednesday, June 17. Forms received prior to June 17th will not be printed or processed until I have registered everyone else. Registration materials are date and time stamped as they arrive in my wsulaw.edu inbox.
2. In Person – Completed forms may be submitted at the Student Services reception desk, in Suite 275 in the Library Building. No forms will be accepted before noon on June 17, 2024.
3. US Mail – The mailing address for the College of Law is Western State College of Law; Attn: Student Services; 16715 Von Karman Ave, Ste 100; Irvine, CA 92606.

REGISTRATION PERIODS AND DEADLINES

June 17, 2024 – June 18, 2024 — Registration forms are accepted via email, by mail, or in person, and are processed on June 18 according to the registration group assigned and in the order in which they were received.

June 19, 2024 — July 20, 2024 – Registration forms are accepted via email, by mail, or in person, and are processed upon receipt.

July 21, 2024 – August 5, 2024 – Students who submit their Registration and Payment forms during this period will be added to available classes once the Student Accounts Office has provided payment information for the Fall 2024 semester and has notified the Registrar that registration is permitted.

August 6, 2024 – payment deadline – see the *Financial Information* section for details.

August 6, 2024 – August 22, 2024 –Registration materials are accepted in person, via email (recommended), fax (714 525-6721) or US mail, and processed on a first-complete, first-served basis.

Students registering during this period must make full or partial tuition payment in order to be eligible for registration.

August 12, 2024 - last day to drop Externships. Beginning Tuesday, August 13, 2024, students must obtain written permission from the Associate Dean for Academic Affairs to withdraw from the course. Students who fail to attend Externships will receive an AF ("0.0").

August 19, 2024 – August 23, 2024 - registration materials are accepted as **late** and are subject to a \$100.00 late registration fee. *Students registering during this period must make full or partial tuition payment in order to be eligible for registration.*

December 4, 2024 – last day to withdraw from **elective** courses.

Practical Registration Information **(This is mostly new)**

Registration Itself

If you intend to make changes to your schedule after submitting your registration form, you MUST submit an add/drop form, not a new registration form. Add/drop forms will be processed AFTER July 4, 2024. THIS IS NEW! I will not look at schedule changes until July 5, 2024.

If I can't open or print your form, I will notify you immediately. Please do NOT submit photos, especially if the file is in an .heic format. That's Apple's proprietary photo format and I do not possess any software that enables me to open it. Photos are also notoriously bad when printed and very hard to write on and we need to be able to complete the bottom section of your form so we can return it to you. If you absolutely must take a photo of your registration form in order to submit it, please convert it to a pdf before sending it in.

Once I have processed all of the registration forms submitted by June 18th, I will email the students who are waitlisted and let them know of their status. Please understand that the first round of registration allows us to see where the bottlenecks are and make adjustments as necessary. Many things will happen between now and the middle of August, so if you are notified that you are on a waitlist, please do not panic. We will make adjustments where we can.

Basic Bar Studies

Basic Bar Studies is a six-unit course divided into two separately graded components: 228A Basic Bar Studies (MBE) and 228B Basic Bar Studies (Essay). Professors Bolus and Shah will be providing additional information about the course and will send out the sign-up form for Themis in the very near future. Once Themis has confirmed that you have enrolled with them and have paid your bar review deposit, I will register you for both sections of the class itself.

Trial Practice

If you have taken Civil Trial Practice (or simply Trial Practice), **YOU MAY NOT TAKE CRIMINAL TRIAL PRACTICE THIS FALL.** Let me repeat that since it seems to be confusing: If you have taken one version, **YOU MAY NOT TAKE THE OTHER.** I will be auditing the registration history of everyone who registers for Trial Practice. If I discover a duplication, I will remove you from the Fall course and might send you a strongly worded message.

Permission Only Courses

Some courses require the permission of the program director to enroll. If you have applied for Clinic or Externship, or are participating in Moot Court, Mock Trial, or Law Review, please remember to write it on your form. Externship has both a placement section and a seminar section. It is imperative that you list both sections. I will register you for the class upon confirmation of your eligibility and/or selection for the class and will notify you via email that your schedule has been revised.

Independent Study/Special Project

If you are intending to undertake an independent study for either units or to fulfil the upper division writing requirement, please list LAW 504 Special Project on your form and indicate the number of units. I will assign the section ID once it has been created. I will send to you via email the necessary paperwork and will endeavor to remind you to submit it if necessary.

Waitlists

I will maintain waitlists to the best of my ability. Again, placement on the waitlist will be in the order in which I received your registration form. I will notify you via email when space becomes available. If I don't hear back from you by the close of the following business day, I will move to the next person on the list.

THE FINE PRINT SECTION (STILL IN 12 POINT FONT)

ACADEMIC LOAD - Full-time students are required to register for 12–16 credits per semester. Part-time students are required to register for 8–10 credits per semester. Overloads (11 or 17 credits) will not be approved absent compelling circumstances. Please notify Student Accounts if you intend to register for 7 or fewer units. If you are changing from full-time to part-time, or vice versa, please meet with Dean Arshagouni and complete the Petition for Change of Status prior to registration. If you wish to make an appointment, please contact Christy Alvarez at 714-459-1168 or calvarez@wsulaw.edu.

ATTENDANCE - Students are required to attend class sessions for all courses in which they are registered and to be prepared to participate in class discussions. Any student who misses more than 15% of instruction in a required course will not be permitted to attend further class meetings, shall not be permitted to take the final examination(s) and will receive a grade of AF (equivalent to an 'F'). Students enrolled in non-required courses who exceed the number of allowed absences are provided with an opportunity to withdraw from the course. Students are reminded that individual faculty may impose more stringent attendance requirements.

BILLING UNITS – Billing units stand in for regular academic units and are used for Basic Bar Studies, Externship, Clinic, Law Review, Special Projects, competition units, and in situations where students are waitlisted and need the billing units to reach either full time or part time status. They are temporary units used for billing purposes only and must be resolved no later than August 12, 2024. If you've read this far, remember how to name your file and don't submit it early, you will be entered into a drawing.

EMPLOYMENT FOR STUDENTS – The Student Handbook states: "A full-time student shall not work in excess of twenty (20) hours per week during any semester." Your signature on the registration and payment form attests to your intent to follow this Standard.

PETITIONS - Students requesting a deviation from any policy or procedure related to enrollment, the curriculum, or registration must submit a written request via email stating the nature of the exception requested as well as the reason for the request. Students requesting a change of status, including under and overloads, should arrange to meet with Dean Arshagouni. If you wish to make an appointment, please contact Christy Alvarez at 714-459-1168 or calvarez@wsulaw.edu.

PREREQUISITES - All students are required to have satisfied the course prerequisites prior to registration. If a student has not fulfilled the course prerequisites, the Registrar will disenroll the student from the course. It is the responsibility of the student to ensure that course prerequisites have been satisfied. Prerequisites are listed in the course descriptions that were sent via email.

RESTRICTIONS (HOLDS) - Students with holds placed by administrative offices such as Admissions, Student Finance or Student Accounts will not be permitted to register until the hold is released by that department. Registration forms cannot be processed for students with holds. Students whose holds are not released on or before Monday, August 19, 2024 will be subject to late registration fees (\$100.00).

SCHEDULE CHANGES/COURSE CANCELLATIONS - Class schedules, examination dates, and course offerings are subject to change without notice. If a student is enrolled in a cancelled course, the Student Services Office will attempt to notify the student to provide sufficient time to make schedule changes. Occasionally, attempts to contact students will be unsuccessful. In that case, students will be dropped from the course and a tuition credit issued if applicable. The drawing will be for a \$25.00 Amazon gift card.

WITHDRAWALS - Students may withdraw from elective courses and receive the grade of "W" until Tuesday, November 26, 2024. Students may not withdraw from a required course, an externship, or a Special Project without written permission from the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will grant such permission only in extraordinary circumstances. If permission is granted, the grade of "W" will be recorded on the student's official transcript. If permission is not granted, the student must continue to attend the course in which they are registered. Failure to attend will result in the grade of AF ("F") being assigned.

TEXTBOOKS –**Western State College of Law does not have an official bookstore. Law texts can be purchased on-line from the enterprises listed on the booklist.** The booklist for Fall 2024 will be emailed to all registered students on or about August 5, 2024. Questions about textbooks and casebooks should be directed to Librarian Christine Han (christinehan@wsulaw.edu).

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the Registrar, he/she will retrieve the record from the appropriate

personnel officials. The contents of student files are the property of Western State University College of Law and are not available for copying.

Upon request, the school discloses education records without consent to officials of another school in which the student seeks or intends to enroll.

The right to request the amendment of a record that they believe is inaccurate or misleading.

Students may ask the school to amend the student's education records if he/she believes they are inaccurate or misleading.

If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If the campus denies the amendment request after the hearing, the student is given the right to insert a statement in the education record.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution as an administrator, supervisor, instructor, or support staff member; a person serving on the board; a person or company with whom the institution has contracted to perform a special task (such as an auditor or attorney); a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Another exception which permits disclosure without consent is the disclosure of directory information, which may be disclosed to the general public without prior written consent of the student.

The following information is designated as directory information by WSU:

Names of students; Date and place of birth; Addresses; Phone numbers (includes cellphone); Campus assigned email address; Dates of attendance; Program of study; Degree completion; date and degree earned; Student's current status (full time, part time, graduated, leave of absence); Previous institutions attended and degrees earned elsewhere; Participation in officially recognized activities; Awards received, Class Rank.

You may inform the Registrar within two weeks of the start of the term that you refuse to let the institution release directory information. The request must be made in writing and is valid until a subsequent written request is received.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Western State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office;
U.S. Department of Education;
600 Independence Avenue, SW;
Washington, DC 20202-4605

FALL 2024 REGISTRATION - FINANCIAL INFORMATION

IMPORTANT TO KNOW:

- Students are responsible for reading all registration materials, knowing and meeting the deadlines, and completing the proper forms!
- **Tuesday, August 6, 2024 is payment deadline.** Students who do not pay their amount due by Tuesday, August 6, 2024 will be DISENROLLED from all classes and removed from all waitlists and will be assessed a later registration fee upon re-enrollment.
- **ALL STUDENTS MUST SUBMIT A SIGNED *Registration and Payment Form***
- Your prior semester account balance must be current or paid in full in order to preserve enrollment for the fall 2024 semester.
- Students who are DISENROLLED must re-register for available classes, make their payment, and pay the \$100 late registration fee.
- We send every registered student *one* statement.
- You can find important consumer information at: <http://www.wsulaw.edu/student-consumer/> for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info.
- The Western State’s current Catalog is accessible online at <http://www.wsulaw.edu>
- Please review your Student Handbook for academic and administrative policies.

WHAT AMOUNT SHOULD YOU PAY?

- **\$** Students should carefully review their copy of their processed Registration and Payment Form and *PAY THE AMOUNT INDICATED* as due by Tuesday, August 6, 2024.
- **\$** Students who register on or after Wednesday, August 7, 2024, must submit payment, including the \$100 late registration fee, if applicable, in order to register.

WHAT DOES IT COST FOR THE FALL 2024 SEMESTER?

Description	Amount
Tuition, full-time (12 – 16 units)	\$26,240
Tuition, part-time ¹ (1 – 10 units)	\$17,530
Tuition, overload, (additional amount for an 11 th unit or for each unit above 16)	\$1,753 per overload unit
Registration Fee	\$50
Student Activity Fee	\$80

Other Semester Fees (non-refundable)	
Academic Success Fee ² per semester	\$274.00 for full-time students (12+ units) \$205.50 for part-time students (1-11 units)
STRF Fee (non-refundable <i>one-time fee</i>)	\$0

Miscellaneous Charges, if applicable (non-refundable)	
Late registration fee, if applicable	\$100
Check or credit card returned by bank	Bank Rate or minimum \$35

¹ Please note that students in their final fall or spring semester may petition to pay only the “per-unit” rate of \$1,753.00 per unit taken if enrolled in less than 8 units in order to complete their unit requirements.

² **The Academic Success Fee will be assessed each semester for new students first enrolling in fall 2023 and beyond.

Late payment fee	\$25
Graduation Fee / Diploma Fee	\$50 + \$25

PAYMENT METHODS - You can pay by credit card online at <https://www.westcliff.edu/wscl-payment/>, by check mailed to Western State Student Services, 16715 Von Karman, Suite 100, Irvine, CA 92606.

PAYMENT OPTIONS - Indicate one or more of the following on your Registration and Payment Form:

✓ Payment in full by August 6, 2024*	✓ the financial assistance plan (mark all that apply) (This plan allows students who have been “ <i>certified</i> “ for financial assistance through a program approved by Western State to defer (at the option of Western State) the portion of tuition and fees equal to the certified aid amount. <i>WARNING: Students selecting this option should carefully review their copy of their processed Registration and Payment Form to confirm the amount of tuition and fees that are being deferred based on certified anticipated financial aid.)</i>
✓ two payment plan <i>payments due on August 6, 2024* and October 1, 2024</i>	
✓ three payment plan <i>payments due on August 6, 2024*, October 1, 2024, and December 1, 2024</i>	
NOTICE: <ul style="list-style-type: none"> • <i>Students who register after July 20, 2024 must register by mail (or email) and make appropriate payment and/or payment arrangements to complete the registration process.</i> • <i>Students registering on or after August 6, 2024 must register by mail (or email), pay a \$100 late registration fee, and make appropriate payment and/or payment arrangements to complete the registration process.</i> 	

PAYMENT PLAN DUE DATES - Monthly payments, if applicable, are due as scheduled on your Registration and Payment Form copy.

WESTERN STATE COLLEGE OF LAW REFUND POLICY / CALIFORNIA STATE REFUND

POLICY - The California State Refund Policy applies to students who drop all courses in a semester from Western State College of Law whether by providing notification to the school or ceasing attendance without notification, whichever is later. Students dropping all courses in a semester are considered withdrawn for refund purposes. All students will be subject to the institutional refund policy. Students who receive federal student aid (student loans) are subject to the Return of Title IV Funds Policy.

A California student may cancel his or her enrollment agreement without any penalty or obligation at any time and is entitled to a full refund of all monies paid, less a one-time, non-refundable application fee of sixty dollars (\$60) and one hundred ninety dollars (\$190) of the tuition deposit, if the student withdraws from his or her program of study under any of the following circumstances:

- before starting classes;
- after attending only one day in his or her program of study; or
- within seven calendar days after enrolling in his or her program of study, whichever is later.

The student may also cancel enrollment if the services cease to be offered. If the student cancels enrollment for this reason, Western State College of Law will refund the appropriate portion of the tuition or other charges for which the student did not receive services (a full refund of the program paid to date will be provided if no teach-out provision is implemented; a pro-rata refund will apply if a teach-out provision is implemented).

All refunds shall be returned to students within forty-five (45) calendar days of cancellation.

A student may cancel his or her enrollment agreement and withdraw from Western State College at Westcliff University at any time by providing notification to the school or ceasing attendance without notification.

If the student has received Federal student financial aid funds, the student is entitled to a refund of monies not paid from Federal student financial aid program funds.

If a student withdraws *after* the cancellation period described above, the institution shall perform a pro-rata calculation including all monies paid and all tuition and fees for the enrollment period, excluding a one-time, non-refundable sixty dollar (\$60) application fee and a one hundred ninety dollar (\$190) administrative fee. The proration is based upon the number of days the student attends during the enrollment period of withdrawal as follows: A daily tuition and fee charge is calculated by dividing the institutional charges for the enrollment period by the number of days the student is registered to attend in the enrollment period. This daily charge for the program is then multiplied by the number of days the student attended (start of the enrollment period to the last day of student's attendance) during this withdrawal enrollment period. This proration will be calculated up to and including the sixty (60) percent point of the enrollment period. There shall be no refund available to the student if the student withdraws after completing more than sixty (60) percent of the enrollment period. After the proration is calculated, the institution will return all necessary monies, including aid disbursed during the academic term, as outlined in the refund distribution. If tuition and fees are still due, the student will be billed for the balance. If the student has a refund or credit balance, a refund is expected to be made within forty-five (45) calendar days of the student's completion of, or withdrawal from, the program in which the student was enrolled.

The refund credit is calculated on total semester tuition cost; therefore, it is highly probable when withdrawing to have an outstanding balance due to Western State College of Law after the withdrawal is processed. A refund calculation schedule and sample calculations may be obtained from the Student Finance/Student Accounts Office.

Students who received federal financial aid (i.e. student loans) are also subject to the additional Return of the Title IV Funds policy listed below.

Return of Non-Federal Financial Assistance

Institutional scholarships and other non-federal funds are applied at the same rate as the withdrawal credit percentage.

Appeal Process

An appeal process exists for students who feel individual circumstances warrant an exception from the published Western State College of Law refund policy. A student may submit a written petition, with documentation of the "special circumstances" to the Student Finance Office. Petitions may be approved unconditionally, approved "with condition(s)", or denied. The petitioner will be notified of the final decision in writing.

Return of Title IV Funds

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student who is a Title IV recipient withdraws from school. The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the sixty (60) percent point of the term. If the student has completed more than sixty (60) percent of the term, the student earns one hundred (100) percent of the Federal student financial assistance. The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five or more days, it will reduce the term length. If the scheduled break is before the student's last day of attendance, it will also reduce the calendar days completed. If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were

received in the following order: Federal Unsubsidized Direct Loans, Federal Perkins Loans, and Federal PLUS Loans. Funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school), and, with the student's authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered the student. If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

Financial Aid Refund Distribution Policy

All students receiving financial aid who withdraw completely from the program may have to return any refund amount to the appropriate Student Financial Aid Program in accordance with the refund distribution schedule which follows:

1. Federal Unsubsidized Direct Loan
2. Federal Perkins Loan
3. Federal PLUS
4. Other federal, state, private, or institutional aid programs, if required by the program
5. Students

Western State College of Law at Westcliff University will return unearned aid if:

1. The student officially withdraws
2. The student is dismissed, or
3. The institution determines the student's withdrawal date, in the case of an unofficial withdrawal.

Withdrawal Policy

A student may withdraw from Western State College of Law at any time. The student must inform the Registrar in writing of his or her decision to withdraw. A student who does not inform the Registrar of his or her withdrawal will receive a failing grade (AF) in each course in which the student is registered.

Because the federal Return of Title IV calculation is in addition to the Western State College of Law refund policy, federal aid students who withdraw from the semester may owe a balance to the Western State College of Law after this calculation is done and funds are returned to the federal programs.