

INSTRUCTIONS FOR REGISTRATION

Registration will be **Monday, December 9, 2019 from 8 A.M. to 7 P.M.** Because of the large number of people who will be registering, we are requesting that those of you who do not have federal loans and wish to pay in cash, pay by personal check or by bank check. There will be a \$100 late registration fee for anyone who registers once classes have begun unless you have received prior approval from the Dean.

Classes begin on Tuesday, January 21, 2020 for upperclassmen and Wednesday, January 22, 2020 for first year students. The first day for *Comparison* students is Monday, January 13, 2020.

If you will be registering for a friend, please keep in mind that you may register only one person for a class which has a limited enrollment. Thus, if you wish to register yourself for that class, you may not register anyone else for that class.

If you do not participate in the financial aid program and wish to pay all of your tuition at registration, your one-time tuition payment is \$795.00 times the number of credit hours. Thus, students who take 15 credit hours will pay \$11,925.00 in tuition. Students who take 12 credit hours will pay \$9,540.00 in tuition.

As said above, if you are not participating in the financial aid program, you may pay for your entire tuition at registration. Or, as said in the catalog, if you do not have a loan, you may choose to pay in one of the following ways: you may pay one-half your tuition at registration and the rest in one month, with a \$20 carrying charge. Or you can choose an installment plan under which you pay (a) one-fourth the tuition at registration, and (b) installments of one-fourth the tuition every thirty days thereafter until payment is complete, with interest at 1% over the bank rate charged the school.

So that you do not take, and therefore pay for, more than the 90 credits required for graduation, you may take and pay for one course for a fewer number of credits than it is listed for (i.e., you may take a 3-credit course for 2 credits and pay for 2 credits. You will, however, be required to do 3 credits worth of work for the class.) This applies only to elective courses. All required courses must be taken for the stipulated number of credits. You will need to indicate the exact number of credits you are taking at registration. **Once you have registered for a class you may not go back and decrease the number of credits for that class.**

The Bookstore will be open on December 9, 2019. Since you must have your books for the first day of class, plan on buying them either through the MSL Bookstore or on-line. Case books are on reserve in the library if you find yourself without a required text.

*Please note that students may not register for
Comparison until they have submitted proof that they
have passed the MPRE*

RESERVING A PLACE IN A LIMITED-ENROLLMENT CLASS

Beginning, **Tuesday, November 19th, at 8 a.m.** those students who wish to reserve a spot for a class with limited enrollment may email the school (classregistration@mslaw.edu) the class they wish to register for with one email for each class with limited enrollment. The subject line of each email must contain the class number, the first word of the class title and your last name, i.e., Subject Line: **312, Alternative, Doe**. Please make sure the body of the email contains the same information and your full name and your student ID. While students are to send a separate email for each class that they wish to enroll in with limited enrollment, students may only seek to reserve a spot in one course in each subject with a limited enrollment. That is, you may request to enroll in only one (1) *Motions* class or one (1) *Case Preparation* class

Those students who had 60 - 90 credits at the end of the Fall semester may reserve a spot through email for their course with limited enrollment on the first day, and those students with 24-59 credits at the end of the Fall semester may submit their email on the second day before registration. **Registration this year is Monday, December 9, 2019 from 8 a.m. to 7 p.m. Students with 60 -90 credits who wish to reserve a spot for a limited-enrollment class may submit their emails on Tuesday, November 19th beginning at 8 a.m. Those students with 24-59 credits may submit their emails on Wednesday, November 20th beginning at 8 a.m. No one will be permitted to reserve a spot for a class with limited enrollment after midnight on Wednesday, November 20th.**

Classes will be filled based on the order in which the emails are received beginning at 8 a.m. Emails received before the eligibility period begins will not be considered. Students who do not make the cut for their chosen class will be informed by email and put on the waiting list in the order in which their email was received.

Students who have not submitted all of their immunization records, final transcripts, loan information, and who have not paid all of their previous tuition bills are not eligible to reserve a spot for limited enrollment classes or register for classes.

PLEASE REMEMBER TO HAVE YOUR REGISTRATION FORM SIGNED BY YOUR ADVISOR BEFORE YOU REGISTER. REGISTRATION FORMS MAY BE PICKED UP OUTSIDE THE REGISTRAR'S OFFICE.

December 2019

Dear MSL Student:

For the past several years, MSL has permitted students to take one course for a fewer number of credits than it is listed for so that students would not graduate with, and therefore not pay for, more than 90 credits. Consequently, students have, for example, been permitted to take a 3-credit course for 2 credits and pay for 2 credits B although the student has been required to do 3 credits worth of work. This has applied only to elective courses. All required courses must be taken for the stipulated number of credits. We would like to continue this practice. **However, we are now asking students who have 60 or more credits to meet with their advisors to go over their plans for the remaining 30 credits. Once a student has met with his advisor, he is to meet briefly with the registrar to be sure that he is not inadvertently taking more than the required 90 credits.**

At registration, each student will need to indicate the exact number of credits they are taking. Once a student has registered for a class, there will be no going back and requesting permission to take that class for a reduced number of credits. Nor, once a student has registered, will a student be given a refund. From here on in, if you register for over 90 credits, you will have to pay in full for all of these credits. No refunds will be given.

Rosa Figueiredo, Registrar

BAR ESSAY

Beginning with the Spring 2019 semester, all students will be required to take Bar Essay regardless of their grade point average. Additionally, beginning with the Spring 2019 Semester, there will be no Pass/Fail grades in Bar Essay; every student will receive a letter grade.

Students will need a grade of C or better in order to pass Bar Essay. Students receiving anything less than a C will have to retake (and pay for) the course until they achieve a grade of C or better. Moreover, students who have not completed Bar Essay without a grade of C or better will not be allowed to register for Comparison.

Students who have not successfully completed the eight (8) required courses tested on the MBE – Civil Procedure, Constitutional Law, Contracts, Criminal Law, Criminal Procedure, Evidence, Real Property, and Torts – PRIOR to beginning Bar Essay *will not be allowed to register for, or take, Bar Essay*. Again, please plan accordingly.

MPRE AND LEGAL ETHICS

Students will not receive a final grade in Legal Ethics until they pass the MPRE and give a copy of the official pass notification to the Registrar's Office. Until such time, the grade of "I" (incomplete) will show on student transcripts (unless the Legal Ethics professor gives a student an "F" in the course irrespective of not having passed the MPRE, in which event the grade will be put on the transcript immediately).

Once a student completes the actual course in Legal Ethics, s/he will have until the *end of the next semester that the course is offered* to deliver to the Registrar's Office a copy of a pass notification (currently, the following Spring semester). This allows the student to participate in three (3) MPRE administrations *after* completing Legal Ethics to achieve a final letter grade in the course. It also means that students who take the MPRE prior to completing Legal Ethics would have more than three (3) attempts at passing the MPRE.

If the student does not deliver to the Registrar's Office a copy of the pass notification by the end of the next semester that Legal Ethics is offered (currently, the following Spring semester), her or his grade will be changed from an "I" to an "F," regardless of the grade the professor would have given the student for Legal Ethics. Students who receive an "F" in Legal Ethics will have to retake the course (provided that they otherwise have remained in good academic standing). Please take note that there are significant financial and academic consequences in receiving an "F" in any course, including but not limited to the fact a second "F" in one's MSLAW career requires an automatic academic expulsion and that an "F" will likely cause an extension of one's law school education.

THE LEVEL 1 AND LEVEL 2 ASSESSMENT TESTS
2019-2020

Students will be required to take and pass two (2) “Assessment Tests” during their academic career and prior to beginning Bar Essay in the next-to-last semester of law school.^[1] The first test, the “Level 1 Assessment Test,” will be administered at the end of the final exam period for the semester when the student has completed all of the following courses: Civil Procedure, Torts, and Contracts. For example, if a student begins law school in the fall semester, taking Civil Procedure, and then takes Torts and Contracts in the spring semester, the student will take the Level 1 Assessment Test at the end of the exam period for the spring semester, after having just completed the Contracts and Torts final exams. If, however, the student begins in the spring semester and takes Contracts and Torts that semester, the student will take the Level 1 Assessment test at the end of the fall semester, after having just completed the Civil Procedure final exam. The subjects tested on the Level 1 Assessment Test are Civil Procedure, Torts, and Contracts. A student cannot take the Level 2 Assessment Test until the student has passed the Level 1 Assessment Test.

The second test, the “Level 2 Assessment Test,” will be administered at the end of the final exam period for the semester when the student has completed all of the following courses: Criminal Law (not Criminal Procedure), Constitutional Law, and Evidence. For example, if a student takes all three courses in the fall semester, the student will take the Level 2 Assessment Test at the end of the exam period for that fall semester, after having just completed the Criminal Law, Constitutional Law, and Evidence final exams. If, however, the student does not take all three courses during the same semester, which is often the case, the student will take the Level 2 Assessment Test at the end of the exam period of the semester in which the student takes the one or two courses that completes the triad. The subjects tested on the Level 2 Assessment Test are Criminal Law (not Criminal Procedure), Evidence, and Constitutional Law. A student will not be allowed to begin Bar Essay, the penultimate required course, until the student has passed the Level 2 Assessment Test.

If a student does not pass either level of the Assessment Test, the student may retake it the next time it is offered. There will be two (2) makeup administrations following the spring semester, prior to the beginning of the fall semester. There will be two (2) makeup administrations following the fall semester, prior to the beginning of the spring semester.

Both the Level 1 and Level 2 Assessment Tests are required to be taken as close as possible to the completion of the three courses tested in each exam. A student who fails to take the applicable Assessment Test when s/he first becomes eligible, and misses both of the retake

opportunities following it, will be deemed not to be in good academic standing, and therefore ineligible to continue with law school studies.

Each level of the Assessment Test will consist of sixty (60) multiple-choice questions similar to those given on the real bar exam.

A passing score on both levels of the Assessment Test is 40% correct. Any student receiving 39% or less will have to retake the applicable test until the student receives a 40% or more. As said, a student may not take the Level 2 Assessment Test without having first passed Level 1 and a student may not take Bar Essay without first having passed Level 2.

Students who fail to pass either the Level 1 or Level 2 Assessment Test are required to initiate contact with, schedule an appointment with, and meet with their advisor within one week (7 days) of the test just failed (your score is provided instantly upon completion of the test). With their advisor's input, students who do not pass will create a written plan outlining how they plan to achieve success on the next retake. Such students will continue to meet with their advisors on at least a weekly basis to discuss the plan and the student's progress until the student obtains at least a score of 40% on the applicable test.

[1] These Assessment Tests are not to be confused with the "Comparison Assessment Test" given at the beginning of the Comparison course in a student's last semester.

FALL, 2019 THROUGH FALL, 2020

Fall, 2019

Registration For New & Returning Students	August 1, 2019
First Day of Class for <i>Comparison</i> Students	August 12, 2019
Orientation	August 12, 14, 15, 2019
First Day of Class for All Other Students	August 19, 2019
Labor Day - No Class	September 2, 2019
Columbus Day - No Class	October 14, 2019
Thanksgiving - No Class	November 28 & 29, 2019
Last Day of Class, 1st Semester	December 2, 2019
Study Week	December 3 - December 8, 2019
Registration for New & Returning Students	December 9, 2019 (8 A.M. - 7 P.M.)
Exams	December 9 - 21, 2019

Spring, 2020

Orientation	January 13, 15, 16, 2020
First Day of Class for <i>Comparison</i> Students	January 13, 2020
Martin Luther King Day - No Class	January 20, 2020
First Day of Class	January 21, 2020
Spring Break	March 15-22, 2020
Patriots Day - No Class	April 20, 2020
Last Day of Class, 2nd Semester	May 4, 2020
Study Period	May 5 – May 10, 2020
Exams	May 11-23, 2020
Graduation	June 5, 2020

Summer, 2020

Registration for 1st Session	May 14, 2020 (8 A.M. - 7 P.M.)
1st Session	June 1 - June 27, 2020
Registration for 2d Session	June 16, 2020 (8 A.M. - 7P.M.)
2nd Session	July 7 - August 3, 2020

Fall, 2020

Registration for New & Returning Students	August 3, 2020 (8 A.M. - 7 P.M.)
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