

MEMORANDUM

TO: New and Continuing Law Students
FROM: Dr David S Berry, Dean of Law
RE: Registration Tips, Semester I, 2015-16
DATE: August 19, 2015

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Dear Students,

In order to assist you with your registration I provide you with guidance in this Memorandum. Please note that the **Dean’s Introductory Talk** for all new students will be held from 1-2 PM on Monday, August 31, 2105, in the Law Lecture Theatre. **Student Academic Counselling** sessions will be held from 1-2 PM on Tuesday, September 1 and Thursday, September 3, in the Law Lecture Theatre.

Please read the following instructions carefully before registering for your courses.

1 New Students: Registration Semester I

As a new student you are required to register in the following courses unless (1) you have passed one or more of the courses previously at UWI within the last five years, or (2) you have been exempted from the course. Please see the information on Exemptions, below:

1.1 Full Time, Year 1

Full Time (YR 1): Semester I
• FOUN1002 Language Argument
• FOUN1101 Caribbean Civilization
• FOUN1210 Science, Medicine and Technology
• LAW1010 Law and Legal Systems

<ul style="list-style-type: none"> • LAW1110 Criminal Law I
<ul style="list-style-type: none"> • LAW1231 Legal Methods, Research and Writing I

1.2 Direct Entry, Year 1

Direct Entry (YR 1): Semester I
<ul style="list-style-type: none"> • LAW1010 Law and Legal Systems
<ul style="list-style-type: none"> • LAW1110 Criminal Law I
<ul style="list-style-type: none"> • LAW1231 Legal Methods, Research and Writing I
<ul style="list-style-type: none"> • LAW2310 Public International Law I
<ul style="list-style-type: none"> • LAW2510 Jurisprudence
<ul style="list-style-type: none"> • LAW2210 Real Property I

1.3 Part Time, Year 1

No new students have been admitted into the Part Time programme for Semester I, 2015-16. The programme is being phased out as a result of lack of demand. We are grandfathering in all existing students, however, and will do our best to ensure your on time completion of your LLB. I will send you an email on your options and also will schedule a talk with all existing Part Time Students early in the semester. Please note that any Part Time student who wishes to switch to the full time programme will be permitted to do so.

2 Exemptions

Exemptions are governed by the Faculty's Regulations and are administered by the Dean's Office. For further information see the 2015-16 Faculty Handbook. In brief, you may be exempted if:

1. you completed the course at UWI previously. For Law courses you must have done so within the last 5 years. Courses over 5 years are evaluated on a case by case basis for obsolescence.
2. you have taken courses which satisfy the requirements for equivalency for a Foundation course. For example:
 - Caribbean Civilisation – a History Degree with emphasis on Caribbean history,
 - Science Medicine and Technology – a broad-based Science Degree,
 - Language Argument – an English Literature Degree
3. exemptions are not granted for Law courses taken at other institutions

All exemption requests will be processed before the end of the Registration period. However if you have not been officially exempted from a course, please register in it now. You can drop it later.

3 Students entering the Faculty of Law from another UWI Faculty

3.1 Foundation courses

New full time students in the Faculty of Law who took Law or other courses while in another Faculty may be exempted from Foundation courses if they either (1) completed them already, or (2) satisfy the requirements for exemption for a particular Foundation course. See above. Please note, however, that Foundation courses which you did not pass in a previous degree, for which you were exempted in that degree, may be required in the Faculty of Law. In other words, exemptions granted in other Faculties do not bind the Faculty of Law and we will assess your situation anew.

3.2 Law courses

With respect to Law courses taken while in another Faculty, you will generally be granted an exemption with credit for Law courses passed within the last five (5) years. Courses taken longer than five years ago will be assessed on a case-by-case basis to determine whether the material has become obsolete. If it has, then you will be required to take the course again.

For new students who have taken a number of law courses in another Faculty, please note the following tips in relation to your registration:

- 1) The Faculty will process your transcript and look at all of your previous courses to determine exemptions and credits, and to provide you with a guide to the courses needed to complete your LLB. However we will not be able to provide this information immediately.
- 2) As a result, please register in all courses not already completed within the last five years that are offered in Semester I in order of year – i.e., all Level I courses first, then all Level II courses, then Level III courses.
- 3) Please contact the Dean's Secretary, Ms Lorraine Lashley, after you have registered (1) to let her know which courses you have registered in and (2) to alert her to the need to process your exemptions. Her email is: lorraine.lashley@cavehill.uwi.edu

4 Continuing Students: Trailing Courses

Students previously in the Faculty of Law who have failed one or more Level I or II courses (called 'trailing courses') must take them at the first available opportunity.

You must register FIRST in all trailing Law or Foundation courses from a previous year which you have not already successfully completed. Once you have done so you may register in additional courses until you reach the maximum of five (5) courses per semester (regular LL.B.), six or seven courses per semester (Direct Entrants only) or three courses a semester (Part Time students). It is crucial that you register in, attend, and participate in tutorials for any course that you failed in a previous year.

Please note that supplemental exams are no longer generally available. Also note that a student who has not registered in a course in a given academic year will not be permitted to sit a supplemental exam in that course.

5 Registration Errors – “Class Full”

All Law Faculty courses have been set to accommodate the maximum number of students that seating would permit in the relevant room. Therefore if the course is said to be full when you try to register, it really is full. Please select another course or another tutorial.

Please note that we will not grant overrides or otherwise allow you to register in two classes/tutorials which take place on the same day and the same time (a time clash).

6 Not being able to register in a course with spaces

If you are having problems registering in a course that looks like it has spaces, make sure that both the lecture and the tutorial you seek have vacant spaces. See above. If the lecture has spaces, but the tutorial you are trying to get into does not, Banner will not allow you to register. Try selecting another tutorial.

Please note that we will not grant overrides or otherwise allow you to register in two classes/tutorials which take place on the same day and the same time (a time clash).

7 Hold on registration

If you are unable to register as a result of an academic hold placed upon your record, go online and check your record. If it says you were on WARNING last semester then you are required to have academic advice before the hold can be lifted. Please see any of the following persons for such advice:

- a) Dr David Berry – Dean of Law
- b) Mr Jefferson Cumberbatch – Deputy Dean, Academic and Student Affairs
- c) Ms Karen Primus – Administrative Assistant, Faculty of Law
- d) Your (Faculty) academic adviser – if you receive advice from your Faculty adviser please ask him or her to write to Ms Primus indicating that you have been advised and that the hold should be lifted.

Please note that if you have not been formally advised we will not authorise the removal of your hold.

If your hold is for financial reasons please note that the Faculty of Law cannot change your registration status for issues like non-payment of fees. Please liaise directly with the Bursary.

8 Registration for (additional) trailing courses (beyond your normal maximum)

Generally speaking, students will only be allowed to register in the maximum number of courses per semester stipulated in the Regulations:

- a) Normal full time law students are only allowed to register in five (5) courses per semester.
- b) Direct entrants may register in six (6) courses for each semester in their first year of study, and then seven (7) courses in each semester of their second (final) year of study.
- c) Part Time students may register in three (3) courses per semester.

Registration in any additional courses requires express permission from the Deputy Dean (Academic and Student Affairs), Mr Jeff Cumberbatch, and will generally not be permitted except in cases where students are trailing courses for the previous year (i.e., not for new courses).

The Deputy Dean's decision in all such cases will be based upon your academic record. If your record demonstrates weak academic performance you will not be allowed to register in more than the ordinary number of courses.

9 Final Year Students: Out of Faculty courses

Registration in out of Faculty courses will only be allowed in the final year of your degree programme and only with the express permission of the Dean of Law. Any student wishing to register in an out of Faculty course is advised as follows:

- a) Register first in your full load of Law courses (not including any out of Faculty courses);
- b) Write to the Dean of Law through Ms Lorraine Lashley (lorraine.lashley@cavehill.uwi.edu) and attaching a fully completed copy of the Form posted on the Faculty website (<http://www.cavehill.uwi.edu/Law/resources/out-of-faculty-course-request-form-editable.aspx>) seeking permission to register in an out of Faculty course, giving reasons, before the deadline stipulated on the form.

Note that if you are given permission to register in an out of Faculty course we will notify the Faculty concerned to ascertain whether there are spaces. If there are spaces, we will replace the Law course you do not wish to take with the out of Faculty course. If you have not been given permission, then you will have to remain in your registered Law courses. Please also note that if you are not given permission to register for an out of Faculty course, and you register without such permission, then that course may not be counted towards your degree.

10 Use of overrides

Overrides granted by the Faculty of Law are exceptional. Please try to work out your timetable without seeking an override.

Please note that overrides will **not** be given in several cases:

- a) Where you are seeking to register in a course despite a time clash (i.e., two of your classes have lectures taking place at the same time). Overrides will **not** be granted in such circumstances. Choose courses where there is no time clash. Choose another tutorial if the time clash is in relation to a tutorial.
- b) Where you are seeking to get into a full tutorial when others still have spaces. Overrides will not be granted in such circumstances. Register for another tutorial.

11 Part Time LL.B.

The Part Time (Evening) LL.B. programme is completely distinct from the normal, full time LL.B. As a consequence *full time law students are generally not allowed to register in or attend Part Time tutorials*. For this reason tutorials held from 5 PM onwards are generally not open to registration for full time students. Once all of the Part Time students have registered, if spaces remain in those tutorials, we will open them up. But until then the spaces are reserved for the Part Time students, whose courses must be held in the evening to accommodate their work schedule.

Yours sincerely,

Dr David S Berry
Dean of Law