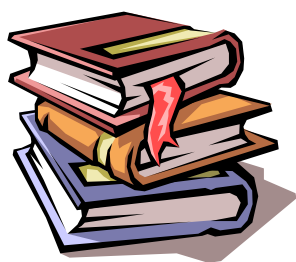
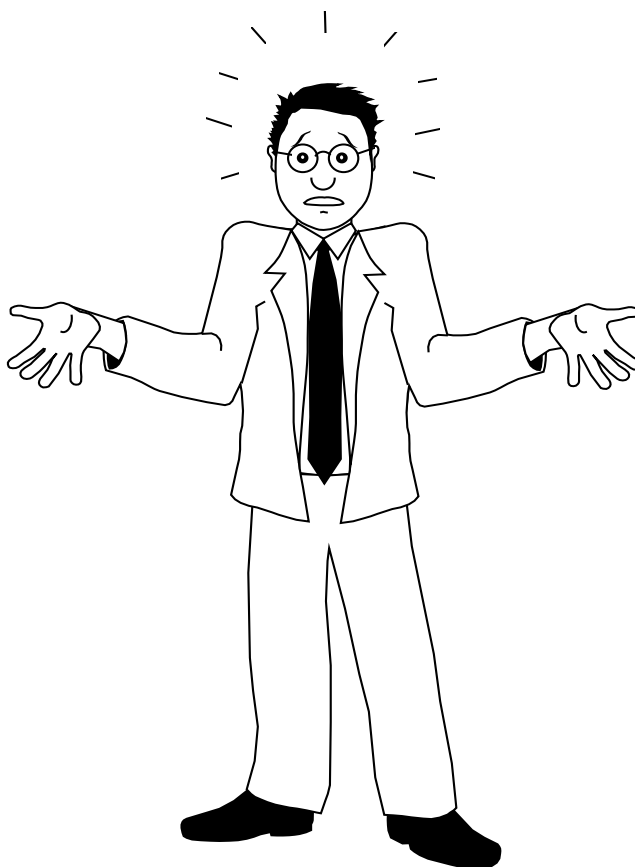


Registration Information Packet for Spring 2023



What do I take?



When do I register?

Note: You must pay your tuition and fees by the payment deadline to retain your courses. If you do not make full payment or set up payment arrangements (payment plan or emergency loan) by the deadline, the University may drop your classes. If this happens, you will have to re-enroll, and there is no guarantee that you will be able to get back into the same classes. We will not override the system to place you back into closed courses.

2023 SPRING ENROLLMENT SCHEDULE:

Law students participate in the enrollment process, according to the following schedule:

Classification	Spring
All part-time JD students, all LLM students (currently enrolled), and 2022 Entering Full-time Students	Nov. 4 Starts at 8am
All 2020 Entering Full-time JD students	Nov. 7 Starts at 8am
All 2021 Entering Full-time JD students, and all Visiting Students (currently attending)	Nov. 8 Starts at 8am

Your registration date and time is listed in PeopleSoft under your Student Center. Please make sure that you have the correct date for registration listed. If it isn't correct, contact Derrick Gabriel in Student Services **a minimum of 3 days prior to the start of the registration period. Nothing can be done to resolve the issue once registration begins.** If you try to access the system prior to your scheduled date more than three times, the system will lock your account for 24 hours.

Once you have logged in to the system, you will have access 24/7 to change your schedule until:

Spring 2023	January 24, 2023	Last day to add
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You must make sure that you are enrolled for everything that you are receiving credit for during the semester. This includes competitions, journals, and Special Research credit (current and/or retro credit). If you need the credits to graduate you must be enrolled for it.

Note: No credit can be added after the Add Deadline. This includes retro-active credit for competitions, journals, and Special Research. **No exceptions!**

Registration Instructions:

Go to <http://www.law.uh.edu/schedule/homepage.html> to access the current Law Center schedule. This is the official schedule and the only information you should rely on to be accurate. To register, you will need the 5-digit section number listed for each course.

To register, log in to PeopleSoft through UH Access, <https://accessuh.uh.edu/login.php>. Once you're logged in, click on the UH Self Service link. Select "Student Center", then "Enroll" to register for classes. Select the appropriate semester and then enter the section number for the courses you are interested in taking.

Note: We encourage you to access the system prior to your scheduled registration date to make sure that your password is working, and that you do not have any holds on your account. Your enrollment appointment (date and time) will be posted in PeopleSoft under your Student Center.

REGISTRATION INSTRUCTIONS FOR 1L STUDENTS

All 2022 Entering students are responsible for registering for their Spring 2023 courses. The courses are designated for you and can be found by selecting your section on the schedule. **You can only take the courses that are designated; no upper level or intersession courses or competition credit is allowed.**

Go to the Spring 2023 schedule (<https://www.law.uh.edu/schedule/>), click in the “Search by Class area” box and select your Section – A, B, C or 1st Year Part-time.

You will register for the same LSS instructor for your section. Do not sign-up for another professor; you will be placed back in the correct section.

All Full-time students will be taking the following courses for Spring. You must register for all 5 Courses for your section:

5488 Constitutional Law
5303 Criminal Law
6207 Lawyering Skills and Strategies
5408 Property
5378 Statutory Interpretation and Regulation

All Part-time students will be taking the following courses for Spring. You must register for all three courses:

5409 Contracts
6207 Lawyering Skills and Strategies
5418 Torts

Note: You will be sent an email with more details on how to register and the courses for your specific section by October 25, 2022.

REGISTRATION PROCEDURE FOR PREFERENCE COURSES

Preference Courses:

Second-year preference courses are core courses for which the 2021 Entering Full-time students currently have priority for day sections of Business Organizations for Spring 2023.

2Ls (2021 Entering Class):

Second year students will be given priority Business Organizations when they register for Spring 2023 on November 8th.

3Ls & 4Ls (2020 and Earlier Entering Classes):

Full-time students in the 2020 and earlier entering classes are not authorized to register for Business Organizations until November 9th. If you do, you will be **administratively withdrawn** from the course.

Part-Time Students:

Part-time students register on November 4th for Spring 2023, and will have priority for night classes. Part-time students who want to take mostly day classes should contact Derrick Gabriel prior to registration. Part-time students who want to enroll in Business Organizations may access PeopleSoft on November 9th to enroll in the class if space is available.

Note: Any student who registers for a preference course before their approved time will be administratively removed from the course.

Individual Advising:

There are several available resources for getting advice about classes. Student Services is always happy to help. You can contact Dir. Dickson, Director of Student Advisement at emdickson@Central.uh.edu to schedule an advising session. You should also consider talking with your UHLC mentors or a professor who teaches in an area in which you have an interest. Faculty are eager to help offer guidance. Click here, <https://www.law.uh.edu/faculty/>, for the faculty list. We are all here to help and hope you will reach out to us with any questions.

Final Exam Schedule:

The final exam schedules for Spring will be posted at <http://www.law.uh.edu/schedule/> prior to registration or shortly thereafter. Changes may be necessary so check the schedule again at least two weeks prior to the exam period.

Exam Conflicts:

An exam conflict is defined as (1) two exams scheduled on the same calendar day or (2) an exam scheduled in the evening (6 pm or later) and an exam the following morning (9 am). No other situations qualify. Rescheduled exams are administered throughout the exam period depending on the student's exam schedule. Rescheduled exams are typically administered within 1-3 days of the conflict.

Review the exam schedule closely before purchasing plane tickets and making any other plans that would be costly to change. Those activities are not valid reasons to request an exam accommodation.

If you have a conflict as defined above, you will need to submit the Exam Conflict Form to the Office of Student Services by the deadline.

Exam Conflict form: <http://www.law.uh.edu/OSS/ExamConflictForm.pdf>

Waitlists:

The Law Center uses the waitlist functionality in PeopleSoft for the writing (WRC & WRS) courses, Experiential Learning courses, and the popular courses that fill quickly. The functionality is very basic and sign-up can only be done at the time that you register. There will be a set number of waitlist spaces available for each course. Once the waitlist spaces fill, no other students will be able to sign-up until someone drops from the waitlist opening a space. Admittance in the course is based on where you are on the waitlist. The waitlist process does not guarantee that you will be enrolled in the course because seats in the class may never become available.

If you choose to put yourself on a waitlist, the system will automatically enroll you in the course if a space becomes available, and if there's no conflict with your current schedule. A conflict is if you have a course in that time slot or adding the course would exceed the maximum limit of credits you can take in a semester. The system will move on to the next student on the list, if there's a conflict. The system will notify you if you are enrolled in the class. Students not on the waitlist will not be able to register for the class if a space opens unless all of the students on the waitlist have been processed. **The option to sign up on a waitlist ends once classes start.**

There are 3 days of registration, November 4th, 7th and 8th, and the enrollment procedure for courses is as follows:

Spring Preference course– Business Organizations	Priority to 2L students (2021 Entering full-time students) – The courses will remain closed until the 2Ls register on November 8 th . 3/4Ls, Part-time, and LLM students can register on April 7 th for these courses	Waitlists through PeopleSoft will be set up; you can sign-up on only two waitlists in a semester.
Experiential courses (3/4L, LLM priority, see list: https://www.law.uh.edu/schedule/Spring2023-experiential.asp)	These courses have a small enrollment limit; 1/3- 1/2 of the seats in these courses are opened for day 1 of registration, the remaining seats will be opened for Day 2	Waitlists through PeopleSoft will be set up; you can sign-up on only two waitlists in a semester.
Writing courses (WRC & WRS) – 3/4L, LLM, part-time students have priority	These courses have a small enrollment limit; 1/3- 1/2 of the seats in these courses are opened for day 1 of registration (part-time students), the remaining seats will be opened for Day 2 (full-time 3Ls).	Waitlists through PeopleSoft will be set up; you can sign-up on only two waitlists in a semester.

Note: You cannot sign-up on a waitlist until all of the seats are filled in the course, and you cannot sign-up prior to your registration date.

GENERAL INFORMATION

Course Load Requirements:

A standard load for a full-time student during a regular semester (Fall/Spring) is 12 to 16 hours. Students have the option of attending during the Summer and may take up to a maximum of 7 hours in an individual summer session (1, 2, or 4) or 12 hours over the entire summer.

A standard load for a part-time student during a regular semester (Fall/Spring) is 6 to 10 hours, and 1 course in either Summer session (1, 2 or 4), but no more than 7 hours total over the entire Summer.

LLM students must maintain enrollment of at least three hours each fall and spring semester. Underloads must be approved by the student's faculty advisor and submitted to Suzanne Gordon, sgmartin@Central.uh.edu in the Law Center LL.M. Office.

Overloads/Underloads:

An overload is more than 16 hours (18 hours maximum) for full-time students and more than 10 hours (12 hours maximum) for part-time students. The system will allow a full-time student to register for the maximum of 18 hours; an approved overload petition is required to take 17/18 credits. To request overload approval, fill out and submit the General Petition to the Office of Student Services.

The system will allow a part-time student to register for the maximum of 12 hours; an approved overload petition is required to take 11/12 credits. To request overload approval, fill out and submit the General Petition to the Office of Student Services.

An underload is less than 12 hours for full-time students and less than 6 hours for part-time students. (Check with the Financial Aid Advisor because an underload may have an effect on your financial aid.)

Overload and underload petitions (<http://www.law.uh.edu/OSS/petition.pdf>) must be approved by Monica Mensah, Assistant Dean for Student Affairs or Derrick Gabriel, Director of Student Affairs. Petitions should be submitted to the Office of Student Services at least one week prior to registration.

Special Research & Writing:

Enrollment in Special Research & Writing requires that the student complete a petition (<http://www.law.uh.edu/OSS/spresearch.pdf>). The student must obtain the professor's signature then submit the petition to Student Services for review. If approved, the course will be added to the student's schedule. (Students can receive a maximum of 4 credits towards graduation.)

Graduate Non-Law Courses:

Once you have completed three long semesters (fall/spring/fall) at the Law Center and you are in good standing, you may petition to enroll in non-law graduate courses for credit toward your JD. When submitting the petition, you should attach a course description and a reason for requesting to take the course. The petition is available on the Student Services website (<http://www.law.uh.edu/oss/GraduateNon-LawCoursePetition.pdf>) or in the Office of Student Services.

If approved, you will need to contact the college offering the course for their permission and to get enrolled. That college has final approval as to whether you can take the course.

The course must be graduate level. Undergraduate courses that may be used for graduate students in that major do meet the requirement for law students. You must meet any prerequisites listed for the course.

Note: Graduate non-law petitions must be submitted to Student Services no later than the week before school starts. We will not accept petitions once school starts!

Business Courses

There are a limited number of seats available for non-business students. If you are interested in taking a business course, submit the petition to Student Services. If approved, your information will be forwarded to the MBA Advisor and if space is available, you will be enrolled in the course. Enrollment decisions will be made one week before classes start. We advise you to enroll in other courses until the business school decides on your request.

We do not approve language courses, physical education courses, Wine Tasting, Commercial Law, Intro to Law courses, or any courses that overlap subject matter covered in law courses.

Exam Conflicts for Graduate Courses

The Law Center exam conflict policy only applies to law school exams. Do not assume that your graduate professor will accommodate your conflict. You should contact the professor prior to enrolling in the course or prior to the drop/add period to determine if (1) there is a conflict; and (2) if it can be resolved. Again, do not assume that it will be accommodated.

Special Registration Procedures for Blakely Advocacy Institute courses and Competition Credits (either through the Advocates competitions or an external competition):

Advocates is the student organization that administrates internal (Law Center students only) advocacy competitions. These competitions are the Hippard Mock Trial Competition, the Blakely Butler Moot Court Competition, the Lorance & Thompson Negotiation Competition, and the Tom Newhouse Mediation Competition. Students participating in any of the Advocates competitions listed above may receive 1-hour course credit for successfully completing the competition requirements. A maximum total of four competition credits (which are considered non-substantive credits) can be applied toward graduation requirements. A maximum of two additional hours may be earned for serving on the elected Board of Advocates or on one of the external competition team Executive Boards (ADR, Mock Trial, Moot Court). Students may also receive competition credits for competing in an external mock trial, moot court, or ADR competition.

Note: Students may take their competition credits retroactively.

To receive internal or external competition credits, eligible students must complete two steps:

- (1) Complete a Blakely Advocacy Petition <https://www.law.uh.edu/blakely/credit-petition.asp> .
- (2) Students must register for credit in the same manner as other law school courses. Students may register for competition credits in the same semester in which they are competing. Or, students may register for competition credit retroactively. If registering for one competition credit hour in a semester (either an interscholastic competition or a UHLC Advocates internal competition), students should use the course “Advocacy Competition ONE”. If registering for two competition credit hours in the same semester, students should register for “Advocacy Competition ONE” and “Advocacy Competition TWO”. The same process follows if registering for three or four competition credit hours in the same semester.

Students who have questions about registering for Advocates competition credits, external Moot Court, Mock Trial, or ADR should see Derrick Gabriel or Jim Lawrence.

Note: Blakely Advocacy Institute and the Advocates will not register you for credit. You must register for the credit yourself.

Blakely Advocacy Institute (BAI) Courses:

Registration for BAI courses is generally the same as other Law Center courses. These courses have a limited enrollment and may fill up quickly. If the BAI course you want is full when you try to register, please continue to check the enrollment status as students will make regular changes in their course selections. The current semester BAI courses are listed on the Law Center schedule and students can find out more about the courses at <http://www.law.uh.edu/blakely/advocacy-courses.asp>.

Special Course Rule:

In computing the number of hours completed for graduation, the following limits apply:

Students may not count more than a total of 21 credit hours from any of the credit-granting activities listed in the table below towards the 90 credit hours necessary to receive a J.D. degree. Note that some credit areas have sub-limits.

Credit Area	Description; Grading; Sub-Limits; Other Details
Journal credit	Houston Law Review, Houston Journal of International Law, Houston Journal of Health Law and Policy, Houston Business and Tax Law Journal, Journal of Consumer & Commercial Law - number of credits depends on the requirements satisfied, and the position held. 7 credits maximum towards law degree. (pass/fail)
Competition credit	4 credits maximum towards law degree - This includes all internal and external competitions in any combination. (pass/fail)
Advocates Board credit	2 credits maximum towards law degree - Students who serve on the Advocates Board may receive up to 2 credits in addition to the 4 competition credits. (pass/fail)
UHLC Tutor credit	4 credits maximum towards law degree - Students can receive up to 4 credits for being a course tutor through academic enrichment program(s) and related tutoring programs offered by the Law Center. (pass/fail)
Special Research & Writing	4 credit maximum towards law degree - Students can earn credit for writing an independent paper under the supervision of a full-time faculty member for credit. Paper length varies depending on the number of credits. (Graded). See petition form for specifics.
Externships	12 credits maximum towards law degree. Only three credits may be applied to the experiential course requirement as field placements. (pass/fail).
Non-law graduate coursework	12 credits maximum (6 credits for transfer students). Not included in UHLC GPA, assessed as indicated by the other UH unit or institution, but posted to the UHLC transcript effectively as pass/fail; see details in the Student Handbook in subsection II.X.7.

Student Health Insurance:

Students must enroll in at least six semester hours to be eligible for student health insurance. Students must enroll for insurance each semester and may do so when registering for classes.

Students who want to have insurance added or removed after the fee payment deadline must contact the Health Center by the 6th class day for the Summer and 20th class day for the Fall semester.

Note: There will be no refunds or adding after the deadline.

Fee Payment:

Tuition and fee payment must be received by the designated deadline (<http://www.uh.edu/financial/payment/billing-due-dates/>) or courses could be dropped. You can request an emergency tuition loan or a payment plan through PeopleSoft if you are unable to pay the full amount or if you are waiting for financial aid.

Refund Policy:

There are different deadlines for withdrawing versus dropping a course to receive a refund. A withdrawal is a cancellation of all courses for the semester; you are no longer enrolled. Please review the refund policy and drop dates carefully. **There are no exceptions!**

Refund Policy: <http://www.uh.edu/financial/payment/refunds>

GRADUATION REQUIREMENTS:

How can I check to make sure I'm on schedule to graduate?

Degree Audit/Check - We highly recommend/encourage all students to have a degree audit/check completed before your last semester. This is the only way to make sure that you know exactly what you will need to graduate. Please fill out the top portion of the Graduation Check form and email it to Mrs. Ary, Academic Records Coordinator (sary@Central.uh.edu). She will return the completed form to you (please allow for 3-5 days for processing). If you have questions about your degree progress after reviewing your Graduation Check form, you can contact Dir. Dickson, Director of Student Advisement (edickson@Central.uh.edu).

Graduation Check form: <https://www.law.uh.edu/oss/gradcheck.pdf>?

Note: LLM students should contact Suzanne Gordon for a Graduation Check/Review, sgmartin@Central.uh.edu.

Degree Requirements – You will find the degree requirements in the Student Handbook (<http://www.law.uh.edu/jd/current/handbook.pdf>).

Credits - 90 hours are required for graduation, (64 must be graded with letter grades), with a 2.33 minimum GPA. In addition to the 1st year required curriculum, each student must complete the following courses at the Law Center to graduate:

Professional Responsibility Course – Students must take and pass a three-hour Professional Responsibility course.

Upper-Level Writing Course Requirement - Students may satisfy this requirement by: (1) completing a writing seminar (WRS); or (2) taking a writing course (WRC); and (3) meeting the requirements of section II.M for whichever type of course is taken.

Experiential Credits Requirement – Students must take and pass one or more experiential course(s) totaling at least six credit hours. An experiential course must be a simulation course, a law clinic, or a field placement. No more than three credits of field placement credit can be applied to the experiential credit requirement. Except for up to three credits of field placement course(s), courses used to meet the experiential requirement must be graded with letter grades.

Training in Bias, Cross-Cultural Competency, and Racism - Beginning in Fall 2023, under new ABA standards, students must complete training in bias, cross-cultural competency, and racism provided by UHLC during their first year and at least once again before graduation or before or concurrent with a clinic course or field placement course. Such training may be required in some courses/contexts before then during the 2022-23 academic year.

Professional Identity Development Requirement - Students must complete professional identity development session(s) provided by UHLC during each year of law school.

Distance Education Credit-Hour Limit - Students are not permitted to take more than one third, that is, 30 credit-hours of distance education courses. A distance education course means one in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously. The course description for a course will indicate whether that course is designated as a distance education course.

Note: Courses that were offered as a distance education due to the pandemic and prior to the Fall 2022 semester, will not count against the distance education credit-hour limit.

Filing for Graduation – To officially graduate from the University, all students must file a Graduation Application online through your UH Self Service account by the designated filing deadline. Click on the “Apply for Graduation” link listed under your Student Center. The timely filing fee is \$25 and the late filing fee is \$50.

See Academic Calendar for deadlines, <http://www.law.uh.edu/calendar/academic-calendar.asp> .

BAR EXAMINATION INFORMATION

Multistate Professional Responsibility Exam (MPRE):

Many states require licensees to pass the MPRE. The Texas State Bar requires a scaled score of 85. Exam dates for the MPRE are in March, August and November with the application deadline being approximately 30 days before each exam. For application deadlines, fees, test subjects and to register on-line, please visit the National Conference of Bar Examiners website, <http://www.ncbex.org/>.

UNIFORM BAR EXAMINATION INFORMATION

Uniform Bar Exam Subjects with Corresponding UHLC Upper Level Courses:

The most current UBE information can be obtained at the Board of Law Examiners website: (<http://www.ncbex.org/exams/ube/>) and (https://ble.texas.gov/ube_faqs).

The UBE has three components: Multistate Bar Exam (MBE); the Multistate Essay Exam (MEE); and the Multistate Performance Test (MPT). Of these three components, only two, MEE and MBE, are implicated for the courses in the list below. Separately, in some semesters, UHLC may offer a course specifically designed for skill improvement in relation to the MPT component.

Uniform Bar Exam Subjects	UHLC Courses
Civil Procedure, Constitutional Law, Contracts, Torts (MBE & MEE)	1L Curriculum
Criminal Law and Procedure (MBE & MEE)	Criminal Law (1L Curriculum); Criminal Procedure
Evidence (MBE & MEE)	Evidence
Real Property (MBE & MEE)	Property (1L Curriculum)
The courses in the rows above comprise two-thirds to three-quarters of the MBE/MEE content. Among these eight courses, six are 1L curriculum, thus the two most critical “bar courses” that you can select are <i>Evidence</i> and <i>Criminal Procedure</i> .	
The courses in the rows below are important for the MEE.	
Business Associations (including Agency, Corporations, Partnerships, LLCs and Professional Associations) (MEE)	Business Organizations
Conflict of Laws (MEE)	Conflicts of Laws
Family Law (MEE)	Family Law

Secured Transactions (MEE)	Secured Financing
Trusts & Estates (MEE)	Trusts & Wills

Note: A list of bar requirements for other states is available here: [STATE BAR REQUIREMENTS](#)

**UNIVERSITY OF HOUSTON LAW CENTER
ACADEMIC CALENDAR**

2023 Spring

November - March	4-3	Fri - Fri	Timely filing for May 2023 Graduation (\$25 fee)
January	16	Mon	Martin Luther King (Holiday)
January	17	Tues	First day of classes
January	24	Tues	Last day to add a course
February	1	Wed	July 2023 Texas Bar Exam Timely Filing Deadline
February	1	Wed	Last day to drop a course, but not withdraw, without receiving a grade and receive a full refund
March	13-18	Mon-Sat	SPRING BREAK HOLIDAY
March	24	Fri	Last day to notify Student Services of a final exam conflict
March	24	Fri	Late filing deadline for May 2023 Graduation (\$50 fee)
April	1	Sat	July 2023 Texas Bar Exam Late Filing Deadline (\$150 late fee assessed)
April	19	Wed	Last day to drop a course or withdraw with a "W" by 3 pm
April	28	Fri	Last Day of Classes
May	1	Mon	July 2023 Texas Bar Exam Final Filing Deadline (\$300 late fee assessed)
April -May	29-1-	Sat - Mon	Reading Days
May	2-11	Tue-Thu	Final exam period; Make-up exams may be given on May 12 th if needed
May	12	Fri	First-year Mini Bar Exam
May	13	Sat	Law Commencement Ceremony (2 pm, Fertitta Center)

Make all travel plans with these dates in mind. Check for final exam conflicts early and if you have questions about exam scheduling, please contact the Office of Student Services.