

Memorandum

To: Upper Year Students

From: Catherine Cotter
Acting Associate Dean

Date: July 21, 2020

Re: Course Registration and Balloting Information

The registration process at UNB Law involves two steps. The first is balloting for courses with limited enrolment and the second involves courses that are open for general registration on-line through eServices. This memo focuses on the first step and explains the balloting process. Once the ballot process is complete you will receive a separate memo explaining the general registration process.

A. General

On-line registration for Law courses will not be available until the selection and registration for ballot courses, including sections of compulsory courses, has been completed. You will be advised by email when this occurs.

A Ballot Course is one in which registration is determined through a process of student ranking. The Ballot is typically used in courses with limited enrollment, high demand, or multiple sections.

Please note that the balloting process is very important because students are not necessarily guaranteed enrollment in upper-year courses that they need to graduate. For example, a third-year student returning from an exchange and who still requires compulsory courses will have to prioritize these courses in the ballot ranking to ensure that he or she gets a place in the Winter Term. Similarly, a student who requires a ballot course because it is a pre- or co-requisite must rank it accordingly, including students in competitive moots (see information below). **Ensuring you have the courses you need is your responsibility by following the directions in the registration memos.**

The Ballot Form is available through your UNB e-Services under the Academic tab (third selection on the side bar under My UNB e-Services).

NOTE: If you cannot access the Ballot Form please notify Joanne Levison (levison@unb.ca) immediately.

B. Pre-Selection Considerations

Before completing your on-line Ballot Form, consider the following:

1. Review the course requirements reflected in the Degree Self-Audit Form (Appendix B). This tool will help you figure out what courses you need to complete the JD program. This includes compulsory upper-year courses, the compulsory areas, as well as the writing requirement.

Note: The Community Clinic course is not counted in the limit on specialized courses. So, a student may take up to three of the listed courses PLUS the Community Clinic.

Note: Second year students are not eligible to take either Conflict of Laws or Legal Ethics and Professional Responsibility, which are compulsory third year courses.

Note: Writing Requirement – As a requirement for graduation, students must take a course in which a scholarly paper is written which is worth not less than 50% of the final grade for the course. Students must receive a grade of C or higher for the paper component of the course. This requirement may be completed during either second or third year.

2. Review the List of Available Courses (Appendix A). The List provides the following information for courses offered in each term: the instructor; whether the course is a Ballot Course; whether a special application or instructor approval is required; whether there is a 50% paper which will meet the writing requirement; and whether or not there is a final examination scheduled for the course.

Note: The information with respect to a 50% paper or final exam is provided as a guide for students in selecting courses and is subject to change at the discretion of the instructor. During the first two weeks of classes, students are advised to confirm the course requirements for all courses.

3. Review the timetables (Appendix C) and examination schedule (Appendix D).
4. See Appendix E for supplemental information regarding the Tax Clinic offered by Prof. Urinov, **including information on how to apply for the course by the deadline noted**. Please note there is a revised course description for Health Law (see Appendix E).
5. If you have applied for an Internship, Community Clinic, or Competitive Moot and are still waiting to hear whether you have been selected, you should ballot and conduct your registration as if you will not be taking these courses. If your application is successful, your registration can be adjusted accordingly.

6. Review the [course descriptions](#) on our Current Students webpage to determine whether or not there is a pre-requisite or co-requisite for a course you are interested in taking. If you have been selected for a competitive moot, you will be advised separately of any applicable pre- or co-requisites for which you will have to ballot.
7. Consider the requirements for admission to the law society of the jurisdiction where you intend to practice. Admission requirements differ from jurisdiction to jurisdiction. Inquiries should be made directly to the relevant law society.
8. Students selected to participate in the Law Journal have been notified.

C. Selection of Ballot Courses

You will secure places/seats in Ballot Courses by balloting in a selection process described in detail below. Ballot Courses are identified on the List of Available Courses (Appendix A) in the column headed "Selection". **You will be advised of the results of the balloting process when it is completed.**

Note: Enrolment is 18 for seminar courses except Trial Practice (20). There is a maximum enrolment of 30 for each section of Family Law, Aboriginal Peoples and Law and Legislation. Health Law has a maximum enrolment of 40 and there is a maximum enrolment of 50 for Employment Law and Insurance.

The selection process for Ballot Courses is as follows:

1. You must complete and save your "Ballot Form" on-line by the deadline of **11:59 PM (Atlantic Time)** on **TUESDAY, JULY 28, 2020**. You may amend your ballot until the deadline.
All students must print their ballot selections or take a screen shot of them as a back-up.
2. It is not necessary to complete all 10 spaces on the Ballot Form. However, in addition to the compulsory courses, you should list all of the ballot courses you may be interested in taking this year. After the results of the balloting process are known you may drop the course(s) you are no longer interested in taking.
3. For sections of compulsory courses, you must ballot for **ONLY ONE** section. Once the selection is made for the over-subscribed section, remaining students will be placed in the other section. A waiting list will **NOT** be created.
4. Where a non-compulsory ballot course is oversubscribed, places in that course will be filled on the following basis:
 - a) normally students in the JD program will have priority over a non-degree student;
 - b) where applicable, **third year students will always have priority over second year students** (e.g. a third year student who ranks a course tenth will secure a place over a

second year student who ranks the same course first). A student's year in the program (second or third year) will be determined for each term;

c) Subject to paragraphs (a) and (b), a student who ranks the course higher will have priority over other students who ranked the course lower; and,

d) Subject to paragraphs (a) and (b), where students have ranked a course at the same level (e.g. number 3) the selection will be by a draw or lottery among those students.

5. For non-compulsory ballot courses, a waiting list will be created using the Ballot Forms completed and saved by the deadline. Students will be ranked in accordance with the selection process described above.

If you have any questions with respect to the selection and registration for Ballot Courses you may contact Joanne Levison by e-mail (levison@unb.ca) or telephone (506-458-7967).