

Memorandum

To: Upper-Year Students
From: Catherine Cotter, Associate Dean
Date: June 30, 2022 (updated July 8, 2022)
Re: Course Registration and Priority Registration Information

In past years, the registration process at UNB Law involved two steps: balloting and then registration a few weeks later. Due to the university changing the software that is used to register students, the Faculty of Law has had to change how upper-year registration takes place.

Balloting is no longer available and has been replaced with priority registration. Priority registration and regular registration will take place at the same time. Priority registration will continue to allow 3L students, in most situations, to have priority over 2L students to register in certain courses identified by the Faculty of Law.

More information is presented below. Also see Appendix I (FAQ) for more details.

Please note that all times referenced are in Atlantic Time.

A. General

Priority registration will take place at the same time as regular registration.

When registration opens, students will register/waitlist for all of their courses, including courses that have been identified as priority registration courses. For priority registration courses, a waitlist will be established; on the waitlist, we can determine which student is in 3L and which student is in 2L. We can also determine when they were added to the waitlist as it is time stamped. Staff will then determine who will be registered in the class based on:

- the year of the student; and
- the time they were added to the waitlist.¹

Priority registration is typically used in courses with limited enrollment or courses that have high demand combined with being in a compulsory area of study. **Note that compulsory courses are NOT considered priority registration courses**; as upper year students are required to be enrolled in the compulsory courses for their year, and as there are enough seats between the two sections of each compulsory course to ensure each student can enrol, students must ensure they are registered in their compulsory courses (for 2L students, the compulsory courses are Administrative Law, Business Organizations, Civil Procedure, Commercial Law, and Evidence; for 3L students, the compulsory courses are Conflict of Laws and Legal Ethics and Professional Responsibility).

Please note that the priority registration process is very important because students are

¹ When a student registers for a class or is placed on a waitlist, the timestamp goes to 100th of a second.

not necessarily guaranteed enrollment in the upper-year courses that they need to graduate other than compulsory courses. Ensuring you have the courses you need is your responsibility.

B. Pre-Selection Considerations

Before completing your course registration and priority registration, 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 of study, as well as the writing requirement.

Note: Please ensure you are using the correct Degree Self-Audit Form (Appendix B). One Degree Self-Audit Form is specifically for students who entered the JD program prior to September 2021; the other Degree Self-Audit Form is for students who entered the JD program starting in September 2021 or later. Students who entered the JD program starting in September 2021 or later are required to complete different compulsory areas of study.

Note: Compulsory areas of study - As a requirement for graduation, students must take certain courses that will fulfil their compulsory areas of study. To determine which compulsory areas of study you must take, and to keep track of what compulsory areas of study courses you have taken so far, please use the Degree Self-Audit Form (Appendix B).

Note: Writing Requirement - As a requirement for graduation, students must take a course in which a scholarly paper is written which is worth at least 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.

Note: Certain courses are considered specialized courses and there is a limit on the number of specialized courses that can be taken. Per article 1(7) of the Faculty of Law regulations, “[a] student may not take more than three of the following courses for credit towards the law degree: any Competitive Moot; any Internship; Law Journal Associate Editor; Law Journal Editor-in-chief.”

Note: The Community Clinic, Tax Clinic, and Legal Clinic courses are not counted in the limit on specialized courses. So, a student may take up to three of the specialized courses PLUS one or more of these clinic courses.

Note: Commercial Law will only be offered during the fall 2022 term (at two different times). Second-year students must take Commercial Law, which is a compulsory second-year course.

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.

2. Review the List of Available Courses (Appendix A). The List provides the following information for courses offered in each term: the instructor (if known at this time); whether the course is a priority registration course or a regular registration course; whether a special

application or instructor approval is required; whether there is a 50% paper which will meet the writing requirement; and whether 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 each term, students are advised to confirm the course requirements for all courses.

3. Review the timetables (Appendix C) and examination schedule (Appendix D).
4. 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 a pre-requisite or co-requisite for a course is not met, you will not be permitted to take the course.**
5. See Appendix E for supplemental information regarding the following courses: Global Climate Change Law & Governance; Constitutional Litigation; UNB Legal Clinic; and Advanced Legal Writing I. Also, please note there is additional information about Trial Practice (Fall offering); Disability Law & Policy; International Trade Law; Corporate Transactions; Prosecution and Defence of Homicide; and Land Claims and Self-Government Agreements.
6. The information on how to apply for Internships and Clinics (Community Clinic, Legal Clinic, Tax Clinic) has not yet been sent to students; you should conduct your registration as if you will not be taking these courses. If your application is successful, your registration can be adjusted accordingly.
7. If you have applied for a Competitive Moot or the Law Journal and are still waiting to hear whether you have been selected, you should conduct your registration as if you will not be taking these courses. If your application is successful, your registration can be adjusted accordingly.
8. If you have been or will be selected for a Competitive Moot or the Tax Clinic, you will be automatically enrolled in the pre-requisite or co-requisite courses that are needed.
9. If you have been accepted into an exchange program for the fall term of your 3L year, it is your responsibility to advise the Associate Dean's Office before registration opens so we can enroll you in Conflict of Laws and Legal Ethics and Professional Responsibility for the winter term.
10. For courses not subject to priority registration, many will have a waitlist; such waitlists will be created on a first-in-time basis.
11. 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.

C. Selection of Priority Registration Courses

You will secure places/seats in priority registration courses by waitlisting yourself in the course. Priority registration courses are identified on the List of Available Courses (Appendix A) in the

column headed "Selection."

Note: Enrollment is 18 for seminar courses except Trial Practice (16 in the Fall Term and 20 in the Winter Term); Negotiation (24); and Dispute Resolution (25). There is a maximum enrollment of 35 for Legislation, Real Estate Transactions, and Law and Economics.

The selection process for priority registration courses is as follows:

1. **As the upper-year courses are now listed in Colleague, students have until Thursday, July 14, 2022 at 11:59 PM, to pre-select courses for registration/priority registration.** We strongly encourage you to pre-select your courses. With pre-selection, a student can plan their class schedule in advance so that when registration opens, students are able to quickly register/waitlist for their pre-planned courses.
2. **Registration and priority registration will open online on Friday, July 15, 2022 at 12:00 AM. The deadline to put yourself on a waitlist to be considered for priority registration is 8:00 AM on Monday, July 18, 2022.** Only students who have placed themselves on a priority registration course waitlist by Monday, July 18, 2022 by 8:00 AM will be considered when determining who gets priority to register in those classes. If a student adds themselves to the waitlist of a priority registration course after 8:00 AM on Monday, July 18, 2022, they will remain on the waitlist but will not be considered when priority registration decisions are being made.

Note: The Manager of Academic Affairs and Student Services, Martha McClellan, will be available from 12:00 AM to 1:00 AM on Friday, July 15, 2022 to assist with any issues that you may experience. If you require assistance during this time, please contact her at lawassocdean@unb.ca.

Note: The results of the waitlisted priority registration process are dependent on when your registration is submitted (i.e. time stamped). As such, students are strongly advised to register on **Friday, July 15, 2022 at 12:00 AM**.

3. For sections of compulsory courses, you must register for **ONLY ONE** section. If you are unable to get a spot in the section of the compulsory course that you want, you will have to register for the other section. **If you do not register yourself for a compulsory course, we will register you in one at our discretion. If you register yourself in both sections of a compulsory course, we will remove you from one section of the compulsory course at our discretion. We will NOT confirm with you in advance which section you prefer.** A waiting list will be created for the compulsory courses so if you do not get into the section that you preferred, you can add yourself to the waitlist for the other section.

Decisions on compulsory courses (adding students to compulsory courses if they are not registered, removing students from compulsory courses if they are registered in two sections of the same course) will be made and implemented the week of July 18, 2022. We will continue to monitor the compulsory courses and add/remove students as needed throughout the summer. To ensure you are not added to/removed from a compulsory course, ensure you are registered for just one section of each compulsory course you need.

4. Where a priority registration course is oversubscribed, places in that course will be filled from the waitlist on the following basis:

- a) normally students in the JD program will have priority over a non-degree student;
 - b) where applicable and subject to any other information provided in this memo, third-year students will have priority over second-year students. A student's year in the program (second or third) will be determined for each term;
 - c) Every student's registration/waitlist selection is time stamped. Subject to paragraphs (a) and (b), a student who registers/waitlists first will have priority over other students who registered/waitlisted later. For this reason, students are strongly advised to register as soon as registration opens.
5. In the Colleague registration system, there are two separate processes students will have to follow: one to register for regular courses and one to add oneself to priority registration waitlists.

To ensure you are able to register for courses and add yourself to priority registration waitlists in a timely manner, we strongly recommend that you determine ahead of time which courses are most important for you and then determine whether to start by registering for regular courses or start by adding your name to priority registration waitlists (then moving on to the other process).

Please note that priority registration (waitlisted) courses have to be added one at a time. We strongly recommend that you determine ahead of time which priority registration courses are most important to you and add yourself to the waitlists in order of priority.

For more information on how to register for classes and add one's name to a waitlist, see the attached [Self-Service Registration information document](#).

6. Students who are successful in obtaining a spot in a priority registration course will be granted permission to register. When a student has been granted permission to register for a course, they will receive an email advising that they have permission to register for the course. A student will have until 11:59 PM the next day (i.e. the day after receiving the email) to register in the course. If a student does not register in the course by this time, the permission to register will expire and the place in the course will be offered to another student. Attached as Appendix G is an example of the email message a student will receive if they are granted permission to register.
7. **We will start sending permission to register emails in priority registration courses on Friday, July 22, 2022;** please be prepared to check your emails closely on this day to see if you have received any emails giving you permission to register in a course. As stated above, if a student does not register in the course in time after receiving the permission to register email, the permission to register will expire and the place in the class will be offered to another student.

A student could receive numerous emails giving them permission to register in several courses, and the emails may be sent throughout the day on Friday, July 22, 2022. Keep this in mind as you determine whether or not to register in a course.

8. While waitlists will be initially processed on Friday, July 22, 2022, the waitlists will not be processed again after this date until early August due to staff absences.
9. Students who are not successful in obtaining a spot in a priority registration course will remain on the waitlist. Students will be ranked in accordance with the selection process described above.
10. If a student attempts to register in two registration courses offered at the same time (thereby creating a course conflict), the Colleague system will not allow you to register in the courses with conflicts but should register you in other courses (subject to any other errors). To avoid a conflicts error, please ensure you have no course conflicts with the courses you have chosen.
11. A course conflict is permitted between a registration course and a waitlist course; however, if a student is given permission to register in a course that is waitlisted at the same time as a course in which they are already registered, they will not be permitted to register in the waitlisted course until they drop the course in which they are already registered.
12. If a student attempts to register in more than 18 credit hours in a term, an error will occur; the Colleague system should register the student in the first 18 credit hours by course number (subject to any other errors); once the 18 credit hours has been reached, the Colleague system will not register the remaining courses. For example, if a student attempts to register in Law 3000, Law 3001, Law 3002, Law 3003, Law 3004, Law 3005, Law 3006, and Law 3007, the Colleague system would register the student in Law 3000, Law 3001, Law 3002, Law 3003, Law 3004, and Law 3005 (as they are the course numbers that come first up to the 18 credit hour limit) but not in Law 3006 or Law 3007. The above example presumes a student does not have any courses waitlisted when trying to register; waitlists also count towards the 18 credit hour limit. To ensure you do not experience a delay, please ensure you register in or waitlist yourself for no more than 18 credit hours per term.
13. If a student attempts to register for numerous courses at once using the "Register Now" button but errors occur, the courses that are subject to the errors will not be registered but the courses not subject to the errors should be registered as normal.
14. If in the midst of registering for a course the course fills up and the waitlist is activated, you will not be able to register for the course and will instead have to add yourself to the waitlist.
15. Notwithstanding the priority registration outcomes, the Associate Dean's Office reserves the right to make enrollment decisions to address individual circumstances, including academic accommodations.
16. Please refer to Appendix J for a timeline of important dates.

If you have any questions with respect to priority registration courses, you may contact Bo Vinh-Doyle at lawassocdean@unb.ca or 506-447-3223.

D. General Information

- a. **How to Register for Courses** - For course registration and priority registration, visit the MyUNB Intranet at <https://unbcloud.sharepoint.com/sites/MyUNB> and select "Services & Information for Students" or "I am a Student." Select "Information for Course

Registration” for more details on how to register; when you are ready to register for courses, select “Register for your courses” at the bottom of the page. A document with information on how to use the registration system has been provided as an attachment and is [available here](#).

More resources on how to register for courses can be found in Appendix H.

- b. **Course Overloads** - Students who are registered in more than five courses in a term must drop **non-compulsory course(s)** so that their course load for the term is five. If you wish to take six courses or fewer than five courses in a term, complete a [Course Load Variance Request Form](#) and submit the completed form to Bo Vinh-Doyle by Monday, September 12, 2022 for the fall term and by Monday, January 16, 2023 for the winter term courses. (Note: In accordance with Law Faculty Regulation 4(16), taking less than a normal course load may affect a student’s eligibility for academic recognition (e.g. Dean’s List, prizes, etc.) and may be a consideration in the awarding of scholarships.)
- c. **Directed Research and Readings in Legal Theory Courses** - Students are not permitted to register for Directed Research and Readings in Legal Theory. These courses involve an individual program of study and require the approval of a faculty member willing to supervise the student. Students must submit [a Special Course Registration Form](#) with the signature of the supervising faculty member. This may be done after the beginning of the term when arrangements can more easily be made with a supervising faculty member. The completed Special Course Registration Form must be returned to Bo Vinh-Doyle for approval by the Associate Dean at least 2 days before the last day for course additions/withdrawals for the appropriate term. Once all approvals are obtained, you will be registered in the course by the Law School.
- d. **Non-Law Courses** - With permission of the Associate Dean, students may take a three-credit hour non-law course for credit towards their Law Degree. Reference should be made to Law Faculty Regulations 1(5) and 4(1)(b) and the [Non-Law Request Form](#) available from the Faculty website. There is a list of previously approved [non-law courses](#) on the Faculty website. Please note: Grades in non-law courses are not used in calculating a student’s GPA. Students must submit the completed form to Bo Vinh-Doyle by Monday, September 12, 2022 for the fall term and by Monday, January 16, 2023 for the winter term courses. Forms received after this day may not be processed.
- e. **Dropping Non-Compulsory Courses** - If you are on a course list or waitlist for a non-compulsory course but have decided not to take the course, you must go online and remove yourself from the course or waitlist. To remove yourself from a course or waitlist, follow the instructions in the attached [Self-Service Registration information document](#).
- f. **Human Rights Accommodations** - If you require accommodation with respect to course registration and/or scheduling, please contact the Manager of Academic Affairs and Student Services, Martha McClellan, as soon as possible to discuss. Martha can be reached at martha.mcclellan@unb.ca or by phone at (506) 459-7967.
- g. **Religious Accommodation** - If you observe a religious holiday that falls on the day of a fall or winter term exam and observance means that you cannot write the exam at the scheduled day and time, please contact Bo Vinh-Doyle at lawassocdean@unb.ca or 506-447-3223 to arrange for a religious accommodation.

- h. **Waitlists** - Students on a waitlist are not advised of their place on the waitlist.
- i. **Technology Assistance** - While we don't anticipate this will happen, if the Colleague system goes down while students are registering/waitlisting for courses in the early hours of Friday, July 15, 2022, ITS, the technology department on campus, will investigate the issue during regular business hours on that day.
- j. **Information Sessions** - We will hold two information sessions for students; the first session will be recorded and made available to students. The times of the sessions are:
 - a. Thursday, July 7, 2022 at 12:30 PM ([Click here to join the meeting](#))
 - b. Tuesday, July 12, 2022 at 7:00 PM ([Click here to join the meeting](#))