

## Memorandum

To: Upper-Year Students  
From: Catherine Cotter, Associate Dean  
Date: July 26, 2022  
Re: Priority Registration Course Balloting Information

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Due to the unexpected problems with the registration procedure for priority registration courses, a balloting process will take place so students who were not able to put their names on the waitlists for priority registration courses are able to do so. The process will be similar to what happened in previous years whereby students balloted or ranked their desired courses.

An information session will be held on **Wednesday, July 27, 2022 at 12:30 PM (AST)**, which will be recorded and made available to students; use this link: [Click here to join the meeting.](#)

Please note that all times referenced in this document are in Atlantic Time.

### A. General

The balloting process will only involve priority registration courses. Please check the [Fall](#) and [Winter](#) list of available courses to identify which courses are priority registration courses (the priority registration courses will also be listed in the form students will use to rank their courses).

**You will be advised of the results of the balloting process when it is completed.**

During the balloting process, students ballot or rank their courses in order of priority. For example, a student would rank their most desired course as their number one course, their second most desired course as their number two course, and so on.

**The balloting process is very important because students are not necessarily guaranteed enrollment in upper-year courses that they need to graduate (except for compulsory courses). Ensuring you have the courses you need to fulfill your paper requirement, compulsory areas requirement, etc. is your responsibility.** Graduation requirements are explained in more detail below in section C. Pre-selection Considerations.

In the past, we were able to use a system that was built to specifically deal with balloting. That system is no longer in place and instead we will be using a Microsoft Form to gather the information. Students will have to sign in with their UNB credentials to access the form.

**Note:** If you experience issues accessing or submitting the Microsoft Form, please notify Bo Vinh-Doyle ([lawassocdean@unb.ca](mailto:lawassocdean@unb.ca) or 506-447-3223) immediately.

**The ballot form will be accessible starting the morning of Wednesday, July 27, 2022 (we will email students the link when the form is available). Student must submit their ballots by Tuesday, August 2, 2022 at 1:00 PM (AST).**

## B. Selection of Priority Registration Ballot Courses

The selection process for priority registration courses via ballot is as follows:

1. **The ballot form will be accessible starting the morning of Wednesday, July 27, 2022.**
2. **You must submit your ballot by the deadline of Tuesday, August 2, 2022 at 1:00 PM (AST).**
3. **Students will only be permitted to submit their ballot choices once, so do not submit your ballot preferences until you are sure of how you wish to rank your courses. Students must select the option at the end of the form to email a receipt of one's response as a back-up.**

**Note:** The results of the balloting process are not dependent on when ballots are submitted.

4. Students in 3L will be permitted to ballot for up to 7 courses and students in 2L will be permitted to ballot for up to 4 courses; this difference in ballot numbers takes into consideration that 3L students have more room in their schedule to take elective courses.
5. **If a student is content with their course schedule and does not want to ballot, they do not have to.**
6. **Although 3L students can ballot for 7 courses and 2L students can ballot for 4 courses, a student can ballot for fewer courses if they wish.**
7. Where a priority registration course is oversubscribed, places in that course and places on the waitlist 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 and subject to any other information provided in this or previous memos, **third-year students will have priority over second-year students** (e.g. a third-year student who ranks a course seventh 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) 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.
8. Notwithstanding the balloting outcomes, the Associate Dean's Office reserves the right to make enrollment decisions to address individual circumstances, including academic accommodations.

9. There is no guarantee that a student will obtain a place in a course regardless of how high the course was ranked.
10. To ensure this is as fair a process as possible, there has to be a set time whereby no one can add themselves to the priority registration course waitlists (so we can know accurately how many students are in a priority registration course as we are processing ballots). **As advised via email on July 22, 2022, anyone who adds themselves to a priority registration course waitlist after 1:00 PM (AST) on Friday, July 22, 2022 will not be considered to be on the waitlist and will have to ballot the course if they would like to secure a spot in the course or on the waitlist.** If a student added themselves to a priority registration waitlist prior to this date/time, they do not have to ballot for the course as they are already on the waitlist.
11. If a student ballots for a priority registration course they are already in OR are already on the waitlist for, that ballot will be discarded.
12. **A block on registration will be put in place when the balloting process opens so that the courses are static while students are balloting and we are processing the ballots.** The Registrar's Office has advised that a block means that students will still be able to drop courses they are currently registered in and remove themselves from waitlists they are currently on, however, they will not be able to register themselves into courses or add themselves to additional waitlists. The block will be removed when the ballots have been processed and students have been registered in the priority registration courses and put on the priority registration waitlists.
13. After the balloting process is complete, students who were successful in getting into a class will be registered in the class; students who were not successful in getting into a class will be placed on the waitlist. **This process may result in students having too many credit hours in a term; in this situation, students will have to withdraw themselves from some courses to stay within the maximum credit hours of 18 per term. Additionally, this process may result in students being registered in two courses at the same time (resulting in a conflict); in this situation, students will have to withdraw from one of the courses to resolve the conflict (if one of the courses is a compulsory course, the non-compulsory course must be removed). Due to these issues, we ask that students very carefully determine if they wish to ballot and for how many courses. If we must reach out to students about withdrawing from courses due to having too many credit hours in a term or due to a course conflict, it will slow down the process and will tie up seats that can go to other students.**

If you have questions with respect to the selection and registration for priority registration courses by ballot, please contact Bo Vinh-Doyle ([lawassocdean@unb.ca](mailto:lawassocdean@unb.ca) or 506-447-3223).

### C. Pre-Selection Considerations

Before submitting your ballot form, consider the following:

1. Review the course requirements reflected in the appropriate Degree Self-Audit Form. 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. One Degree Self-Audit Form is 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, please use the appropriate Degree Self-Audit Form.

**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.

2. [Review the List of Available Courses](#). The list provides the following information for courses offered in the [Fall](#) and [Winter](#): the instructor (if known at this time); if the course is a priority registration course or not; 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 assessments with their instructors.

3. Review the [Fall](#) and [Winter](#) timetables, as well as the [examination schedule](#).
4. Review the [course descriptions](#) 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 the [supplemental course information](#) regarding the following priority registration courses: Global Climate Change Law & Governance; Constitutional Litigation; Advanced Legal Writing I; Trial Practice (Fall offering); Disability Law & Policy; Corporate Transactions; Prosecution and Defence of Homicide; and Land Claims and Self-Government Agreements.
6. If you have applied for an Internship or Clinic and are still waiting to hear whether you have been selected, you should ballot as if you will not be taking these courses. If your application is successful, your registration can be adjusted accordingly.
7. If you end up being selected for the Tax Clinic, you will be automatically enrolled in the pre-requisite course that is needed.
8. Review the enrollment data for the classes you are interested in so you have an idea of the number of seats available in a class. To check the enrollment data, go to the course [catalogue](#) and, when you've found the course of interest, click the link "View Available Sections for Law-XXXX" (XXXX stands for the course number). You can hover over the small 'i' in a circle next to the word "Seats" and it will advise what the numbers mean.

9. 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.

#### D. More Information

1. **Compulsory Courses** - Students must be enrolled in one section of each compulsory course they must take, depending on their year in the program. After the ballots have been processed and students have been registered in classes or placed on waitlists, we will review the compulsory course enrollments. **If you are not registered in a section of a compulsory course you need, we will register you in one at our discretion; if you registered yourself in both sections of a compulsory course, we will remove you from one section of the compulsory course at our discretion. In both instances, we will NOT confirm with you in advance which section you prefer.**

If when registering a student in required compulsory courses this results in the student being registered in more than 18 credit hours in a term, the student will have to remove themselves from courses so they are at a maximum of 18 credit hours in a term.

If when registering a student in required compulsory courses this results in the student being in two courses at the same time (creating a course conflict), the student will be required to remove themselves from the non-compulsory course.

2. **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 [lawassocdean@unb.ca](mailto:lawassocdean@unb.ca) 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).
3. **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 form must be returned to [lawassocdean@unb.ca](mailto:lawassocdean@unb.ca) 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.
4. **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](#). A list of previously approved [non-law courses](#) is available. Grades in non-law courses are not used in calculating a student's GPA. Students must submit the completed form to [lawassocdean@unb.ca](mailto:lawassocdean@unb.ca) by Monday, September 12, 2022 for the fall term and by Monday, January 16, 2023 for the winter term courses. Forms received after these dates may not be processed.

5. **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 remove yourself from the course/waitlist. To remove yourself from a course/waitlist, follow the instructions in the [Self-Service Registration information document](#).
6. **Human Rights Accommodations** - If you require accommodation with respect to balloting and/or scheduling, please contact Martha McClellan, Manager of Academic Affairs and Student Services, as soon as possible to discuss ([martha.mcclellan@unb.ca](mailto:martha.mcclellan@unb.ca) or 506-459-7967).
7. **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 ([lawassocdean@unb.ca](mailto:lawassocdean@unb.ca) or 506-447-3223) to arrange for a religious accommodation.
8. **Waitlists** - Students on a waitlist are not advised of their place on the waitlist.