

To: Upper Year Students

From: Catherine Cotter
Acting Associate Dean

Date: August 11, 2020

Re: On-line Course Registration Information

General

The selection process for ballot courses, including sections of compulsory courses, has been completed. The results are available by checking your class timetable for the coming academic year (20/FA and 21/WI) on-line through “My UNB e-Services” under the “Academic” tab.

The application process for experiential courses (internship, clinical, moots, and law journal) is now closed. However, selection has not been completed for some of these courses. If you are still waiting for an answer, you are advised to register as if you will not obtain a spot in the experiential course. If you are ultimately successful, you will be able to adjust your registration later accordingly.

On-line registration will be available Thursday, August 13 at 12:01 a.m. (Atlantic Time). At that time, you may register for “eServices” courses and for any “seminar” courses for which places are still available. You will also be able to place your name on waiting lists where they exist.

Before registering on-line take note of the following:

- a. **High Demand Courses** - It is anticipated that the classroom capacity for ‘eServices’ courses will be sufficient to accommodate all students interested in taking these courses. In the event that student demand exceeds the classroom capacity, an on-line waiting list will be created on a first in time basis. Although this is not likely to be an issue, students who are concerned may wish to register for courses sooner rather than later.
- b. **Possible Scheduling Conflicts** - Where there were course conflicts an attempt was made to register students in the highest ranked course. Check the courses in which you have been registered to make sure that a scheduling conflict does not exist. Where there is a scheduling conflict between a section of a compulsory course and another course, you must drop the other course; **DO NOT** drop the compulsory course. If you discover a scheduling conflict that cannot be resolved please advise Joanne Levison (levison@unb.ca).

Note: Students are not permitted to take two courses that are scheduled at the same time. Should a scheduling conflict be discovered, your registration will be adjusted accordingly.

- c. **Forms** - All forms referred to in this memo (e.g. Non-Law Request Form, Course Load Approval Form, etc.) may be obtained from the Faculty website at <https://www.unb.ca/fredericton/law/current-students/documents-forms.html>. Completed forms may be returned to Joanne Levison (levison@unb.ca).

- d. **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 participate in activities like an exam, please contact me to arrange for a religious accommodation.
- e. **Pre-requisite for International Trade Law** - The course description for International Trade Law has Public International Law and International Organizations as a prerequisite. Since the course has not been offered at UNB Law for a number of years, current 3rd year students who have not already taken Public International Law and International Organizations will be granted a waiver of the prerequisite for the upcoming academic year 2020-2021, given the fact that they were not able to plan ahead in order to fulfil the prerequisite requirement and the two courses are being offered back to back in the fall term. 2nd year students can take International Trade Law and Public International Law and International Organizations as a co-requisite (instead of as a pre-requisite), based on prior consultations with Professor Panezi (mpanezi@unb.ca). For other 2nd year law students who are interested in the course, Professor Panezi encourages them to get in touch with her to discuss options they may have with respect to planning their studies in the area of International Law and Trade.

Seminar Courses

With respect to seminar courses, please note the following:

- a. **Filling Places** - Students are able to go on-line and add their names to the class list for seminar courses where places are available or to the waiting list where the class is full. Registration or priority on the waiting list will be on a first in time basis. Non-degree students will normally only be offered a place if all degree students who have balloted have secured a place at that time.
- b. **Course Overloads** - Students were registered in all seminar courses for which they were selected, even if they were registered in more than five courses in a term. Students who have been 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 in a term, complete a Course Load Variance Request Form and submit the completed form to Joanne Levison.
- c. **Over-subscribed Seminar Courses** - Students not selected for a seminar course have been placed on the waiting list in accordance with the balloting procedure. Students who did not ballot for a course may add their names to the on-line waiting list as described in paragraph "a" above.
- d. **Seminar Courses Offered in Both Terms** - Students who were selected in the ballot process for both sections of Trial Practice, Negotiations, Dispute Resolution and Family Law were registered in the highest ranked course regardless of the term.
- e. **Dropping Seminar Courses** - If you are on a class list or a waiting list for a seminar course but have decided not to take that course, you must go on-line and remove your name from the class or waiting list. You may do this through your e-Services under Academic/Manage My Wait List.

Compulsory Courses

With respect to compulsory courses, please note the following:

- a. **Confirm Your Registration** - For sections of compulsory courses, students not selected for an over-subscribed section were placed in the other section. It is the student's responsibility to ensure that they meet all requirements for graduation. If you are not registered in a section of a compulsory course, you **must** register on-line for the section of that course which has places available.
- b. **Registration for Non-Compulsory Courses** - Once a student has been placed in a section of a compulsory course, they cannot register for any other course, including a ballot course, which would create a scheduling conflict.
- c. **Switching Sections** - If you wish to change sections of a compulsory course, do not drop the section of the course you are registered in until you have confirmed that there is a place available in the other section. Once this is confirmed, drop the section and IMMEDIATELY add the other section.

On-line Registration (through your UNB eServices)

Prior to registering for your remaining courses, you are reminded of the following:

- a. **UNB Website** - For on-line course registration, visit the UNB website at: <http://www.unb.ca/registration/> and select "Register for your courses" at the bottom of the page.

For on-line registration you will need your student PIN which continues to be valid.

- b. **Self Degree Audit Form** - You should review the Self Degree Audit Form which was sent with the Course Registration Package and which is also available on the Faculty website under [Current Students/Forms](#).
- c. **Course Load Considerations** - Faculty of Law Regulations provide that the normal course load is five courses per term. Students who wish to take six courses in a term or fewer than five courses in a term must consult with the Associate Dean and complete a Course Load Variance Request Form. (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.)

- d. **Directed Research and Readings Courses** - Students are not permitted to register online 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 Joanne Levison for approval by the Associate Dean before the last day for course additions for the appropriate term. Once all approvals are obtained, you will be registered in the course by the Law School. Subject to Regulation 1(3), a student may take only one Directed Research course for credit towards their Law Degree.
- e. **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.