INSTRUCTIONS FOR PRIORITY REGISTRATION FOR CLINICS AND EXTERNSHIPS

1. Most Clinics and Externships are available for Priority Registration through Banner. Internal Clinics and Federal Judicial Clerkship are generally not available for registration through Banner - see Item 2 below. If a Clinic or Externship is available for registration through Banner, it will show a CRN on the online course schedule. (As in the past, registration for Practicums is not done through Banner – you have to complete a Practicum Approval Form and submit it to the Student Services Office.) You can sort the schedule by clicking the Course Type header to get lists of the Internal Clinics, External Clinics, and Externships.

2. Internal Clinics and Federal Judicial Clerkship are generally not available for registration through Banner and will not show a CRN on the online course schedule. These had a separate registration process held earlier this semester and students will be individually notified of their selection. The Internal Clinics are:
   a. Clinics at the Sheller Center (Social Justice Lawyering, Justice Lab, Federal Re-Entry Court)
   b. Clinics at the Temple Legal Aid Office (Community Lawyering, Family Law Litigation)
   c. Elderly Law Project Clinic
   d. Internal Clinics cannot be added or dropped through Banner. Please send an email to Asst. Dean Wertheimer if you want to add or drop an Internal Clinic.
      i. Exception: students will be able to use Banner to register for the Advanced Community Lawyering Clinic and the Family Law Litigation Clinic.

3. To ensure that rising 4LE, 3L, and 3LE students are able to take at least one Clinic or Externship during the 2016-2017 academic year, the Priority Registration process allows you to register for an External Clinic or Externship in either semester, both Fall 2016 and Spring 2017.
   a. Clinics and Externships offered in Fall 2016 will have a section number beginning with F
   b. Clinics and Externships offered in Spring 2017 will have a section number beginning with S
   c. If you are unable to register in your first choice of External Clinic or Externship in the Fall, you can try to register for it in the Spring

4. Priority Registration for External Clinics and Externships through Banner will take place from March 28 to 30. This is before registration for your other courses.
   a. Rising 4LEs, 3Ls, and 3LEs will be able to register in one External Clinic or Externship – either for Fall 2016 or Spring 2017 - from March 28 at Noon to 10 am on March 29. You can register for one External Clinic or Externship on this day even if you are already registered in an Internal Clinic or Federal Judicial Clerkship.
   b. Rising 4LEs, 3Ls, and 3LEs who, as of 10 am on March 29, are registered in one Clinic or Externship may choose a second Clinic or Externship from March 29 at noon to March 30 at 10 am.
   c. You will need to use PIN numbers for registration in External Clinics or Externships. The PINs are:
      i. 4LEs = 222222
      ii. 3Ls = 444444
      iii. 3LEs = 333333
   d. Registrations will be reviewed at 10 am on March 29, and anyone not in compliance with Item 4.a. above will have ALL registrations removed. Registrations will also be reviewed at 10 am on April 1, and anyone registered in anything other than two Clinics or Externships will have ALL registrations removed.
   e. Rising 2Ls cannot register for Clinics or Externships through Banner. Rising 2Ls interested in Clinics or Externships should contact Prof. Bretscher.

5. Before you register for a Clinic or Externship, check the online course schedule to make sure that you understand any prerequisites it may have and its time requirements.
   a. Banner will check that you have taken the prerequisites and will prevent you from registering if you do not have them
      i. PLEASE NOTE – If you plan to register for a Clinic or Externship in the Spring 2017 but will be taking one or more of the prerequisites for it in Fall 2016, you must contact Asst. Dean Wertheimer at william.wertheimer@temple.edu before March 25 to obtain a waiver of the prerequisite.
   b. Banner will not check the meeting times of your Clinic or Externship against the meeting times of the other courses you will be registering for. It is entirely up to you to keep these meeting times in mind as you register for your other courses. Check the Fall 2016 course schedule on the Law School web site for meeting times for Clinics and Externships.

6. You will be able to add or drop Fall 2016 External Clinics and Externships during Priority Registration for your other courses, but waiting lists will not be maintained for Clinics, Externships, or other courses during this period. When Add/Drop opens in August 2016, waiting lists will be maintained for Fall 2016 Clinics and Externships.

7. If you are registered for a Fall 2016 Clinic or Externships, you will see it on your roster throughout the registration period, and you can add or drop Fall 2016 External Clinics and Externships as long as course registration is open. If you pre-register for a Spring 2017 Clinic or Externship, you will see it on your Fall 2016 roster during the March 28 through 30, but it will removed before you register for your other Fall 2016 courses in April.
   a. Your Spring 2017 Clinic and Externship pre-registration information will be preserved and you will be automatically registered in your Spring 2017 Clinic or Externship just before Spring 2017 Priority Registration begins (in November 2016).
   b. If you need to drop or change your Spring 2017 Clinic or Externship after March 31, please send an email to Asst. Dean Wertheimer.

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