The on-line Priority Registration process for JD students for the Fall 2017 semester is in three steps.

STEP ONE: EXTERNAL CLINICS and EXTERNSHIPS - Rising 4LEs, 3Ls, and 3LEs will be able to register in one External Clinic or Externship – either for Fall 2017 or Spring 2018 - from March 27 at Noon to 10 am on March 28. 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. Then, rising 4LEs, 3Ls, and 3LEs who, as of 10 am on March 28, are registered in one External Clinic or Externship may choose a second Clinic or Externship from March 28 at noon to March 29 at 10 am. Please see the Instructions for Priority Registration for Clinics and Externships on page 2 below. Rising 2Ls cannot register for Clinics or Externships through Banner. Rising 2Ls interested in Clinics or Externships should contact Prof. Bretschneider.

STEP TWO: REGISTER FOR YOUR PREFERRED COURSE - During the week beginning Monday, April 3, students will be allowed to register for one course only according to the table shown below. This is intended to allow you the opportunity to register for a course you need for graduation or one that is otherwise important to you. Just use Self Service Banner (see below) to register and, if necessary, perform Add/Drop so that at the end of your "One Course" registration opportunity, you are registered for only one course (other than a clinical). Please note: If you register for more than one course during this period, we will remove you from all of your courses, without consultation or advance notice, prior to the next part of the registration process.

If you registered in a Fall 2017 Clinic or Externship, it should already be part of your roster and you will see it on the Add/Drop page when you do Step Two. Clinics and Externships do not count as your one course for this part of your registration - you can register for one course in addition to Clinics and Externships.

STEP THREE: REGISTER FOR YOUR OTHER COURSES - During the week beginning Monday, April 10 and until Wednesday, April 19, you will register for the rest of your courses.

<table>
<thead>
<tr>
<th>CLASS and DIVISION</th>
<th>Can register for . . .</th>
<th>At these times . . .</th>
<th>Using PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rising 4L Evening</td>
<td>One Clinic or Externship</td>
<td>Begin – Mar. 27 at Noon&lt;br&gt;End – Mar. 28 at 10 am</td>
<td>4LE = 222222&lt;br&gt;3L = 444444&lt;br&gt;3LE = 333333</td>
</tr>
<tr>
<td>Rising 3L Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rising 3L Evening</td>
<td>A second Clinic or Externship</td>
<td>Begin – Mar. 28 at Noon&lt;br&gt;End – Mar. 29 at 10 am</td>
<td>4LE = 222222&lt;br&gt;3L = 444444&lt;br&gt;3LE = 333333</td>
</tr>
<tr>
<td>Rising 4L Evening</td>
<td>One course only</td>
<td>Begin – Apr. 3 at Noon&lt;br&gt;End – Apr. 5 at 10 am</td>
<td>222222</td>
</tr>
<tr>
<td>Rising 3L Evening</td>
<td>One course only</td>
<td>Begin – Apr. 4 at Noon&lt;br&gt;End – Apr. 5 at 10 am</td>
<td>333333</td>
</tr>
<tr>
<td>Rising 3L Day</td>
<td>One course only</td>
<td>Begin – Apr. 5 at Noon&lt;br&gt;End – Apr. 6 at 10 am</td>
<td>444444</td>
</tr>
<tr>
<td>Rising 2L Day</td>
<td>One course only</td>
<td>Begin – Apr. 6 at Noon&lt;br&gt;End – Apr. 7 at 10 am</td>
<td>555555</td>
</tr>
<tr>
<td>Rising 2L Evening</td>
<td>One course only</td>
<td>Begin – Apr. 6 at Noon&lt;br&gt;End – Apr. 7 at 10 am</td>
<td>555555</td>
</tr>
<tr>
<td>Rising 4L Evening</td>
<td>Other courses</td>
<td>Begin – Apr. 10 at Noon&lt;br&gt;End – Apr. 19 at 11:59 pm</td>
<td>222222</td>
</tr>
<tr>
<td>Rising 3L Evening</td>
<td>Other courses</td>
<td>Begin – Apr. 11 at Noon&lt;br&gt;End – Apr. 19 at 11:59 pm</td>
<td>333333</td>
</tr>
<tr>
<td>Rising 3L Day</td>
<td>Other courses</td>
<td>Begin – Apr. 12 at Noon&lt;br&gt;End – Apr. 19 at 11:59 pm</td>
<td>444444</td>
</tr>
<tr>
<td>Rising 2L Day</td>
<td>Other courses</td>
<td>Begin – Apr. 13 at Noon&lt;br&gt;End – Apr. 19 at 11:59 pm</td>
<td>555555</td>
</tr>
<tr>
<td>Rising 2L Evening</td>
<td>Other courses</td>
<td>Begin – Apr. 13 at Noon&lt;br&gt;End – Apr. 19 at 11:59 pm</td>
<td>555555</td>
</tr>
</tbody>
</table>

TO REGISTER FOR COURSES IN BANNER - First, log in to TUportal (http://tuportal.temple.edu) using your AccessNet username and password, select Self Service Banner (SSB). Once Banner opens, you will be on the "Student" tab. Click on the "Registration" tab. Once on the Registration page, select "Add or Drop Classes". When you are asked to select a term, choose 2017 Fall and click Submit. You will then be asked to provide your PIN number. The PIN number for your group is shown in the table above. When you have provided your PIN, you will be returned to the "Add or Drop Classes" page. You can now add or drop classes. In the CRN fields provided on the "Add or Drop Classes" page, enter the CRNs for the courses for which you would like to register and then click "Submit Changes". When adding classes, be sure to use the CRN (Course Reference Number) shown in the first column of the course schedule, and NOT the course and section number.
INSTRUCTIONS FOR PRIORITY REGISTRATION FOR CLINICS AND EXTERNSHIPS

1. External Clinics and Externships are available for Priority Registration through Banner. Internal Clinics may be available on a limited basis – see item 2 below. Federal Judicial Clerkship is not available for registration through Banner. 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 may be available for registration through Banner if spaces exist. These had a separate registration process held earlier this semester and students who have applied will be individually notified of their selection. The Internal Clinics are:
   a. Clinics at the Shelter Center (Social Justice Lawyering and Justice Lab)
   b. Clinics at the Temple Legal Aid Office (Community Lawyering, Family Law Litigation)
   c. Elderly Law Project Clinic
   d. Some seats in Internal Clinics may be available for adding through Banner, but Internal Clinics cannot be dropped through Banner. Please send an email to Asst. Dean Wertheimer if you want to drop an Internal Clinic.
      i. Exception: students will be able to use Banner to register for the Advanced Community Lawyering Clinic and the Advanced Family Law Litigation Clinic.

3. To ensure that rising 4LE, 3L, and 3LE students are able to take at least one External Clinic or Externship during the 2017-2018 academic year, the Priority Registration process allows you to register for an External Clinic or Externship in either semester, both Fall 2017 and Spring 2018.
   a. Clinics and Externships offered in Fall 2017 will have a section number beginning with F
   b. Clinics and Externships offered in Spring 2018 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 27 to 29. 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 2017 or Spring 2018 - from March 27 at Noon to 10 am on March 28. 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 28, are registered in one Clinic or Externship may choose a second Clinic or Externship from March 28 at noon to March 29 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 28, and anyone not in compliance with Item 4.a. above will have ALL registrations removed. Registrations will also be reviewed at 10 am on March 30, 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. Bretschneider.

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 2018 but will be taking one or more of the prerequisites for it in Fall 2017, you must contact Asst. Dean Wertheimer at william.wertheimer@temple.edu before March 24 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 2017 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 2017 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 2017, waiting lists will be maintained for Fall 2017 Clinics and Externships.

7. If you are registered for a Fall 2017 Clinic or Externship, you will see it on your roster throughout the registration period, and you can add or drop Fall 2017 External Clinics and Externships as long as course registration is open. If you pre-register for a Spring 2018 Clinic or Externship, you will see it on your Fall 2017 roster during the March 27 through 29, but it will be removed before you register for your other Fall 2017 courses in April.
   a. Your Spring 2018 Clinic and Externship pre-registration information will be preserved and you will be automatically registered in your Spring 2018 Clinic or Externship just before Spring 2018 Priority Registration begins (in November 2017).
   b. If you need to drop or change your Spring 2018 Clinic or Externship after March 30, please send an email to Asst. Dean Wertheimer.

3-14-17