

ADD/DROP FOR FALL 2017 COURSES

The on-line Add/Drop process for JD students for the Fall 2017 semester will begin at Noon on August 7, 2017 and end at 11:59 pm on September 1, 2017 (the end of the first week of upper level classes).

NOTE:

During Add/Drop, you do not use a PIN, and all upper level JD students are eligible to participate during the entire Add/Drop period. You are not put into class groups for Add/Drop.

TO ADD OR DROP COURSES IN BANNER

First, log in to TUportal (<http://tuportal.temple.edu>) using your AccessNet username and password, select Self Service Banner (SSB), then select the Student tab. Next, select the Registration tab, and then select the Add or Drop Classes function. When you are asked to select a term, choose 2017 Fall and click Submit. 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 add or drop 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.

Please see the Instructions for Add/Drop for Internal and External Clinics and Externships on page 2 below. Rising 2Ls cannot register for External Clinics or Externships through Banner. Rising 2Ls interested in External Clinics or Externships should contact Asst. Dean Bretschneider.

DEADLINES FOR WAITING LISTS DURING ADD/DROP

The "Course Schedules and Descriptions" page of the Law School web site has a link to general information about how Waiting Lists on Banner work and how to join one for a course.

Once you are notified by email of an available seat, you will have a deadline during which you need to take action and either register for the seminar or drop yourself from the waiting list. If you do not meet this 'take action' deadline, you will be dropped automatically from the waiting list. Please take careful note of the following 'take action' deadlines:

- From 12 Noon on August 7 to 9 am on August 28 - the 'take action' deadline is 24 hours
- From 9 am on August 28 to 12 noon on September 1 - the 'take action' deadline is 12 hours
- After 12 noon on September 1, you must take action by the end of Add/Drop at 11:59 pm on September 1.

INSTRUCTIONS FOR FALL 2017 ADD/DROP FOR INTERNAL AND EXTERNAL CLINICS AND EXTERNSHIPS

1. If you have not taken an External Clinic or Externship before or would like more information about them, please feel free to contact Asst. Dean Bretschneider.
2. External Clinics and Externships are available for Add/Drop through Banner. An External Clinic or Externship that is available for Add/Drop through Banner 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.
3. Internal Clinics and Federal Judicial Clerkship are generally not available for Add/Drop through Banner, however some Internal Clinics as noted below will be available to add (not drop) through Banner. Internal clinics that are not available for registration will not show a CRN on the online course schedule. These had a separate registration process held during the Spring 2017 semester and students were individually notified of their selection. It is expected that students who are registered in Internal Clinics will not be dropping them. Students should contact Asst. Dean Bretschneider with any concerns.

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

The Fall 2017 Internal Clinics that are available for registration through Self Service Banner are: Community Lawyering, Advanced Community Lawyering Clinic and Advanced Family Law Litigation Clinic.

4. You can use Banner to add or drop External Clinics or Externships that are offered in the Fall. External Clinics and Externships offered in Fall 2017 have a section number beginning with **F**. External Clinics and Externships offered in Spring 2018 are listed for information purposes only and have a section number beginning with **S** (see item 7 below).
5. During Add/Drop, waiting lists will be maintained for Fall 2017 External Clinics and Externships. You can join a waiting list for them using Banner.
6. Before you add an External Clinic or Externship, check the online course schedule to make sure that you understand any prerequisites or co-requisites it may have and its time requirements
 - a. Banner will check that you have taken the prerequisites or co-requisites and will prevent you from adding the External Clinic or Externship if you do not have them
 - b. Banner will not check the meeting times of your External Clinic or Externship against the meeting times of the other courses you are registered in. *It is entirely up to you to keep the meeting times of your External Clinic or Externship in mind as you add or drop your other courses.* Check the Fall 2017 course schedules on the Law School web site for meeting times.
7. If you register for a Fall 2017 Internal or External Clinic or Externship, you will see it on your Fall 2017 roster, and you can add or drop Fall 2017 External Clinics and Externships as long as Add/Drop is open. If you have pre-registered for a Spring 2018 Internal or External Clinic or Externship, you will not see it on your Fall 2017 roster.
 - a. Your Spring 2018 Internal or External Clinic or Externship pre-registration information has been preserved and you will be automatically registered in your Spring 2018 Internal or External Clinic or Externship just before Spring 2018 Priority Registration begins (in November 2017).
 - b. Spring 2018 External Clinics or Externships will be available for adding or dropping during Spring 2018 Priority Registration.