

COURSE INFORMATION—FALL 2008

LINKS TO COURSE RELATED SITES

Online Schedule of Classes

The most current course information can be found at
<http://www.law.berkeley.edu/students/courses/updates/index.html>

New Searchable Courses@Boalt

Look for courses via a variety of fields; including: instructor, days, and times
<http://www.law.berkeley.edu/courses/courseSearch.php>

Textbook List

Books for 1L and 2L/3L courses can be found at
<http://www.law.berkeley.edu/students/courses/index.html>

Exam Schedule

The most current exam information
<http://www.law.berkeley.edu/students/courses/exams/>

ENROLLMENT INFORMATION

Class Meeting Times

All classes start exactly at the time listed in the Course Guide. Please note that TeleBEARS may confirm slightly different times but those listed here are the official Law class times.

Maximum Units

An acceptable overload is 16 to 17 units but you must submit an *Academic Rules Petition* requesting permission of the Dean of Students *before* you enroll in more than 15 units.

3L Majority Courses

In certain classes, the instructor might indicate a preference for third-year students. In these classes, two thirds of the seats in a class are reserved for 3Ls. The course would be designated "3LM" on the Course Schedule. Second-year students who don't make it into the class during early enrollment may be added later from the waiting list.

Overlapping Courses/Time Conflict Warning

The Law School does not give credit for courses with overlapping class times. When you try to enroll in two courses which overlap, TeleBEARS usually warns you of the conflict and then allows you to enroll in both. TeleBEARS will not alert you to an overlap at all if one class meets at two different times in a week, for example, Mon 2-3 and Thurs 11-12, and you have another

class that meets Thurs 11-12. **You are responsible for the careful reading of the schedule to avoid overlaps.**

All new courses, course cancellations, and day/time changes will be posted on the Courses web site. If there have been changes, make sure that no class time or final exam conflicts have been created.

Obtaining Official Enrollment Status

To be officially registered for the semester, you must have no blocks, must have enrolled in at least one class and must have paid your first fee installment on time. You must be registered in order to use campus services such as parking, health services, and the sports center. If you have to clear a registration block with Loans and Receivables (642-3190), make note of the name of the person with whom you spoke.

Deadline for Dropping Courses

August 27 is the last day to drop a course without paying a fee. For part-semester courses, classes must be dropped by the date of the last regular class meeting. For courses outside the law school (other departments on the UC campus and at other law schools), you must adhere to the drop procedures and deadlines established by the individual department or school. To drop a course after the deadline, a *Petition to Adjust Schedule*, which requires the signatures of both the instructor of the course and the Dean of Students, must be completed. **The FINAL drop deadline for Fall 2008 is November 1, 2008.** If you are unable to obtain both signatures, you will not be allowed to drop the class and it will remain on your transcript. If you do not drop a course by the deadline and do not complete the work for the course, a grade of NR (No Record) will be recorded on your transcript. Note that petitions will not be approved if the drop leaves you with fewer than 10 units. A \$10 charge will appear on your CARS account for each transaction.

These rules and policies apply whether you were in the class all semester and decided to drop at the end or you never attended the class. You should check your schedule often to make sure you are not enrolled in any classes that you do not wish to take. If you don't check and don't find out until after the deadline, you will not be able to drop the course from your transcript and you will receive the IP.

Instructor Drop

The Academic Rules require students to attend all classes and instructors expect it particularly during the first two weeks of the semester. If you miss any class during the first two weeks, you may be dropped from the class by the instructor even if TeleBEARS has given you a space in the course. The Registrar's Office will notify you if you have been dropped by an instructor by an email message to your @boalhall account.

Do not assume that you have been or will be dropped for non-attendance. If you have signed up for a course and decide not to take it, it is your responsibility to drop it.

Other Drop Policies: Instructors may announce their own drop deadlines which may be different than the general drop deadline. If an instructor announces such a policy, please take heed.

Deadline for Adding All Courses

August 29 is the last day to add a course without paying a fee. The ONLY adds that are allowed after that date are to correct clerical errors that prevented regular classes from appearing on your schedule. To add a class to correct a clerical error, use the *Petition to Adjust Schedule*. A \$5 charge will appear on your CARS account for this transaction. **The FINAL add deadline for Fall 2008 is November 1, 2008.**

Deadline for Adding Courses 295 Series (Journals, Moot Court, Clinicals, Externships, Group Study)

August 29 is the last day to add a course in the 295 series. You may take a total of 15 non-law and non-classroom units. Non-classroom units are those in the 295-299 series, including law journals, clinicals, externships, Moot Court Board, moot court competitions, and independent studies. The ONLY adds that are allowed after the deadline are to correct clerical errors that prevented 295 series classes from appearing on your schedule. To add a class to correct a clerical error, use the *Petition to Adjust Schedule*. A \$5 charge will appear on your account for this transaction.

Journals: Obtain the Course Control Numbers from the editors.

Clinics: The instructors will give you the Course Control Number. You then need to logon to TeleBEARS and add the clinical units to your course schedule.

Deadline for Adding Courses 297-299

August 29 is the last day to add a course in the 297-299 series. These courses consist of faculty-supervised research, study, and writing projects. The project and the amount of credit must be approved by both the supervising faculty member and the Dean of Students. Use the *Petition to Enroll in 297-299* form. These units are counted in the 15 non-classroom unit limit. The ONLY adds that are allowed after the deadline are to correct clerical errors that prevented 297-299 classes from appearing on your schedule. To add a class to correct a clerical error, use the *Petition to Adjust Schedule*. A \$5 charge will appear on your CARS account for this transaction.

Law 297 courses are individual self-education projects conducted under the active supervision of a faculty member. Such a project will usually consist of the study of a subject not available through the regular curriculum or in-depth study of part of the materials covered in a regular course. These projects are graded on a Credit/Not Pass basis.

Law 298 courses are group research-and-writing projects conducted under the active supervision of a faculty member. These projects are graded on a Credit/Not Pass basis.

Law 299 courses are individual research-and-writing projects conducted under the active supervision of a faculty member. Independent projects to fulfill the Writing Requirement are generally Law 299 projects. The grade option (either Credit/No Pass or a regular grade) must be agreed upon with the instructor in advance and entered on the petition. The grade option may not be altered once the petition has been filed.

Changing Units in a Variable Unit Course

If you are in a clinical or a 299 and have permission from the instructor to change the number of units for which you enrolled, you will need to drop the course entirely and add it again at the different unit value.

TELEBEARS INSTRUCTIONS

How to Enroll

To enroll in courses you need the following three items:

- 1) CalNet ID: This is your student ID.
- 2) CalNet Passphrase: This is the passphrase you use to access BearFacts. Your PIN number will no longer work.
- 3) Course Control Numbers (CCN): Course Control Numbers identify classes to the TeleBEARS computer. This is the number you will enter to select the class you want to take. The CCN is a five-digit number listed on the Course Schedule in the leftmost column.

The two most common errors in enrolling are:

- Enrolling in the wrong section. CCNs are very similar and TeleBEARS does not list instructors. Verify carefully that you have enrolled in the correct section.
- Failing to confirm a transaction. If you do not complete a transaction by confirming it, you will not be enrolled in the class at all. This error will have greater affect in your second and third years when you try to enroll in courses with limited enrollment. Always confirm an enrollment transaction.

TeleBEARS MENUS

Log on to: telebears.berkeley.edu/telebears

Be ready to enter your CalNet ID and passphrase.

Be sure to CONFIRM all transactions.

Your current class schedule, including wait-listed and cancelled classes, is displayed automatically on the main TeleBEARS page after you log on. The menu bar at the right of the screen displays the following functions:

MAIN MENU

Review Classes

Use this function to return to the main TeleBEARS page at any time.

ENROLLMENT MENU

Add Class

To add a class to your schedule, on the subsequent screen,

- Enter the Five-digit Course Control Number (CCN) of the class.
- Skip the Grading Option box. You must take Law classes graded. If the class is only offered Satisfactory/No Credit, TeleBEARS will automatically enroll you correctly.
- All courses require a unit value. Do not leave this field blank.
- Enter a Class Entry Code (CEC) if you have one. Otherwise skip this box.

Waiting Lists

If the class you are attempting to add is full, TeleBEARS will offer you the option of placing yourself on the waiting list. If you take the option and confirm it, there is no guarantee that you will ultimately be admitted to the class depending on a number of factors, such as whether the list is “automatic” or “manual,” your position on the list, the size of the course and whether space becomes available. As space in the class become available, your name will advance on the waiting list. If enough students drop the course, you may be automatically enrolled from the waiting list (see below). Until the add/drop deadline, TeleBEARS counts courses for which you are wait-listed in your course unit total. There are two types of waiting lists.

1) Automatic Waiting Lists: If you are on an automatic waiting list for a course, you will be automatically added to the course when a seat becomes available. This means that if you are on a waiting list and decide not to take the course, you must remove yourself from the waiting list on TeleBEARS. If you remain on the waiting list, you risk being automatically enrolled and taking a space from somebody else who may want to be in the class. It is your responsibility to check the accuracy of your schedule and to drop any unwanted courses and waiting lists as soon as you know you are no longer interested. If you don't check before the drop deadline and are enrolled in classes you don't intend to take, you will have to petition to drop and you will be assessed a late fee. If you do not drop an unwanted course before the last day of classes, the course remains on your transcript and the permanent notation of IP is entered.

2) Manual Waiting Lists: A manual waiting list ("processed at departmental level," according to TeleBEARS) is one over which the instructor has control. Instead of students advancing into the course from the waiting list on a first-come, first-served basis, the instructor has the ability to select individual students and add them to the class when a seat becomes available. The instructor may base these decisions on a student's class year or the fulfillment of a prerequisite.

Please note that waiting lists vanish after the deadline to add a class. If your name doesn't make it onto the class list by that time but you have been admitted to the class by the instructor, you will need to add the class via a Petition to Adjust Schedule which requires the signatures of the instructor and the Dean of Students and costs \$5.

Drop Class

To drop an enrolled or waitlisted class from your schedule, select the class you wish to drop from the current class schedule that TeleBEARS will display.

Change Units

If you wish to change units in a variable-unit class, you must DROP the course and ADD it again with the new unit value.

LOG OFF

If you are using a public computer, please remember to LOG OFF to protect your personal information.

EXAM POLICY

Exams will not be rescheduled to accommodate travel plans, employment, or other personal obligations.

Requests for Exam Accommodations

Students with disabilities should have identified themselves to the Director of Student Programs and the campus Disabled Students' Program (DSP) at the beginning of the fall semester. These students will be contacted by mid-term regarding exam accommodations.

Additional Final Examination Information

Additional information about final exams will be distributed to all students by mid-term. Questions about the administration of final exams may be directed to the Dean of Students, the Director of Student Services or the Registrar's Office.

Exam Labels

You do not use your name on exams. Exam numbers will be assigned each semester to facilitate anonymous grading. These exam numbers are printed on exam labels. **Exam numbers change every semester.** If you use the wrong exam number/label, your grades will be seriously delayed. Bring your Cal photo ID with you when you pick up your exam labels in the Registrar's Office.

Rescheduling Exams

An in-class final exam will be rescheduled only if a student has:

- 1) Two in-class final exams scheduled for the same exam period;
- 2) Two in-class final exams scheduled for two consecutive exam periods (e.g., two exams on the same day, or one exam in the afternoon and another the following morning); or
- 3) Three in-class final exams scheduled on three consecutive days.

Exams may not be rescheduled to accommodate travel plans, employment, or other personal obligations. Rescheduled exams will not be given earlier than the original exam date.

Although students may indicate a preference as to which exam is rescheduled, rescheduling decisions will be made at the discretion of the Dean of Students and the Director of Student Programs.