

Consortium Law Program Application for Inter-school Enrollment

Semester: Fall/Spring _____ *This form is due on Monday of the third week of Berkeley Law classes.*

Please PRINT clearly

Name: _____ Student ID: _____
Last First MI

CalNet User ID or Alternate ID (if this has been assigned): _____

Local Address: _____ City: _____ Zip: _____

Local Phone: _____ E-mail: _____

Home Law School: _____ Year: 2L or 3L Graduating This Term: Y or N
circle one circle one

Berkeley Law course you wish to take: **(Give title, course number, class number and units)**

| Course Title | Law | Course # | Class # | Units |
|--------------|-------|----------|---------|-------|
| _____ | _____ | _____ | _____ | _____ |

Please give substantive reasons for taking this course: _____

Have you taken a course at Berkeley Law before or are you petitioning to take any other Berkeley Law courses?
If so, list courses, number of units, semesters, and instructors _____

Note: Four signatures are required in this section.

Home School Approval:

I hereby attest that the student named above is a member of this law school, is in good standing, and the course(s) s/he would be taking will be counted toward their degree.

Please PRINT NAME of Registrar

Department & Title

Signature of Registrar Date

Student Signature:

I have read, understood, and will abide by the instructions on the reverse side of this form.

Signature of Student Date

Berkeley Law Instructor's Approval:

The above-named student has my approval to take my course if there is room after the add/drop period ends.

Please PRINT NAME

Signature of Berkeley Law Instructor Date

Berkeley Law Registrar Approval:

Carol Rachwald, Registrar Date

See Reverse Side

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1. Read these instructions before filling out and signing the reverse side.
2. JD students from Golden Gate, Hastings, Univ. of San Francisco and Univ. of Santa Clara (please note Stanford and UC Davis students should also apply through the Exchange Program specific to their school) may take a law course at Berkeley Law if the course:
 - * is not oversubscribed;
 - * is related to your course of study and/or career goals;
 - * is not offered at your home school in a given academic year;
 - * is approved by your home school, the course instructor, and the Berkeley Law Dean of Students;
 - * does not exceed the limit of **eight total units** taken at Berkeley Law within three years.
3. The Berkeley Law calendar does not always match that of the main campus, nor your home school. You are responsible for knowing Berkeley Law dates and deadlines. The calendar can be found online at: https://www.law.berkeley.edu/php-programs/courses/academic_calendars.php
4. You may not apply to enroll in a law class that has a time conflict with another class you are enrolled in. No exceptions will be made. If you apply for a class that conflicts with another class on your schedule, your request will not be processed.
5. Check with your home Registrar to insure that you may take a course at Berkeley Law and to clarify how the units will be treated.
6. Obtain the signature approval of your home Registrar or Dean of Students.
7. At the first class meeting, inform the instructor that you wish to take the class and obtain his/her signature approval on this form. *Faculty approval does not guarantee your admission to the class.
8. Bring this form with faculty signature to the Berkeley Law Registrar's Office, 270 Simon Hall, for signature of the Dean of Students. The deadline for filing this form is the Monday of the third week of Berkeley Law classes.
9. If you are applying to take multiple courses at Berkeley Law, you must complete a separate application for each course you are applying for. **You cannot exceed the limit of eight total units taken at Berkeley Law.**
10. You will be notified by the Registrar's Office via email if your application has been approved. Please note we will not review applications until two weeks after classes begin.
11. You must take the course for the grade option selected by the law school. Most courses at the law school are only offered for a grade. Refer to the Berkeley Law schedule of courses for exceptions to the standard grading option. Your home school may interpret Berkeley Law grades on your transcript. Check with your home Registrar to determine how your Berkeley Law grade will appear on your transcript.
12. You must take the final exam on the published date, time and location - NO re-scheduled exams will be allowed.
13. We will mail a transcript directly to your home school after grades are posted. This will be at least six weeks after exams end. We cannot release grades until after the exam period has ended and the faculty have had time to assign grades.
14. If you are a 3L and your home school needs pass notification for graduation or Bar certification purposes, we will confirm your school's pass notification deadline. We will do our best to meet your school's deadline and are able to do so in most cases. **However, please be advised that we cannot guarantee that we will be able to provide pass notification or final grades by your home school's deadline.**