This memo will guide you through the process of registering for Fall 2020 classes. To view the class schedule for the fall, click here: Registrar. Once you click on the registrar link, you will also find course descriptions, information on concentrations, as well as lists of courses that satisfy the upper level writing and experiential learning requirements. Below you will find the dates when your class will register as well as links to videos explaining how to actually register using the new version of Banner. If there are questions about the process, please reach out to Heather Shaw (shawh1@duq.edu), or Dr. Valerie Harper (harper@duq.edu). For questions about the courses themselves, reach out Associate Dean Wes Oliver (oliverw@duq.edu).

**Self-Service Banner**

**Student System Upgrades from Version 8 to Version 9**

Banner, a third-party system developed by Ellucian, is the University's main administrative computing system used campus-wide. Ellucian upgraded Self-Service Banner (SSB) from Version 8 to Version 9. As a result, Duquesne University transitioned from Version 8 to Version 9 as well.

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**Enhanced SSB Registration Version 9 Coming in March 2020!**

The School of Law will use the upgraded registration system beginning on March 30, 2020. The enhanced features of Version 9 will enable students to prepare multiple class schedule options in advance of registration and save them as “plans.” When it is time to register, students can select a plan and proceed to register from the pre-planned schedule.

Students will be able to register for classes based on their class-level and registration time-ticket. **Please note:** students must use Banner 9 Registration in order to register for classes from a pre-planned schedule.

See details below to support the transition from Version 8 to Version 9. Students will still have the option to use Version 8 to register for classes with this upcoming
registration cycle but are encouraged to use Version 9. The PLAN YOUR SCHEDULE option is only available in Version 9. Please review the two links before registration begins.

**User Guides**

**Watch These Videos**

**Questions:** Email Heather at shawh1@duq.edu or Dr. Harper at harper@duq.edu

**REGISTRATION DATES AND TIMES – FALL 2020***
The division you will be in for the upcoming academic year determines time tickets for registration.

- **4E, 3E**  
  March 30th - August 28th  
  8am – 11:59 pm

- **4P, 2E**  
  April 1st - August 28th  
  8am – 11:59 pm

- **3D, 3P**  
  April 3rd - August 28th  
  8am – 11:59 pm

- **2D, 2P**  
  April 6th - August 28th  
  8am – 11:59 pm

*Student registration and the drop/add process will end August 28, 2020 at midnight for all students.

**BANNER SELF-SERVICE**

- To view any student holds, go to: Self Service Banner > Student Information > Holds
- To view student **time tickets**, go to: Self Service Banner > Student Information > Registration > Registration Status
- Courses listed with section number 51 are online courses.
MANDATORY CREDIT LIMITATIONS FOR UPPER-DIVISION STUDENTS

*Be mindful of the required credit minimum and maximum per semester*

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Semester Credit Maximum</th>
<th>Semester Credit Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Year Day</td>
<td>17 credits</td>
<td>10 credits</td>
</tr>
<tr>
<td>3rd Year Day</td>
<td>17 credits</td>
<td>10 credits</td>
</tr>
<tr>
<td>2nd Year Evening</td>
<td>13 credits</td>
<td>8 credits</td>
</tr>
<tr>
<td>3rd Year Evening</td>
<td>13 credits</td>
<td>8 credits</td>
</tr>
<tr>
<td>4th Year Evening</td>
<td>13 credits</td>
<td>8 credits</td>
</tr>
<tr>
<td>2nd Year Part-Time Day</td>
<td>13 credits</td>
<td>8 credits</td>
</tr>
<tr>
<td>3rd Year Part-Time Day</td>
<td>13 credits</td>
<td>8 credits</td>
</tr>
<tr>
<td>4th Year Part-Time Day</td>
<td>13 credits</td>
<td>8 credits</td>
</tr>
</tbody>
</table>

- Students must register for eight to ten credits per semester as a law student.

- Students pursuing a **joint degree** must register for no less than eight to ten law credits.

- Students cannot accelerate graduation.

- All elective courses must have **six or more** students registered for the course to proceed in the semester.

- Students who are waitlisted on a course are not officially registered.

- Students must be officially registered for classes to be bona fide law students of Duquesne University. Students cannot attend classes, reside on campus, engage in student affairs, or, generally, have access to the buildings and grounds or use the University's facilities unless registration has taken place and arrangements are complete to meet financial obligations.

**STUDENT FACULTY MENTORS/ADVISORS**

- Students will receive should receive an email from your faculty mentor/advisor before registration begins.
• Students should schedule an appointment with their faculty mentor/advisor regarding concentrations and course selection.

THE TRIBONE CLINIC

• For more information about clinics and programs, please visit Clinics and Externships or call Mrs. Beth Licciardello at 412-396-4730.
• Please click on the following link to view the history of the Tribone Center for Clinical Legal Education

*Students may now register for clinics and programs via BANNER.

Students participating in live client experiences must be in good standing under PA 321.

Required and Strongly Recommended Class Sequence

The following required schedule of course offerings is designed to assure that every student will have an opportunity to register for all bar examination courses without experiencing any course or examination conflicts.

Second-year Day
Required courses are:
• Constitutional Law I and II (Students must register for the same professor and same section for Constitutional Law I and II),
• Criminal Procedure: The Police Function,
• Evidence (Fall with Oliver, Spring with Moriarty, you must take one or the other), and
• Corporations.

Professional Responsibility (may take in the second year or third year, fall or spring; Dean Barton’s section will include a segment on leadership).

Third-year Day
Required courses are:
• Sales (fall with Huhn, or spring with Gaffney),
• Professional Responsibility (may take in second or third year), and
• Core/Applied Competencies I and II (required for students in the bottom 1/3 of their first year).
  - The Law School Registrar’s Office automatically registers day students who were in the bottom 1/3 of class in their first year for the 3-credit Core/Applied Competencies.
- If you were not required to take the course, but are interested in the course, you may register for the 2-credit Core Competencies course.
- If you are interested in the 3-credit Core Competencies course, you must contact Professor Ashley London (londona@duq.edu for permission to take one of the 3-credit sections.
- You will be registered for the same sections in Core Competencies I and II for the Fall and Spring semesters unless a change is approved by the Director of Bar Services.

Strongly recommended for the third year:
- Federal Civil Procedure,
- Pennsylvania Civil Procedure,
- Pennsylvania State Constitutional Law,
- Conflict of Laws,
- Remedies,
- Employment Discrimination

Second-year Evening and Second-year Part-time Day
Required courses are:
- Criminal Law (fall),
- Criminal Procedure: Police Function (spring),
- Property I and II and Constitutional Law I and II, and
  - Students must register for the same professor and section for both Property and Constitutional Law
- Advanced Legal Reasoning (fall- required for bottom 25% following first year, optional for all other students).

Third-year Evening and Third-year Part-time Day
Required courses are:
- Evidence (fall),
- Corporations (asynchronous online), and
- Professional Responsibility (may take in the third or fourth year).

Strongly recommended courses:
- Estates and Trusts,
- Basic Federal Income Taxation,
- Employment Discrimination
**Fourth-year Evening and Fourth-year Part-time Day**

Required courses are:
- Core/Applied Competencies I and II (fall and spring),
- Professional Responsibility (may take in the third or fourth year), and
- Sales (fall or spring).

Strongly recommended courses:
- Remedies, Federal Civil Procedure,
- Pennsylvania Civil Procedure,
- Pennsylvania State Constitution Law,
- Conflict of Laws,
- Employment Discrimination,
- Family Law
  - The Law School Registrar’s Office automatically registers all evening law students for the 3-credit Core/Applied Competencies.

**New Electives**

Federal Courts (Heppner, Spring Evening)
Land Use Law (Mistick, Spring Twilight)
Legal Responses to Financial Crises and Scandals (Echeverri, Spring Evening)
Municipal Law (Instructor TBA, Spring Evening)
Insurance Law (Courtney Horrigan, Spring Day)
In-House Counsel (Marcy Smorey-Giger, Fall Evening)
Professional Responsibility and Leadership (Barton, Fall Day)
Privacy Law (Loza de Siles, Fall Day)

**Total School of Law requirements to graduate are:**

*87 Credits
*Upper level writing paper requirement
*Experiential learning requirement – 6 credits
  - Simulation course, law clinic or field placement
*2.0 or higher cumulative grade point average
*2.0 or higher grade point average for graduate’s last academic year.