Clinic Course Registration for Spring 2020

PLEASE READ CAREFULLY AND COMPLETELY.

This memorandum contains important information about Clinic registration rules and processes, and should answer many questions you have regarding clinic registration.

Student Eligibility for a Law Clinic Course

1. **Only students in good academic standing are eligible to participate in a clinic course.** A student on probation may not take a Clinic course. This is a requirement of Student Practice Rule 2 and all clinic students must be certified under this rule. Please note: Students are certified under their legal names.

2. **Students must have passed Law in Practice and the Legal Writing course.** (Transfer students contact the Clinic Administrator, Nicole Smiley smil0025@umn.edu, if you do not meet this requirement)

3. Additionally, certain categories of students are not eligible to register or audit any clinic courses: LL.M., Humphrey Fellows, exchange and visiting students.

4. Students can enroll in more than one clinical course during law school, just not concurrently. Students may only be enrolled in one clinical course per semester.

The Law Clinic Lottery

**Registration bidding for Spring 2020 Clinic courses.** The Clinic lottery is separate and precedes the general Law School lottery.

- **Starts:** Monday, October 28 @ 8:00 am
- **Ends:** Wednesday, October 30 @ 8:00 pm

The Law Clinic lottery is a fair, randomized process that assigns students to open Clinic courses according to students’ ranked course bids. **Students will be emailed a link to the Clinic Lottery Survey (google form) before the lottery starts.** Students will be able to rank up to four clinical courses. After the Survey closes, the lottery randomization will run and students will be enrolled into a course based on their ranked course bids and the following:

1. During the Clinic lottery courses with student directors will reserve slots for 2L students to ensure a mix of both 3L and 2L students.

2. Law clinic course seats will be awarded based on the random lottery order and the following criteria, keeping in mind the mix of 3L and 2L students in each clinic:
   - i. 3L student with no prior clinic enrollment;
   - ii. 2L student with no prior clinic enrollment;
   - iii. 3L student who has completed a one-semester clinic;
   - iv. 2L student who has completed a one-semester clinic;
   - v. 3L student who has completed a two-semester clinic; and
   - vi. 2L student who has completed a two-semester clinic.

Clinic Waiting Lists

Students will be able to add themselves to any clinic course waiting list at the start of open enrollment on MYU. The Clinic waiting lists are first come first serve. We encourage students to set up future swaps so that they do not miss out on a clinic opportunity due to a class time conflict or credit limits. **No waiting lists will be created from the Clinic lottery results.**

Please contact Nicole Smiley, Law Clinic Administrator, at smil0025@umn.edu with questions.  

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To Prepare for the Lottery

• Review the materials, this Memorandum and the Clinic Course Guide, that were emailed to you by the Law Clinic office. You can also go to the Law School Clinic website to see a description of each clinic course.
• Students who receive a clinic course in the clinic lottery will not be able to remove themselves until open registration. **This means if you receive a clinic course in the clinic lottery you will not be removed from it before the general Law School lottery.**
• A student may only take one clinic course at a time and will be enrolled into a clinic course based on that ranking.

Mandatory Clinic Training
The Law Clinic has a mandatory trainings to participate. If you are enrolled in a Clinic course you will be contacted before the semester starts about the details of the trainings. The training may be in-person and/or accessible online.

Mandatory First Day Attendance
If any student misses the first class session without pre-approval, the clinics will consider that student no longer enrolled in the course and offer the open slot to the next student on the waiting list. To get pre-approval, a student must contact the instructor teaching the clinic or Nicole Smiley, Law Clinic Administrator, at smil0025@umn.edu, to let one of them know why s/he will be absent and to request to remain on the class list.

Limited Drop
Students are only allowed to drop/cancel a clinic course through the first week of a semester. It allows a student to attend the first clinic class. You will find the Law School cancel/add & refund deadlines here: [http://www.law.umn.edu/current/deadlines.html](http://www.law.umn.edu/current/deadlines.html)

* Civil Rights Enforcement Clinic - Limited drop policy - An enrolled student must start participating in the federal security clearance by May 15th or they will be removed; enrolled students cannot drop/cancel the class after June 15th. The instructors will connect with students in April/May to acquaint them with the course.

Department Consent
Students enrolled in a clinic course will need department consent to drop the course starting 2-3 weeks before the semester starts. Students will still be allowed to change their schedule based on the Law School cancel/add & refund deadlines but the Clinic office needs to be aware of the change to plan accordingly.

Two Semester Clinic Requirements
• Registration for the second semester (spring) of a two-semester clinic course occurs AUTOMATICALLY.
• **Failure to complete both semesters of a 2-semester clinic:** Students who choose to drop or are unable to complete both semesters of any 2-semester clinic, for any reason, will receive from their Clinical Professor/Supervising Attorney either an “F” or a “W” for the first semester.
• Any student or student director who voluntarily removes themselves from the 2nd semester of a 2-semester clinic will not be re-enrolled. At the discretion of the instructor(s), the student will receive either an “F” or a “W” for the first semester of the clinic.