

Registration Guide

William H. Bowen School of Law

Registration Dates



OFFICE OF
STUDENT AFFAIRS

Priority 1	Priority 2	Priority 3	Priority 4	Open Registration
Student veterans, students who have applied for graduation and concurrent degree students	Students who have completed 56 or more hours as of the end of the Summer 2017 semester	Students who have completed 35 or more hours as of the end of the Summer 2017 semester	All students may register on this date.	All students may register for bar tested subjects and electives outside of their division.
October 31st	November 1st	November 2nd	November 3rd	November 7th

Make an Appointment



Schedule an academic advising appointment with Assistant Dean Rejena Grotjohn [here](#).

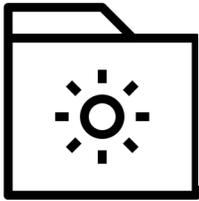


Quick Tip

Verify your priority group by reviewing your credit hours on BOSS. This is also where you will check to see which graduation requirements you have and have not satisfied.

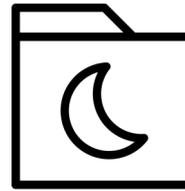
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Full-Time

Semester	Minimum Hours	Maximum Hours
Fall or Spring	10	16
Summer	N/A	6*



Part-Time

Semester	Minimum Hours	Maximum Hours
Fall or Spring	8	12
Summer	N/A	6*

Students must register for at least 4 hours during the summer in order to qualify for financial aid.

How to Register

Once you have successfully logged into your **BOSS account**, choose the **Student Services** option from the menu. From there, choose the **Registration** option from the menu. This will bring you to the registration page, which will provide you with a registration-focused menu. From this page you will choose **Register/Search** for Classes. The system will ask you to **specify which term** you would like to register for. Once you choose the appropriate term you will be brought to the class search page. **Click "Advanced Search"** and under **"Subject"** select both **LAW and LAW B**. Click **"Section Search,"** check courses you want, and then click **"Register."**

Divisions

Required Courses (R)	You MUST take these within your division (including Evidence, Legal Profession, Specialized Legal Research and Lawyering Skills I and II).
Bar Courses (B)	These classes are restricted by division during Priority Registration. You may register for this classes outside your division during Open Registration.
Elective Courses	You may register for these courses during your assigned registration period or during open registration.
Summer Courses	You may register for these courses regardless of your division.

*Students working less than 20 hours a week may register for 8 hours during the summer. Students who are not working during the summer may register for up to 9 hours during the summer semester.

Required Courses

Full Time	2L	Law. Skills II Legal Profession
Part-Time	2L	Civil Procedure II Real Property II Crim. Pro. Pre-Trial
	3L	Law. Skills II Legal Profession

Still unsure about what classes you're required to take?

[View your required curriculum by matriculation date here.](#)



Have you switched from the part-time division to the full time division?

2L Required	Civil Procedure II Property II Criminal Procedure	Night Division
2L or 3L Required	Legal Profession	Day Division
3L Required	Lawyering Skills II	Day Division

Transferring Divisions

The deadline to file a Petition to Transfer Divisions to be effective for the summer and fall is **March 21, 2017 by 4 p.m.** Students are not permitted to transfer from the full-time (FT) to the part-time (PT) division in their final semester of law school.

REGISTRATION BY DIVISION

What You Can Register For and When

All students are restricted by division when registering for required classes. This means that full-time students may not enroll in an evening Law Skills II class and part-time students may not take Legal Profession during the day. Bar tested subjects (like Family Law and Business Associations) are restricted by division until Open Registration begins. Once Open Registration starts, students in any division may enroll in these classes. Electives are generally open to all divisions regardless of whether are offered during the day or as an evening class. Some evening division electives may be restricted to part-time students before Open Registration to give part-time students who cannot attend daytime classes the first opportunity to enroll.

GRADUATION REQUIREMENTS

Upper Level Writing	The purpose of the Upper Level Writing Requirement is to have each student individually complete at least one rigorous extended piece of legal writing (in addition to those in RWA). The Upper Level Writing Requirement requires each student to demonstrate his or her ability to apply each of these skills in producing one substantial, cohesive piece of legal writing prior to graduating from law school.
Policy and Perspectives	Each student is required to take at least one course from selections designated by the Law Faculty or the Curriculum Committee are grounded in jurisprudential, historical, and public policy concepts.
Experiential Learning	Students matriculating at the law school after July 1, 2015 are required to satisfy the Experiential Learning Requirement (ELR) in order to graduate. The ELR consists of three components: <ol style="list-style-type: none">1. the law school's existing, five-credit hour, required Lawyering Skills sequence;2. one of the law school's one-credit hour required upper-level specialized legal research courses;3. at least three credit hours in the law school's legal clinic, externship, or practica programs.
Upper-Level Research	Students matriculating at the law school after July 1, 2014 are required to satisfy the Upper-Level Research Requirement in order to graduate. Students may satisfy this requirement by completing a one-credit Specialized Legal Research course that focuses on a specific area of the law.
Bar Exam Preparation	Students matriculating at the law school after July 1, 2016, are required to satisfy the Bar Preparation Skills Requirement to graduate. All students must pass the Introduction to Bar Preparation Skills course. In addition, full-time students with a cumulative GPA of 2.8 or lower after three semesters (excluding summer semester) and part-time students with a cumulative GPA of 2.8 or lower after four semesters (excluding summer semesters) must also pass the Advanced Bar Prep Skills course and the Writing for the Bar Exam course.

Experiential Learning

Clinics positions are available for the **Spring 2018 semester**. You will be automatically registered for clinic if your application is accepted. **Applications will be available on October 9th and must be submitted no later than October 23rd.**

Consumer Protection Clinic



In the Consumer Protection Clinic, students provide direct representation to clients who are facing eviction, foreclosure, housing instability, fraud, unfair or deceptive trade practices and problems with credit reports and credit access. Cases are primarily litigation-based.

Litigation Clinic



Most Litigation Clinic cases deal with family law or juvenile delinquency. Students may represent clients who are victims of domestic violence, children accused of delinquent acts, parents seeking to establish or modify visitation or custody arrangements, spouses seeking divorce, or family members establishing guardianship over disabled relatives.

Mediation Clinic



In the Mediation Clinic, law students gain the listening and communication skills vital to any successful law practice while they increase their knowledge of substantive law and alternative dispute resolution procedures. After extensive training, Mediation Clinic students act as co-mediators in cases involving allegations of child abuse and neglect, juvenile delinquency, small claims issues, and access and visitation disputes which have been referred to the Clinic.

Tax Clinic



The Tax Clinic's mission is to assist students in bridging the gap between substantive knowledge gained in traditional doctrinal courses and the practical knowledge needed to effectively perform as legal professionals. Student handle all aspects of controversies with the IRS, including interviewing clients, appearing at the conferences, preparing offers-in-compromise, filing petitions with the U.S. Tax Court and negotiating settlements with the IRS. These skills are highly transferable to both large firms and solo practices.

Delta Clinic



Students must be able to travel with their professor to the Arkansas Delta to conduct follow-up interviews with clients and for court observations and appearances. Students conduct follow-up interviews with clients and perform fact investigations to ensure a successful outcome in divorce cases. After obtaining Rule XV consents from clients, Delta Clinic students prepare divorce complaints and motions for fee waivers for low-income clients. Next, students obtain service on defendants and write final divorce decrees. Students will then represent their clients in divorce hearings.

Business Innovations Clinic



The Business Innovations Clinic serves small businesses, entrepreneurs and non-profits involved in economic development throughout the state. Students gain a variety of transactional legal skills and an understanding of project finance, while also learning the art of negotiation and collaboration. Statewide outreach and legal education is a major component. Students must be willing to travel. Clients come from the food, affordable housing, tech, arts and agricultural sectors.

Externships Applications are now available for Spring 2018 . You will be automatically registered for the Externship class if your application is accepted. **The application deadline is Monday, October 9th.**

Externship



The Public Service Externship consists of a weekly seminar class and a field placement with a government agency, a non-profit legal services organization, or a member of the judiciary under the supervision of the Externship Director and a field placement supervisor. Placements are subject to the approval of the field supervisor and are not guaranteed.

Practica Applications are now available for Spring 2018. These are available for part-time students only, during the Fall semester. You will be automatically registered for Practicum class if your application is accepted. **The application deadline is Monday, October 9th.**

Practica Programs



Working remotely, students in the course telecommute to perform research and other related writing assignments for the judges and prosecutors with whom they are placed. As their schedules permit, students will be encouraged and permitted to attend courtroom proceedings conducted by the judges or prosecutors for whom they are working. There is also a weekly seminar class. Placements are subject to the approval of the field supervisor and are not guaranteed.



Bar Success Services

Quick Links

- [National Conference of Bar Examiners \(NCBE\) Arkansas bar exam information](#)
- [Bar Prep Checklist](#)
- [Bowen Library Resources](#)
- [Fall Bar Success Services Event Calendar](#)
- [Make an Appointment with the Director of Bar Success Services](#)

At the UA Little Rock William H. Bowen School of Law, we are committed to giving students the best possible chance to pass the bar exam.

Through its programming, the Office of Student Affairs offers students resources and opportunities to hone their skills in preparation for the bar exam. The process begins during the first week of classes and continues through passage of the exam.

During the entire journey, the Office of Student Affairs — and especially the Director of Academic Support and Bar Success — is available to answer your questions about the bar exam.

Bar Preparation Skills Classes

Semester	Course Name	Required/Elective
Spring and Intercession	Introduction to Bar Preparation Skills	Required for all students matriculating during or after Fall 2016
Fall	Writing for the Bar Exam	Elective*
Spring	Advanced Bar Prep Skills	Elective*

*Required for full-time students with a cumulative GPA of 2.8 or lower after three semesters (excluding summer semester) and part-time students with a cumulative GPA of 2.8 or lower after four semesters who matriculated during Fall 2016 or after.

CREATING YOUR SCHEDULE

Our Approach to Scheduling

Professors generally teach one day course and one night course per semester on the same days. **If a course can be offered only once per year, it will probably be offered at night.**

Bar courses are generally offered once per year in each division. Remedies and Conflict of Laws are embedded with other subjects tested on the bar exam, they are usually offered only once per year and are open to students in both divisions.

We try to offer at least **three or four seminars each semester.** At least two courses meeting the Policy and Perspectives requirement will be offered each semester.

No required courses are scheduled on Friday evenings. Friday afternoons are typically reserved for course mid-terms and quizzes. No courses are scheduled from noon until 1:30 on Mondays.

Because summer courses are offered based on the availability of faculty, **the above formula does not apply to the summer semester,** and there is no guarantee that any particular course will be offered during the summer.



Quick Tip



The [Associate Dean for Academic Affairs](#) publishes tentative class schedules in February for the following academic year. You can find them on the Bowen website under the [Academic Calendar](#).

Your Approach to Scheduling

Begin by adding in all required courses. Remember that you must take required courses in your division (day or night). Also don't forget the SLR, W and P&P requirements.

Add in bar recommended courses. It is essential that you complete as many of these as possible before you graduate! It will be very difficult to learn this material for the first time during a commercial bar review course. We also highly recommend all 3Ls take Writing for the Bar Exam (offered fall only) and Advanced Bar Prep Skills (offered spring only).

Add an Externship or Clinic opportunity to enhance practical skills. Pay attention to application deadlines, prerequisite courses, and Rule XV Certification requirements. Please note; in some circumstances you may not be able to work in the legal profession during the same semester that you participate in a clinic or externship. Students should expect to complete two to three hours of class-related and legal work over the course of the semester for each hour spent in class.

Add in electives in which you have a real interest (but not as a way to avoid a bar course that you don't want to take!). The bar courses are generally offered every semester, while electives are offered more sporadically. Also, be sure to take any courses that are prerequisites for courses you plan to take in the future.

Fill in the rest of your schedule with other electives. Choose based on interest, likelihood that you'll practice in that area of law, or how they fit in your schedule.

Spring 2018

LAWYERING SKILLS II

Through a combination of lectures and small group workshops, Lawyering Skills II helps students learn a variety of lawyering skills the litigation context, including the development of legal theory and various trial advocacy skills. This class culminates with a mock trial.

Prerequisite(s): Civil Procedure I & II

Division	Day	Lecture Time	CRN
Full-Time	Friday	12:05 p.m. — 1:05 p.m.	15172
Part-Time	Wednesday	5:45 p.m. — 6:45 p.m.	15271

Division	Day	Workshop Time	CRN
Full-Time	Monday	3:35 p.m. — 5:25 p.m.	15173, 15174, 15175, 15176
Full-Time	Tuesday	3:25 p.m. — 5:25 p.m.	15177, 15178, 15179, 15180
Full-Time	Thursday	3:25 p.m. — 5:25 p.m.	15181, 15182, 15183, 15189, 15190
Part-Time	Monday	7:25 p.m. — 9:25 p.m.	15272, 15273, 15274

Spring 2018

SPECIALIZED LEGAL RESEARCH

These courses fulfill the upper-level research requirement and are designed to equip students with the knowledge and practical skills necessary for effective legal research. The courses review the basic concepts of research that students learned in Research, Writing, and Advocacy I and II and introduce them to new authorities, sources, and tools. New material will include legislative history, administrative law, court rules, rules of professional responsibility, factual investigation, and specialized treatises and databases. Students will practice their research skills via simulated problems using a variety of legal research resources.

Prerequisite(s): RWA I & II

Division*	Topic	Day	Time	CRN
Full-Time	Business Law	Wednesday	12:35 p.m. — 1:35 p.m.	15167
Full-Time	Business Law	Wednesday	12:35 p.m. — 1:35 p.m.	15168
Part-Time	Family Law	Thursday	5:45 p.m. — 6:45 p.m.	15262
Part-Time	Criminal Law	Monday	7:25 p.m. — 9:25 p.m.	15264

*Specialized Legal Research is restricted by division until Open Registration begins.

Spring 2018

UPPER LEVEL WRITING/ POLICY AND PERSPECTIVES

The Upper Level Writing Requirement requires each student to demonstrate his or her ability to produce one substantial, cohesive piece of legal writing. Students shall complete [the Upper Level Writing Requirement Certification](#) and submit it to the Registrar's Office.

The Policy and Perspectives Requirement requires each student to take at least one course that is grounded in jurisprudential, historical, and public policy concepts.

Division*	Topic	Day	Time	Upper Level Writing (W) or Policy and Perspectives (P&P)	CRN
Full-Time	Education Law	Thursday	8:45 a.m. — 10:45 a.m.	W	15317
Full-Time	Tax Policy	Tuesday	2:55 p.m. — 4:55 p.m.	P&P	15166
Full-Time	Supreme Court Litigation	Wednesday	12:05 p.m. — 2:05 p.m.	W, P&P	15284
Full-Time	Critical Race Theory	Monday	3:25 p.m. — 5:25 p.m.	W, P&P	15290
Part-Time	Conflict of Laws	Monday and Wednesday	5:45 p.m. — 7:15 p.m. 7:25 p.m. — 8:55 p.m.	P&P	15225
Part-Time	Law and Religion	Monday	7:25 p.m. — 9:25 p.m.	W, P&P	15311
Part-Time	Law and Literature	Tuesday	5:05 p.m. — 7:05 p.m.	P&P	15233
Part-Time	Entrepreneurship, Law & Innovation Seminar	Thursday	7:25 p.m. — 9:25 p.m.	W	TBD

*Seminars are restricted by division until Open Registration begins.

Spring 2018

EXPERIENTIAL LEARNING

Students matriculating at the law school after July 1, 2015 are required to satisfy the experiential learning requirement, which includes least three credit hours in the law school's legal clinic, externship, or practica programs.

Division*	Topic	Day	Time	CRN
Full-Time	Tax Clinic	Friday	10:00 a.m. — 11:55 a.m.	15148
Full-Time	Consumer Protection Clinic	Friday	10:00 a.m. — 11:55 a.m.	15155
Full-Time	Litigation Clinic	Friday	10:00 a.m. — 11:55 a.m.	15150 15151 15152 15153
Full-Time	Mediation Clinic	Monday and Wednesday	10:25 a.m. — 11:55 a.m.	15156
Full-Time	Business Innovations Clinic	Friday	10:00 a.m. — 11:55 a.m.	15279
Full-Time	Externship	Wednesday	9:00 a.m. — 10:00 a.m.	15134
Part-Time	Judicial Practicum	Thursday	5:45 p.m. — 6:45 p.m.	15225
Part-Time	Prosecutor Practicum	Thursday	5:45 p.m. — 6:45 p.m.	15288

*Practica are restricted to part-time students only.

Spring 2018

ARKANSAS AND UNIFORM BAR EXAM TESTED SUBJECTS

Second year students are encouraged to find out which topics are tested on the bar exam in each state where they plan to take the bar exam and to enroll in as many bar tested courses as possible. Second year students are also encouraged to take the [Multistate Professional Responsibility Examination \(MPRE\)](#) during their second year after completion of the Legal Profession course.

Division*	Topic	Day	Time	CRN
Full-Time	Decedent's and Estates	Monday and Wednesday	8:45 a.m. — 10:15 a.m.	15130
Full-Time	Secured Transactions	Monday and Wednesday	10:25 a.m. — 11:55 a.m.	15155
Full-Time	Sales	Tuesday and Thursday	12:05 p.m. — 1:35 p.m.	15165
Part-Time	Family Law	Monday and Wednesday	7:25 p.m. — 8:55 p.m. 5:45 p.m. — 7:15 p.m.	15244
Part-Time	Business Associations	Tuesday and Thursday	7:25 p.m. — 9:25 p.m. 5:45 p.m. — 7:45 p.m.	15263
Part-Time	Conflict of Law	Monday and Wednesday	5:45 p.m. — 7:15 p.m. 7:25 p.m. — 8:55 p.m.	15225

*Bar Tested Subjects are restricted by division until Open Registration begins.

Quick Tip

Need more information about bar admission in another jurisdiction? Review the [National Conference of Bar Examiners Bar Admission Guide](#) for more information about out-of-state bar admission.

January 2018 Intercession

JANUARY 2, 2018—JANUARY 6, 2018

The Academic Rules restrict you to one 1-credit hour course per week during an intercession. Please note: The January Intercession is a separate term from the Spring 2018 semester.

Topic	Day	Time	CRN
Special Topics in Disability Law	Tuesday — Saturday	12:00 p.m. — 3:25 p.m.	15314
Introduction to Bar Preparation	Tuesday — Saturday	5:30 p.m. — 8:45 p.m.	15313

Interested in taking law school classes in at a different location? Consider [visiting another law school](#) or applying to a [study abroad program](#).

Fall 2018 Graduation

This fall, Bowen graduates will participate in a hooding ceremony at the law school ahead of the commencement ceremony held at the Jack Stephens Center on the UA Little Rock main campus. This ceremony will begin at 6 p.m. on Friday, December 15, 2017, in the Friday Courtroom. Students will need to wear regalia for this ceremony. A reception will follow upstairs in the Dean's Gallery.

More information on the hooding ceremony will follow. Students should check their UA Little Rock emails for important updates and details.

Quick Links

[Graduation Application](#)

[Graduation Information and FAQ's](#)

[Local Hotel Information](#)

[UA Little Rock Campus Map](#)

FREQUENTLY ASKED QUESTIONS

<p>What if I want to take less than the minimum course load required for my division?</p>	<p>The Academic Rules require students to enroll in a minimum number of hours during a term based on their division. A student who needs to take less than the minimum load should fill out a Petition to Take Less than the Minimum Load or speak to the Assistant Dean for Student Affairs about switching divisions.</p>
<p>When I tried to register for the class, it was full! Is there any way to get into the class?</p>	<p>If you find that a course is full by the time you register for classes , you may fill out a Class Waiting List Form for the class you want to take. Please be aware that being placed on this list does not guarantee that a slot will open in the course.</p>
<p>Does it matter which Lawyering Skills II section I take?</p>	<p>All Lawyering Skills workshops will cover trial advocacy skills. If you cannot get into the workshop section want, you must register for a section that is available.</p>
<p>How do I register for an intersession class?</p>	<p>The January intersession is enrolled at the same time as the Spring 21018 semester. It is listed as a separate semester in BOSS. The Academic Rules restrict you to one 1-credit hour course per week during an intersession. Intersession courses do not count against the maximum credit hour limit. NOTE: Students enrolled in clinics may not be eligible to take intersession courses due to conflicts with clinic orientation.</p>
<p>I applied for a clinic but I'm not sure if I have been accepted. What should I do about my schedule?</p>	<p>Register for a full course load that does not include the clinic you have chosen. Once you have been accepted, you will be notified by the clinic faculty. You must then drop a class so that the clinic course may be added to your schedule by the registrar.</p>

More Information

<p>Co-Curricular Limit</p>	<p>No More Than 10 Hours Total of the 90 required to graduate may be from this category.</p>	<ul style="list-style-type: none"> • Law Review • Independent Study* • Moot Court Competition • Trial Competition Travel Team • Externship
<p>Rule XV Certification (student practice of law; required for Litigation Clinic)</p>	<p>Must have 48 credit hours that include these courses.</p>	<ul style="list-style-type: none"> • Civil Procedure I & II • Evidence (offered fall only) • Criminal Procedure (Pretrial, Trial, or Post-Trial) or Arkansas Crim. Trial Practice • Legal Profession

REGISTRATION DATES

Date	Event/Deadline
Monday, September 9th	Externship Applications Due Practicum Applications Due Clinic Applications Available
Tuesday, October 17th	December 2017 Graduation Applications Due
Friday, October 20th	Deadline to Switch Divisions Before Spring Registration Begins
Monday, October 23rd	Clinic Applications Due
Tuesday, October 31st	Priority 1 Registration Begins
Wednesday, November 1st	Priority 2 Registration Begins
Thursday, November 2nd	Priority 3 Registration Begins
Friday, November 3rd	Priority 4 Registration Begins
Tuesday, November 7th	Open Registration Begins

By registering for classes, you agree to pay all tuition and fees associated with any classes for which you register. You must drop the class or classes or withdraw from school before **5:00 p.m. on January 22, 2018** to remove this obligation.

Your UALR assigned email address is the law school and the university's official way to correspond with students. All official information, including information about billing, financial aid, class registration, etc. will be sent to your UALR email account. You are deemed to have received any information sent to your UALR email account, including notice of any deadlines.

Any financial aid you receive will be used toward your account balance. If your aid is reduced or cancelled, you are responsible for all remaining charges. UALR will assess financial penalties on any past-due account. At the end of each semester, any past-due account will be referred to an outside collection agency and will result in additional charges. The Drop/Withdrawal from class and the refund dates and schedule will be emailed to your UALR email address and posted by semester on the law school's web page/registration section. Contact UA Little Rock's Financial Aid Office at financialaid@ualr.edu or 501.569.3035 for more information.