

E. REGISTRAR INFORMATION

I. GENERAL INFORMATION

OFFICE HOURS: The Registrar's Office is open weekdays Monday through Friday from 8:00 a.m. to 4:30 p.m.

The Registrar's Office is responsible for all records concerning a student's academic history. In addition to conducting registration, the office is responsible for class schedules, course description, grades, transcript requests, letters of good standing, and information on state bar requirements and applications. For more information, please visit the Registrar's page on the school's website at <http://www.cwsl.edu/main/default.asp?nav=registrar.asp&body=registrar/home.asp>.

II. ADDRESS CHANGES

It is important that students keep the Registrar's Office informed of their current mailing address. Important notices and information are mailed throughout the year. Change of address forms are available at the Registrar's Office or on the Registration and Records web page.

III. ADDING/DROPPING CLASSES

Upperclass students may add or drop classes within the allowed add/drop periods (see Academic Policies §3.04). A first year student may add, drop or change courses or sections ONLY with permission of the Vice Dean for Academic Affairs. Such permission will be granted only in exceptional circumstances. See "Statement of Academic Policies" §3.04. Petition forms are available at the Registrar's Office, the Vice Dean for Academic Affairs' Office, and on the Registration and Records web page.

IV. ATTENDANCE

The American Bar Association requires regular and punctual class attendance. Attendance records are maintained in the Faculty Support Services Office and information regarding missed classes can be obtained from the Student Portal.

V. BAR ADMISSION - CERTIFICATIONS

(For information on Admission to the State Bar of California - see section XIV.) For other states, please visit the Cal Western website at http://www.cwsl.edu/main/default.asp?nav=registrar.asp&body=registrar/state_bar_links.asp.

Bar admission rules and practices vary with each state and are subject to change. Specific, up-to-date answers to questions concerning applications and admission requirements should be obtained from the bar admission administrator of the jurisdiction involved. Students are encouraged to familiarize themselves with the rules of the state in which they intend to seek admission, especially those rules relating to registration, deadlines, residency requirements, character and fitness, and courses which may be required during law school.

VI. ENROLLMENT CERTIFICATIONS AND LETTERS OF GOOD STANDING

To request a letter certifying enrollment or good standing, fill out a request form available at the Registrar's Office and on the Registration and Records web page.

VII. GRADES

Grades for each semester are released after all grades have been submitted to the Registrar. Grades are available online through the Student Portal.

VIII. GRADUATION CERTIFICATIONS

Certifications of graduation are processed upon completion of all graduation requirements and after the degree has been posted. Graduation certification forms for the state bar are generally included in the bar registration/application for each state and must be requested and obtained by the student from that state's bar admissions office. Links to the various State Bar Admissions Offices are on the Registration and Records web page.

IX. PETITIONS

Petitions regarding Academic matters should be directed to the Vice Dean for Academic Affairs. The forms are available in the Registrar's Office, the Vice Dean's Office and at <http://www.cwsl.edu/main/default.asp?nav=registrar.asp&body=registrar/Petitions.asp>

X. RANKING/CLASS STANDING

After the posting of grades for each trimester, students are ranked by class year (see Academic Policies, §6.07) on the basis of their cumulative grade point average. Full-time first-year students are not ranked until the end of the first year (completion of two trimesters). Part-time students are ranked after the completion of their third trimester or after having completed 25 units (whichever comes first).

XI. REGISTRATION FOR 2ND AND 3RD YEAR COURSES

Registration is conducted online during the Fall trimester for the upcoming Spring, in the Spring trimester for Summer classes, and during the Summer for Fall classes. Semester class schedules, course descriptions, and other registration information are available on the Registration and Records web page. First-year students are automatically enrolled in their first-year classes.

XII. STUDENT LOAN DEFERMENTS

The Law School certifies student enrollment through the National Student Clearinghouse.

XIII. TRANSCRIPTS

Transcript request forms are available online on the Registrar's webpage and from the Registrar's Office. The fee is \$5.00 per copy. Requests are usually filled within 2-3 business days but may take longer during busy periods. Unofficial student copies of transcripts are available online on the Student Portal.

XIV. STATE BAR OF CALIFORNIA

The State Bar of California, Office of Admissions, requires applicants to complete the following applications: (note: there are **three** separate and distinct applications)

1. Registration with the State Bar of California - Committee of Bar Examiners: Prior to submitting the Moral Character Application or the application to take the Bar exam, you must first be registered with the State Bar. Registration during your first year of law school is recommended. The application for Registration is available on the State Bar website at <https://www.calbarxap.com/>.
2. Application for Determination of Moral Character: An application for Determination of Moral Character must be filed and a determination completed prior to admittance to the California State Bar. An application can be filed at any time after registering as a law student. The Committee of Bar Examiners of the State Bar of California recommends that this application be filed at the beginning of the final year of law study. Application materials are available on the State Bar website at https://www.calbarxap.com/applications/calbar/California_Bar_Moral_Character/.

Students should be aware that the Bar Examiners in most states request the Dean to certify the good moral character and fitness of each Law School graduate who seeks admission to the Bar.

For example, the State Bar of California's "Law School Declaration" form asks the school whether the law school's records reflect that the graduate has been:

- denied admission to practice law in another state;
- arrested or otherwise charged formally or informally with a violation of the law;
- accused of a violation of trust;
- knowingly delinquent regarding any financial obligations;
- disciplined by any educational institution;
- disciplined by any licensing authority;
- diagnosed or treated for a medically recognized illness, disease or disorder that would currently interfere with the ability to practice law;
- diagnosed or treated for a chemical dependency that would currently interfere with the ability to practice law.

The last question on the Law School Declaration form is "Do you have any reason to question the applicant's fitness for admission to practice law?"

In completing this form for the State Bar, the law school will review each student's file and provide answers to the above questions based on the student's law school record and information submitted by the student on their law school application.

3. California Bar Exam (administered twice a year: February and July): Applications for the California Bar Exam are available online at the State Bar of California website:

<https://www.calbarxap.com/>. Applications for the February exam are generally available in September and applications for the July exam are available in March. If you have any questions concerning any of the applications, please stop by the Registrar's Office or visit the State Bar website at <https://www.calbarxap.com/>. You can also call the State Bar of California, Committee of Bar Examiners, at (213) 765-1500.