



1. Getting Started

[Windsor Law Registration Webpage](#) houses all information related to Winter 2023 registration. Please note that this site is updated throughout the registration period and that updates will be noted to ensure you are working with the most recent and accurate information. In the event of a discrepancy between UWinsite and this webpage, rely on the webpage.

You are strongly encouraged to review the resources posted on this page carefully to plan accordingly. It is your responsibility to ensure that you have the required course credits for each term and for each academic year. You are also required to ensure that you complete all mandatory requirements of your degree.

If you have any questions about these requirements, please contact our Academic Coordinators' Office at lawac@uwindsor.ca.

2. Course Credit Requirements

(a) Full Time Studies

Full-time students must select courses that total a minimum of 13 credits to a maximum of 18 credits in each semester, and total between 29 credits and 32 credits for the academic year. Permission from the Associate Dean (Academic) is required to vary the credit requirements, including credit overloads by term (more than 18 credits) or by year (more than 32 credits). To apply for a credit variation, complete the [Academic Program Approval Form](#) and submit it to the Academic Coordinators' Office via lawac@uwindsor.ca as soon as possible in your registration planning process.

Credits completed in excess of the 18 credits required per term and 32 credits for the academic year may not be applied towards the minimum credit requirement in any subsequent term, subject to the general jurisdiction of the Associate Dean (Academic) regarding exceptions to the minimum and maximum credit requirement.

Most upper year courses are weighted as three credits with a small number of courses weighted as four credits. This equates to four-to-five courses completed each term. To assist in your term planning, please note that, generally speaking, the credit allocation for a course coincides with the number of class/contact hours. That said, there are some exceptions such as moots, clinics and supervised research.

Finally, it is important to note that students must successfully complete each semester/year as a condition of advancement. It is not an option to retake a course to improve your academic performance or to remedy a failure, unless permitted under the Academic Status Regulation.

(b) Half-Time Studies

Students who have received permission to attend the JD program on a half-time basis must select a minimum of seven to eight credits in each semester and 15 - 16 credits for the year.

The successful completion of this program in each academic year will be considered equivalent to one-half year (or one semester) of the full-time JD program. Credits completed in excess of the 8 credits required per term may not be applied towards the minimum credit requirement in any subsequent term, subject to the general jurisdiction of the *Academic Programs Committee* regarding exceptions to the minimum and maximum credit requirement.



Please pay close attention to the weighting of the courses. It is your responsibility to ensure that you have the proper number of credits for each term and academic year.

To apply for a credit variation, complete the [Academic Program Approval Form](#) and submit it to the Academic Coordinators' Office via lawac@uwindsor.ca as soon as possible in your registration planning process.

3. Financial Eligibility

In order to be eligible to register for courses in 2022-2023 you must be financially eligible at the time of registration. Please check your account status prior to registration to prevent registration complications. This information is available through UWinsite Student under the "Financial Account" tile.

If you owe money to the University of Windsor, you may be flagged as "Financially Ineligible" and you will not be assigned a registration appointment or permitted to register or waitlist in any course. You should contact the Cashier's Office to make arrangements to satisfy the indebtedness. In many cases, the Cashier's Office will agree to a payment plan that will allow you to register. These arrangements must be made directly with the Cashiers Office cashiers@uwindsor.ca.

Please note that it will take three to five business days to process your payment and remove a financial eligibility flag. It is best not to wait until the eve of registration to check your financial status. The Faculty of Law has no discretion in these matters – you must work with the Cashiers Office to settle your account or confirm a payment plan.

If you need advice about financing your legal education, please contact Assistant Dean (Admissions, Recruitment & External Relations) Katia Benoit in the Student Services Office by email to katia@uwindsor.ca.

4. Registration Appointments

You will be assigned a registration appointment time based on your program and level of study. Your registration appointment time determines when you can start to enroll in classes through UWinsite Student. As a registration period approaches, you should confirm your registration appointment time on UWinsite Student:

In your web browser, preferably Google Chrome, go to www.uwindsor.ca/uwinsitestudent

- Click the LOG IN TO UWINSITE STUDENT button
- On the login screen, enter your UWin ID and Password. Then click the green Login button
- On your Student Homepage in UWinsite Student, click on the My Academics tile
- In the left navigation menu, click on the Enrollment Deadlines tab
- Click the radio button next to your chosen term
- Look for your registration appointment time in the Enrollment Appointments section under the Appointment Begins column.

5. Course Registration

Registration at the Faculty of Law is done online through UWinsite Student. You will register for Winter 2023 using the following schedule. You are encouraged to review the [General Registration Guide](#) produced by the Registrar's Office but note that there are some things that are unique to the Faculty of Law registration.

The online registration system operates on the basis of priorities to ensure that every student has a fair opportunity to register for courses.



Registration for Winter 2023 will run from Tuesday, November 22, 2022 until Thursday, November 24, 2022. The online registration system will, thereafter, remain open until Friday, January 13, 2023 at 11:59 p.m. so that all registration, waitlists, add/drop functions are available.

- Day One: November 22, 2022, 9:00am to 11:59pm - Only 3L students are able to register for three priority courses (up to 12 credits). There will be no access to wait lists until Day Three.
- Day Two: November 23, 2022, 9:00am to 11:59pm - Only 2L students are able to register for three priority courses (up to 12 credits). There will be no access to wait lists until Day Three.
- Day Three: November 24, 2022 beginning at 9:00am, all students will be permitted to continue registration for Winter 2023 and access to wait lists opens. The maximum credits allowed for waitlists is 9.0.

It is recommended that you regularly check the registration system throughout the registration period if you have not been able to register into a desired course. As students make changes to their registration, openings become available for other students. As well, you should check the faculty website regularly for updates including course and scheduling changes. If a class is full, you should exercise the waitlist process listed below. **If a spot becomes available, and you are removed from a waitlist, you are not notified through email. Therefore, it is very important you continue to monitor your schedule up to the add/drop date, and ensure you remove yourself from any waitlists you no longer wish to be on.**

6. Registration Codes and Dual JD Academic Transcripts

UWinsite Student has applied subject codes to distinguish courses. The following subject codes are applicable to Law.

LAWG – all law courses for JD, Dual JD, MSW/JD and MBA/JD

LAWD – all Detroit Mercy Law courses for Dual JD students only

LAWM – all courses in the Master of Law stream

LAWS – law service courses offered only to undergraduate students in non-law programs

Dual JD Students – Having your complete academic record on UWinsite Student is very important, as it is relied upon by Student Awards and Financial Aid in awarding bursaries and financial aid. Additionally, it provides potential employers with your complete class list and a complete academic transcript.

As such, you must add your Winter 2023 Detroit Mercy Law enrolled courses into the UWinsite Student system. You can add Winter 2023 courses anytime between November 24 and January 13, 2023.

We suggest that you wait until you have finalized your Windsor Law courses so that you do not run into issues with credit (over) loads. You have until January 13, 2023 for Winter 2023 to add your Detroit Mercy enrolled courses.

7. Choosing Priority Registration Courses

In selecting your priority courses, you should first consider your degree requirements. These requirements are necessary to advance in, and graduate from your program. You might, thereafter, consider class size and the



frequency of offering. You may wish to use your priority registration option to secure a particular course or section.

8. Wait List, Course Swaps and Course Change Process

Waitlists will become operational for all students on Day Three. In order to be enrolled automatically in your waitlisted course, you will need to set up a SWAP but how you set yourself up depends on your course load. SWAP is the correct way of getting onto a waitlist if you are enrolling in a full course load. If you do not use the SWAP functionality and have a full course load, you will not get enrolled from the waitlist because UWinsite Student does not know which class to drop you from and will not enrol you in an overload situation.

You must set up a SWAP at the time you add a course to the waitlist. If you do not set up a SWAP, you will be bypassed when a spot becomes available because UWinsite Student will not know which class to drop you from and the system will not enrol you where it creates a credit overload. You are encouraged to review the [Waitlist/Swap Registration Guide](#) created by the Registrar's Office.

It remains your obligation to ensure that you satisfy any pre-requisites or registration restrictions that might exist for that specific course.

You will be permitted to add your name to wait lists and set up swaps for a maximum of three courses per term at any one time. You cannot add your name to a Wait List unless the course is full. You will be allowed to remove your name from a Wait List at any time during open registration.

If an opening in the class becomes available AND you have set up a SWAP, the system will auto-register you in the waitlisted course and de-register you from the course on your swap. **You will not receive any additional notification so you must continually monitor your registration and waitlist status.**

Please remember to remove your name from any waitlist for courses you are no longer interested in. We will continually monitor the waitlists for all courses and consider opening up additional spaces or sections.

9. Course Changes

You can continue to make course changes on-line until January 13, 2023 at 11:59 pm. As the registration cycle progresses, please keep your course registration and waitlist interest current. If you are no longer interested in a course, remove your name from the class list or waitlist to make room for others and to finalize your schedule.

10. Registration Updates

Registration updates will be posted to the Faculty of Law website. You should monitor the registration information frequently for updates. Be sure to bookmark this page – do not rely on the summary information available on UWinsite Student as it is summary information only without the details you need to make and confirm your choices. Any changes to course availability, timetabling, new courses/sections added, course cancellations etc. will be included in these updates. You should check the updates regularly to ensure that you have considered the most recent information when finalizing your course registration.

11. Compulsory Courses and Degree Requirements:

In selecting your courses, please keep in mind that you must satisfy all course and degree requirements of your program as a condition of advancement and graduation. It is your responsibility to ensure that you have complied with all course and degree requirements for your program. Please note that the "Academic Progress"



tile available on UWinsite Student is not currently operational for the Faculty of Law. Any questions related to your Academic Progress should be directed to the Academic Coordinators Office at lawac@uwindsor.ca.

(a) Compulsory 2L Course for all Programs:

All 2L JD's (including MBA/JD and MSW/JD) must take Civil Procedure (LAWG 5826) and Torts (LAWG 5809) in either Fall 2022 or Winter 2023. Multiple sections are offered. You can register in the section of your choice after consulting the registration information including course description, instructor, class timetable and method of evaluation.

All 2L Dual JD's must take Canadian Civil Procedure (LAWG 5825) and Torts (LAWD 5931). A spot will be reserved for you so that you do not have to use your priority registration for these required courses. JD students are not permitted to register in the Dual JD sections of these courses.

(b) Compulsory Upper Year Courses and Degree Requirements:

Compulsory upper year courses and degree requirements vary by program. Students in the MSW/JD, MBA/JD and Dual JD programs should consult with program administrators and the Academic Coordinators' Office for confirmation of compulsory courses and degree requirements.

In either Law 2 or Law 3, you must complete the following courses and degree requirements and meet the following competencies noting that any one course may satisfy more than one of these requirements and/or competencies:

- (i) The Legal Profession (LAWG 5939). Multiple sections are offered. You can register in the section of your choice after consulting the registration information including course description, instructor, class timetable and method of evaluation.

For Dual JD program students, this requirement is satisfied by CDN/US Professional Responsibility (LAWD 5994) at Detroit Mercy Law.

- (ii) Administrative Law (LAWG 5852) or some other course approved by the Associate Dean (Academic) as meeting the Federation of Law Societies of Canada competency in the principles of administrative law.
- (iii) Legal Perspectives Course Requirement: During your second or third year of study, you must select at least one legal perspectives course from a list of the approved legal perspectives courses offered by the Faculty of Law. Please note that perspective courses vary by term and may not be offered each academic year.

For Dual JD Program students, this requirement is satisfied by mandatory courses in the program.

- (iv) Major Research Requirement: All students must successfully complete an academic research paper (including Supervised Research) in your second or third year of study. A "paper course" is defined as one in which the student submits a research paper worth at least 50% of the final grade in that course.

For Dual JD Program students, this requirement is satisfied by mandatory courses in the program.

- (v) Transnational Law Course Requirement: During your second or third year of study, you must select at least one transnational law course from the list of approved transnational law courses offered by the Faculty of Law. Please note that transnational law courses vary by term and may not be offered each academic year.



For Dual JD Program students, this requirement is satisfied by mandatory courses in the program.

12. Sections, Pre-Requisites and Anti-Requisites

Where there is more than one section of any particular course being taught in the same semester, each section has been designated with a specific section number. Please indicate the specific section number when you register on-line to ensure registration in both the course and section of your choice. If one section is full, you can select another.

Pay particular attention to any pre-requisites that are indicated in the course descriptions. You must ensure that you have the pre-requisites, if required, for any course you want to register in. Note that pre-requisites will help you plan for your second and third year of studies.

In certain instances, a course may be a co-requisite, which means that they may be taken simultaneously rather than sequentially. There may also be course anti-requisites, which means that enrolment in one course precludes enrolment in the other(s).

13. Overlapping or Conflicting Courses – Intensive Courses Exception

You are not permitted to register in courses that overlap or conflict on the course timetable.

Exception for Intensives: The Associate Dean (Academic) will consider exceptions only where the overlap or conflict results from a course taught intensively i.e., not on a weekly basis. To request an exception, please write to lawassociatedean@uwindsor.ca. In your request, please identify the courses that conflict, the dates involved and set out your plan to resolve the conflict. You should seek permission before the close of the course change period so that you can adjust your schedule if necessary.

14. Paper Courses

Applications to enrol in more than 3 paper courses during the Winter 2023 term must be made to the Associate Dean (Academic) by submitting your [Academic Program Approval Form](#) application to the Academic Coordinator at lawac@uwindsor.ca as early as possible.

15. Enrolment Limits

The enrolment limits in each class/section varies and is determined by many factors including course learning objectives, delivery model and room assignments. Some courses are specifically designed for limited enrolment. For example, seminar courses are typically limited to 20-30 students because these courses often involve a method of evaluation beyond or excluding examinations.

Courses with insufficient enrolment are subject to cancellation.

Enrolment limits are reviewed regularly throughout the registration period. Where possible, additional sections may be offered, or room assignments altered, to allow for additional enrolment.

16. Supervised Research (1-6 credits)

Applications for supervised research must be completed jointly by the student and supervising faculty member and submitted to the Associate Dean (Research & Graduate Studies) – adrlaw@uwindsor.ca. If you plan to complete qualitative empirical research as part of the project, you must also submit a completed research



ethics application form. Supervised Research rules and applications, as well as the research ethics application, are available the Windsor Law website under [Forms and Policies](#).

The deadline for submission of applications for the Winter Semester it is Friday, January 6, 2023.

Supervised research projects are typically assessed at 3 credits, depending on the nature of the research. The Associate Dean (Research & Graduate Studies) will consider 1-6 credit supervised research applications in special circumstances. A four-credit supervised research would likely require the student to undertake independent empirical research, with Research Ethics Board approval, where appropriate.

17. Minor in Indigenous Legal Orders

A minor, noted on your Windsor Law transcript, is available to students successfully completing (with a minimum of 60%) Indigenous Legal Orders and at least five courses from a menu of courses, including the following, as well as those that are approved by the Associate Dean (Academic) as meeting the criteria of having predominant Indigenous content and taught by an Indigenous scholar or Elder:

- Aboriginal Law in Society - LAWG-5923
- First Nations Women and the Law – LAWG-5823
- Anishinaabe Law Camp- LAWG-5995
- Indigenous Peoples, Art and Human Rights - LAWG-5839
- Kawaskimhon Moot- LAWG-5998
- Child Protection/Indigenous Child Welfare - LAWG-5831
- Reconciliation & The Residential School Legacy- LAWG-5835

18. Courses In Other Faculties of the University of Windsor or at Other Institutions

Students may seek permission from the Associate Dean (Academic) to enrol in a course taught in other faculty of the University of Windsor and in certain courses taught at the Law Schools at Wayne State University and the University of Detroit Mercy for credit toward a JD degree.

The Deadline for submission for Winter Semester is Friday, January 13, 2023. Applications should be submitted through the Academic Coordinators' Office via lawac@uwindsor.ca

IMPORTANT: Classes in other Faculties or Institutions may have earlier registration deadlines and start dates and may require additional approvals. You should bring this application as early as possible before the term commences. Note that Windsor Law registration deadlines and processes vary from those at other Faculties.

Students will not be registered in courses outside of the Faculty of Law until such time as approval is obtained from the Associate Dean (Academic).

19. Courses at the University of Detroit Mercy under Consortium Agreement

In the spirit of academic excellence and transnational law, the University of Windsor Faculty of Law and University of Detroit Mercy School of Law have established a course exchange program. This program will provide interested students with the ability to explore legal issues from an international and comparative law perspective and give each student at Windsor Law the opportunity to study internationally as part of their legal education.



Students, in good standing, enrolled in the single Juris Doctor programs at either Windsor Law or Detroit Mercy Law may take one course at the other institution, while paying the home institution's tuition. Allowable courses include classroom and elective courses, but exclude clinical, mandatory first year courses, or other required courses. Each institution will publish, on a semester basis, a list of offered consortium courses.

A student's enrollment in any particular course is contingent upon space being available in the course with priority being given to students at the home school. Courses will count towards the maximum credit hours allowed during a semester, according to the student's home school and program. Students will be bound by the academic, attendance, and conduct policies of the host institution for the course in which they are enrolled.

20. Courses by Application and Registration by the Academic Coordinators Office

There are a number of courses available by application/selection only. You cannot register for these courses using the online registration system. You must apply using the instructions below, and registration will be completed if you are selected and you have accepted the spot.

To express interest in a course available by application/selection, please consult the course descriptions book posted on our [Registration website](#). There will be a link provided for the appropriate Winter 2023 Course by Application.

21. Changes to Registration Information

While initial course registration takes only minutes, the full Registration process takes place over many weeks. Changes happen regularly, and often quickly. If a course is full, access the waitlist, when waitlists open on Day Three. We continually monitor the registration status to consider under-and over-enrolled courses.

Be patient with the registration process, check back frequently, monitor the registration updates on the website. It is your responsibility to ensure you have the most recent information and register for courses that meet the term and academic year credit limits as well as all degree requirements.

While you need to ensure that you have the requisite credits for each term, we encourage you not to hold a spot in a course you are not interested in.

22. Key Contacts at Windsor Law for Registration Related Matters

FINANCIAL RELATED QUESTIONS/FLAGGED ACCOUNTS
cashiers@uwindsor.ca

DUAL JD PROGRAM REQUIREMENTS
Katharine Fisher, Director, Canadian & American Dual JD Program
kfisher@uwindsor.ca

JD PROGRAM REQUIREMENTS/REGISTRATION APPOINTMENTS/COURSES BY SELECTION
The Office of the Academic Coordinator
lawac@uwindsor.ca

ACADEMIC MATTERS
Associate Dean (Academic)
lawassociatedean@uwindsor.ca



Windsor Law
University of Windsor

2022-2023 Course Registration Guide

SUPERVISED RESEARCH APPLICATIONS
Assistant to the Associate Dean (Research & Graduate Studies)
adrlaw@uwindsor.ca