



Application and Registration for Summer Visiting and Special Students

TO THE APPLICANT:

- Complete and sign this application and forward it to the Law Student Services Office.
- Payments should be made directly to the Bursar's Office at Santa Clara University:
<http://www.scu.edu/bursar/>

Name (in full) _____

Permanent Address _____

Current Address (until _____) _____

Telephone (_____) _____

Telephone (_____) _____

Application Date _____

Date of Birth _____

E-mail _____

FAX (_____) _____

U.S. citizen? Yes No If not a U.S. citizen, are you a permanent resident/resident alien? Yes No

Country of citizenship _____ Visa status/type _____

Name of person who will always know your permanent address _____

Relationship _____ Phone (_____) _____

Address _____

Are you currently employed? Yes No If yes, Work Phone (_____) _____

List here ALL college-level schools at which you earned credit.

Name of Institution	Location	Dates of Attendance	GPA	Degree	Credit	Major

Under which category are you applying?

- Visiting Student: candidates for a law degree at another law school.
- Special Student: students not seeking credit toward a JD degree who fit into one of the following categories:
 - persons admitted into and currently enrolled as a degree seeking student in a graduate program at SCU. Which program? _____.
 - persons holding a professional degree in law
 - persons with a bachelor's degree from an accredited educational institution who can demonstrate appropriate background or qualifications to successfully complete the course, and who have a particular career need for the course.

FOR SPECIAL STUDENTS ONLY

1 - Attach a current resume. 2 - Obtain the necessary permissions below. 3 - Pay all tuition and fees. 4 - Present this application and payment receipt to the Law Student Services. Applicants are responsible for knowing the *Guidelines for Enrollment of Special Students* at the end of this application.

Relevant Employment Experience: _____

Reason for wanting to take course:

Instructor's Approval (Signature or e-mail) _____ Date _____

Bursar Office Approval (Signature or e-mail) _____ Date _____

Law Student Services Approval (Signature or e-mail) _____ Date _____

FOR VISITING STUDENTS ONLY

Visiting students must attach a letter of good standing and permission from their home school. You are responsible for reading the *Guidelines for Enrollment of Visiting Students* at the end of this form.

Are you currently attending another law school? Yes No

Name of school: _____ Are you in good standing? Yes No

If yes, what year are you? first year second year third year fourth year

How many units will you have completed before enrolling at SCU? _____

Expected graduation date _____

REGISTRATION REQUEST

Course Number	Course Title	Units

TUITION

Tuition will be charged at the current law school tuition rate. Full payment of tuition is due prior to enrollment. The late payment fee is \$100. Please refer to the Law School Bulletin for an explanation of the refund policy: <http://law.scu.edu/bulletin/financial-information/>

PARKING

Students who intend to park on campus must purchase a parking permit: <http://university-operations.scu.edu/transportation-services/>

APPLICANT CERTIFICATION

I hereby certify that the information I have given in this application is complete and correct to the best of my knowledge and belief. I agree to provide updated information if my answer to any of the application questions should change between now and the start of the academic session.

Signature _____ Date _____

Return Original Application to: Santa Clara University School of Law, Law Student Services, 500 El Camino Real, Santa Clara CA 95053-0420. Fax: (408) 551-1851 E-mail: LawStudentServices@scu.edu

Nondiscrimination Policy: Santa Clara University prohibits discrimination and harassment on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, sexual orientation, religion, marital status, registered domestic partner status, veteran status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, genetic information, or any other consideration made unlawful by federal, state, or local laws in the administration of its educational policies, admissions policies, scholar ships and loan programs, athletics, or employment-related policies, programs, and activities or other University-administered policies, programs, and activities. Additionally, it is the University’s policy that there shall be no discrimination or retaliation against employees or students who raise issues of discrimination or potential discrimination or who participate in the investigation of such issues. The University will provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability under the law. Inquiries regarding equal opportunity policies, the filing of grievances, or requests for a copy of the University’s grievance procedures covering discrimination and harassment complaints should be directed to: Maria Elena De Guevara, Interim Director, Office of Affirmative Action, Compliance Office for Titles VI, VII, IX, ADEA, and 504/ADA, Loyola Hall Second Floor, Santa Clara University, Santa Clara, CA 95053; 408-554-4113.

Accommodated Exams: Students with disabilities may receive accommodation in the exam process. Students must submit requests for accommodation to the [Office of Disabilities Resources](#) in a timely manner. Late requests may not be possible to accommodate. All requests must be supported with appropriate documentation in keeping with the law school’s Americans with Disabilities Act (ADA) policy. For more information, contact the [Office of Disabilities Resources](#) at 408-554-4109 or visit <http://www.scu.edu/disabilities/>.

OPTIONAL INFORMATION - FOR STATISTICAL PURPOSES ONLY

Date of Birth _____

Sex Male Female

National origin or ethnic identity: Caucasian Black/African American Mexican American

Hispanic (specify) _____ Asian/Pacific Islander (specify) _____

Native American/Alaska Native (tribal affiliation) _____

Middle Eastern (specify) _____ Other (specify) _____

Guidelines for Enrollment of Special Students

- Students must secure the approval of the instructor of the course. The instructor remains free to deny permission to any special student applicant who the instructor believes would not be capable of meeting the expectations of the course, or whose presence in the course might undermine the instructor's educational goals.
- Special students must pay the current Law School tuition and fees applicable to the course.
- Special students should familiarize themselves with the regulations of the School of Law, the grading system, and the Law School calendar prior to enrolling. In particular, note that as the School of Law is on the semester system, classes will have beginning and ending dates different from the University's. As class schedules also differ from the University's, be alert to possible time conflicts: Refer to the Law School Bulletin for additional information: <http://law.scu.edu/bulletin/>
- Enrollment as a special student will not be a method by which a student secures admission into the School of Law. Successful completion of a course as a special student will not be considered in the law school admission process.
- A special student who is later admitted as a candidate for the JD degree will not receive credit toward the JD degree for any course taken as a special student.
- A student may not retake for credit toward the JD degree in the School of Law any course previously taken as a special student.
- The following courses will not be available to special students: First year courses, clinics, internships, externships, skills training courses (such as Trial Practice, Appellate Practice, Moot Court, etc), courses that have limited enrollment and are fully subscribed by law students, courses that have enrollment that meets or exceeds room capacity, or are believed by the instructor or administration of the Law School to be over enrolled, and courses in which the instructor has limited enrollment to students seeking a JD degree.

Guidelines for Enrollment of Visiting Students

- Return your application and a letter of good standing from your home law school.
- Visiting students must pay the current law school tuition and applicable course fees. Please contact the SCU Law Financial Aid Office (lawfinancialaid@scu.edu) for additional information if you are requesting financial aid through your home school.
- Late payment fee: \$100.00.
- Visiting students should familiarize themselves with the regulations of the School of Law, exam rules, the grading system, and the Law School calendar prior to enrolling: Refer to the Law School Bulletin for additional information: <http://law.scu.edu/bulletin/>.
- IMPORTANT:** As a visiting student you are responsible for ordering a transcript for your home school once grades have been reported. Santa Clara professors are allowed 30 days from the date that exams are available for grading to turn in final grades. ***It is not possible to provide earlier grades for visiting students. Students who will be visiting the summer prior to graduating should check graduation grade deadlines with their home school.***