



**Santa Clara
School of Law**

Application and Registration for Summer Visiting Students/Auditors

TO THE APPLICANT:

- Complete and sign this application and forward it to the Law Student Services Office at LawStudentServices@scu.edu.

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 _____

Emergency Contact:

Name _____

Email: _____

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.
- ☐ Auditor/Other 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 AUDITORS/OTHER STUDENTS ONLY

1 - Attach a current resume. 2 – Submit the completed form to LawStudentServices@scu.edu 3 - Pay all tuition and fees. Instructions on how to pay are located on the Bursar website at <https://www.scu.edu/bursar/paymentoptions/>

Applicants are responsible for knowing the *Guidelines for Enrollment of Students* at the end of this application.

Relevant Employment Experience: _____

Reason for wanting to take course: _____

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](#) Financial Information section for an explanation of the refund policy.

PARKING

Students who intend to park on campus must purchase a parking permit:

<https://www.scu.edu/parking-and-transportation-services/parking-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: E-mail: LawStudentServices@scu.edu

Nondiscrimination Policy:

Santa Clara University prohibits discrimination against any individual on the basis of race, color, ethnicity, national origin, citizenship, ancestry, religion, age, sex, sexual orientation, sex stereotypes, sex characteristics, gender, gender expression, gender identity, marital status, registered domestic partner status, parental status,

veteran or military status, physical or mental disability (including perceived disability), medical conditions (including cancer related or genetic characteristics), pregnancy or related conditions (including childbirth, termination of pregnancy, lactation, or related medical conditions), recovery from pregnancy or related conditions, reproductive health decision making, or any other basis prohibited under applicable federal, state, or local laws and their implementing regulations, in any of the University's educational and other programs and activities, its admissions, and its employment practices.

For more detailed information regarding policies and procedures related to equal opportunity and nondiscrimination, please review the information included in the Santa Clara University Student Handbook (<https://www.scu.edu/osl/policies-and-protocols>) and on the Office of Equal Opportunity and Title IX website (<https://www.scu.edu/title-ix>). Inquiries regarding the University's equal opportunity and nondiscrimination policies should contact: Brandi Williams, Interim Director of Equal Opportunity and Title IX Office and Title IX Coordinator, Santa Clara University, Loyola Hall, Suite 140, 425 El Camino Real, Santa Clara, CA 95053. Main Office: 408-551-3043

Accommodated Exams: Students with disabilities may receive accommodation in the assessment process. Students must submit requests for accommodation to the Office of Accessible Education (OAE) as soon as possible, no later than the end of the fourth week of classes. All registration and accommodation procedures are housed with the OAE, and will take 14-21 business days to review. 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. Further information for documentation requirements is located on the OAE website. Accommodations cannot be retroactively applied.

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 Auditors/Other 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.
- ☐ Students must pay the current Law School tuition and fees applicable to the course.
- ☐ 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 an auditor/non-degree seeking law 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 auditor/non-degree seeking law 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 student.
- ☐ A student may not retake for credit toward the JD degree in the School of Law any course previously taken as a student.
- ☐ The following courses will not be available to auditor/non-degree seeking 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. Students visiting the School of Law in their final semester of law school should be aware that final grades may not be available after the final exam period. Fall and spring semester grades are due 20 days from the date that the bulk of the exams are available for grading. Grades for courses with papers are due 20 days from the end of the exam period. Once grades are submitted to the Student Services Office, there is usually a delay of several days before the grades are posted to individual student records. Summer session grades are due 14 days from the date that the bulk of the exams are available for grading. Grades for courses with papers are due 14 days from the end of the exam period. ***It is not possible to provide earlier grades for students visiting SCU from another law school. Students who will be visiting the semester prior to graduating should check graduation grade deadlines with their home school.***