



Welcome to the LL.M. in Bankruptcy Program. All of us in the Office of Graduate Studies look forward to working with you. This document contains valuable instructions about how to choose and register for your classes for the upcoming term. If you have any questions, please contact us at any time.

If you have questions about academic planning, tuition, scholarship, or help registering for courses:

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I. What to do now

1. **Review your degree requirements.** A checklist for your program is sent to you along with this guide and will be posted to the online student center LL.M. page. A list of requirements is also posted below.
2. **Review the course offerings for the upcoming term.** A schedule of core LL.M. in Bankruptcy courses for the upcoming term accompanies this guide, but you can view the full catalog [HERE](#) online.
3. **Contact your advisors.** If you still have questions, then email, call, or schedule a meeting with one of your advisors. We can review and discuss your classes.
4. **Continuing students, make sure you do not have any administrative holds on your account** so that you are cleared for registration. Information about how to check for holds is on the Online Student Center, [HERE](#).
5. **Know your Priority Registration Number** (emailed to you).
6. **Register for classes.** Once registration opens, you can register yourself for most classes online through our University Information System (UIS). Information about how to register is below. Some classes are “closed” meaning that the Office of Graduate Studies must register you. Please contact the Graduate Studies Office if you intend to register for a course marked as “closed.”
7. **New students:** If you are new to the program, you may also need to:
 - a. Pay your seat deposit before you can register
 - b. Activate your email address (instructions are included here)
 - c. Be able to access University Information Systems ([UIS](#)) and the [Okta single Sign-On Portal](#). Instructions are available on the Online Student Center, [HERE](#).
 - d. Plan to join us for **LL.M. Orientation**. You will receive separate information from the Office of Graduate Studies about dates.
 - e. For more information, see the [admitted students page](#).

II. Degree requirements

Check your degree requirements before you register for classes. The law school will offer the following courses in the next academic year:

1. Required Courses

- Bankruptcy Procedure (2) – typically offered in **Fall semester**
- Bankruptcy Taxation (2) – typically offered in **Fall semester**
- Consumer Bankruptcy (2) – typically offered in **Fall semester**
- Business Bankruptcy Reorganizations (2) – typically offered in **Spring semester**
- One course that meets the Writing Requirement (Choose one)
 - Drafting Bankruptcy and Commercial Agreements and Documents (2) – **Fall semester**
 - **Thesis program (must take both parts):** Advanced Bankruptcy Research (1-3) and Bankruptcy Master's Thesis (3) –**Fall or Spring**

2. Electives The LL.M. – level electives for the Bankruptcy Program are on the following list. Most of your electives should come from the LL.M. elective lists.

- **Fall LL.M. electives**
 - Executory Contracts in Business Bankruptcy (1) (weekend intensive)
 - Selected Topic in Bankruptcy (1) (weekend intensive)
 - Small Business Bankruptcy (1) (weekend intensive)
- **January pre-session course**
 - Real Estate Workouts and Bankruptcy (2)
- **Spring LL.M. electives**
 - Bankruptcy Clerkship Seminar (1) (weekend intensive)
 - Bankruptcy Sales (1) (weekend intensive)
 - Complex Bankruptcy Litigation Seminar (2)
 - International Bankruptcy (2)
 - Representing Trustees in Bankruptcy (1) (weekend intensive)
 - Securitization, Structured Finance and Capital Markets (2)
 - Valuation & Remedies in Bankruptcy (1) (weekend intensive)
- **Additional Electives from the J.D. catalog (discuss with your advisor, and consult the catalog for availability)**

3. JD-LLM St. John's dual degree students

- You may apply up to 12 credits in LL.M. level courses taken as a St. John's J.D. student if you applied through the J.D. LLM dual degree program.
- The courses accepted for transfer are identified at admission to the LLM program. Please speak with your advisor if you have questions.

Foundational Bankruptcy courses

- If you did not take a foundational course during your J.D. program, such as Creditor's Rights, Secured Transactions, or Business Organizations (Corporations), please speak with your advisor about whether you should take one of these courses in your first semester.

III. How to register for your classes

You will need:

- Your priority registration number (emailed to you [and available on UIS](#)).
- The names and course registration numbers that you want to take and are approved for your degree program (emailed to you and on the course catalog).
- To be able to log in to UIS through signon.stjohns.edu

Instructions:

- Sign in to through signon.stjohns.edu
- Click on the UIS button.



- Click on the "Student" tab
- Select "Registration"
- Select "Add/Drop Classes"
- Select the correct term for which you want to register (e.g., Fall 2021)

Personal Information **Student** Financial Aid

Search Go

Select Term

Please choose the appropriate term

Select a Term:

Submit

- Enter your priority registration number. The number will not work if you try to register before the registration period opens.
- Enter the CRN (course registration number) for each approved course you want to register for and submit. Each class number goes in its own box. Double check the numbers are correct before submitting your choices.

Special Notes on Registration

“Closed” courses: Some classes, such as the Advanced Research and Thesis courses, are “closed courses” that require approval to register. **Please contact your advisor** to register for those courses.

If you are having trouble registering, please contact Margie Townsend townsem1@stjohns.edu for assistance.

IV. How to confirm your enrollment, check your schedule, and pay tuition

After you have registered for your courses, please follow the instructions below to pay your term bill and confirm your enrollment at St. John’s. **Note: if you receive a scholarship,** it will be applied to your term bill in proportion to the credits in which you are registered. It may take several business days for that scholarship amount to be applied to your account. Please make sure any scholarship you have earned is applied before you pay your term bill.

- Log-in to the [UIS site](#)
- Go to "**Student**"
- Select the term
- Click on "**Registration**" then "**View/Confirm Term Bill**" to pay your bill (after any scholarship has been applied, see below).
- After paying tuition, scroll down and click "**Confirm Enrollment**"

- From the student page, you can also check your schedule and book list by checking on **Schedule**, and from the schedule page click “**required text**” listed under each class. Those are the textbooks you will need to purchase or rent for each class.
- **For questions regarding your tuition bill**, please contact Margie Townsend at townsem1@stjohns.edu.

V. Frequently Asked Questions, and Answers

1. I am thinking about post-graduate work and I want to know which elective courses look best on my transcript. Who can I talk to?

Your dedicated LL.M. Career Advisor is **Laura Schwartz**. She can advise you about what employers are looking for: schwartl@stjohns.edu.

2. How many credits should I take per semester?

It depends on when you want to finish your degree. The degree is 24 credits. Full-time students average 12 credits per semester. Part-time students can take any number of credits to complete the degree within four years of enrollment. The maximum number of credits in which you can enroll per semester is 17.

3. How can I learn more about the content of each course, and how students are assessed in the course?

You can read the course descriptions here:
<https://www.stjohns.edu/law/course-descriptions>

Click on the first letter of the name of the course, and then search for the course in the list by its name. Course descriptions state whether the course has a final examination or some other means of assessment.

4. I may want to take a semester off or reduce to a part-time schedule for work or personal reasons. Can I do that?

Yes. In general, you will need to finish your degree requirements within four years of beginning your LL.M. program. You can take a semester off during that time and still finish within four years. To do that, you will need to register as “maintaining matriculation” and pay a small registration fee (approximately \$100) for that semester.

Some students may wish to reduce their course load from a full-time schedule to a part-time schedule. Keep in mind that some required courses are only offered once per year, so missing one semester of a course may delay graduation by one academic year.

5. I have more questions. Can I meet with you?

Of course! To make an appointment with your Career Advisor, Laura Schwartz, email schwartl@stjohns.edu

For questions regarding tuition, scholarship, or registration issues, you can contact Margie Townsend, townsem1@stjohns.edu.