



## **LL.M. in Transnational Legal Practice: Academic Advising Guide**

**Congratulations**, and welcome to the LL.M. program in **Transnational Legal Practice at St. John's**! 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.

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### **I. Transnational Legal Practice (“TLP”): Classes and Degree Program**

When choosing your courses, it is helpful to remember the requirements for your degree. The degree requires 24 credits of coursework to complete; many students complete between 24-30 credits. You will complete these credits from a combination of required courses and other elective courses. Note: Requirements for TLP differ from those for TLP-Bar Pathway. Your admissions letter indicated if you were admitted to TLP or to TLP-Bar Pathway. Be sure you are reviewing the correct advising guide.

#### **1. English for American Law School (EALS)**

EALS is a short pre-semester program designed to help foreign-trained lawyers boost their knowledge of the U.S. legal system and its vocabulary before starting their regular LL.M. studies. If this course is required for you, we will automatically register you in the course. If it is not required for you, but you would like to take it, you will have the option to sign up during the registration process. This is a non-credit course. While students will receive feedback from the professors throughout the course, they are not assigned an official grade.

#### **2. Required Courses for the Degree and Sample Course Lists**

A comprehensive checklist of degree requirements and sample schedule was emailed to you along with this guide and will be posted to the Online Student Center – LL.M. Page. Please review that checklist every time you choose courses.

### **A typical first semester course list is:**

- The required introduction course
- Legal Research, Analysis & Writing I
- The required foundational course
  - Fall: International Law
  - Spring: International Business Transactions
- The required Transnational Practice Skills course
  - Fall: TPS - International Law
  - Spring: TPS - International Business Transactions
- Choice of elective

### **A typical second semester course list is:**

- Legal Research, Analysis & Writing II
- The required foundational course
  - Fall: International Law
  - Spring: International Business Transactions
- The required Transnational Practice Skills course
  - Fall: TPS - International Law
  - Spring: TPS - International Business Transactions
- Choice of elective

### **3. Electives**

In addition to courses required for your degree, you may enroll in elective courses to complete the minimum of 24 credits. These courses are integrated with our J.D. program, so LL.M. students take these courses alongside the J.D. candidates. Course offerings vary by semester and year. Times and dates and pre-requisite courses are listed on the course schedule posted online and in the course approval form you will complete before registration.

The full schedule of courses for the upcoming term is posted [HERE](#).

Some of our most popular approved electives from previous academic years are:

- International Trade Law
- International Litigation Dispute Resolution
- International Commercial Arbitration
- Commercial Arbitration
- International Human Rights Law
- International Environmental Law
- Environmental Law
- International IP Law
- Entertainment Law

- Corporate Finance
- Contracts
- Business Organizations
- Fashion Law
- Immigration Law
- Comparative Freedom of the Press
- Space Law
- Law & Economics
- International and Foreign Law Research (for continuing students)
- Comparative Law
- International Criminal Law

Electives on offer for the upcoming term will be listed on the course approval form you will complete before registration.

If you are interested in a course that is not on the course approval form, please let your advisor know. Your TLP degree offers the flexibility to concentrate in different areas of law, so long as you meet the course prerequisites and the times and dates of the course do not conflict with required courses.

## **II. Experiential Learning Option**

This option is available after you have completed one semester. It is suitable for students who want to complete an internship with CPT (Curricular Practical Training). Students may add this requirement to their degree program and satisfy it by completing:

- Lawyering Across Borders (1 credit)

Students will work with a career advisor to find a complementary internship, for a minimum of 70 hours for the semester. Ask your career advisor for more details.

## **III. Next Steps: Choosing and Registering for your Classes**

### **1. Steps**

- **STEP 1: Review Advising Information.** Review this document and the degree requirements checklist. If you like, schedule a meeting with your advisors.

- **STEP 2: Continuing students** should make sure you have no registration holds preventing you from registering. Instructions for how to check for holds in UIS are on the Online Student Center, [HERE](#).
- **STEP 3: Request approval for your courses.** Once you know what classes you want to take after reading this information, you must schedule a meeting with your Academic Advisor for approval to join each course.
- **STEP 4: Advisor's Review.** Your advisors will review your course choices. If your choices are approved, they will email you confirmation of approval and your **Priority Registration Number**.
- **STEP 5: Register for courses.** Once the registration period is "open" you can register for your classes online, following the registration steps below.
- **STEP 6: Confirm your enrollment, wait for scholarship to apply to your account, and then pay your term bill.** Instructions for this are below.
  
- **New students should follow these additional steps:**
  - **Confirm your seat deposit.** Seat deposits must be paid before a student can register for classes. Check the [Admitted Students page](#) for more details on how to do this.
  
  - **Make sure you can access** University Information Systems ([UIS](#)) and the [Okta single Sign-On Portal](#). Instructions are available on the Online Student Center, [HERE](#).
  
  - **Attend Orientation.** There will be an orientation for all new LL.M. students at the start of the semester. You will meet your fellow classmates, your advisors, and some of your professors. Check the [Admitted Students page](#) and your email for updates.

## 2. Instructions: How to register for your classes

### Before you register, you will need:

- To complete the [course approval request form](#) and receive the advisor's approval to register.
- Your priority registration number (emailed to you after your courses are approved)
- The names and course registration numbers that you want to take and are approved for your degree program.
- To be able to log in to UIS through [signon.stjohns.edu](http://signon.stjohns.edu)

### Step-by-step instructions for registering online:

- Sign in to through [signon.stjohns.edu](http://signon.stjohns.edu)
- Click on the UIS button.



UIS

- 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)

A screenshot of the UIS registration web interface. At the top, there are three tabs: "Personal Information", "Student" (which is highlighted with a blue background), and "Financial Aid". Below the tabs is a search bar with the text "Search" and a "Go" button. Underneath the search bar is the heading "Select Term". A red horizontal line is drawn below the heading, followed by the text "Please choose the appropriate ter" in red. Below this is a dropdown menu labeled "Select a Term:" with "Spring 2019" selected. At the bottom of the form is a "Submit" button.

- 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 Circumstances in registration

- **“Closed” courses:** Some classes, such as Lawyering Across Borders, are “closed courses” that require approval to register. **Please contact your advisor** to register for those courses.
- **Waitlist:** If a course is full, you will not be able to register for the course, but you may put yourself on the waitlist. That means if more space becomes available in the class later, the students on the waitlist will get an opportunity to register for it. If you are on the waitlist, **check your student email frequently**. If a space becomes available for you, you will get an email with instructions, and you will have 24 hours to register yourself for the class.
- **If you are having trouble registering,** please contact Ellen Gamber ([gambere@stjohns.edu](mailto:gambere@stjohns.edu)) for assistance.

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

After you have registered for your courses, please wait (about 5 business days) for any scholarship to be applied to your account. Then follow the instructions below to pay your term bill and confirm your enrollment at St. John’s.

**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.

- Sign in to through [signon.stjohns.edu](http://signon.stjohns.edu)
- Click on the UIS button.
- Go to "**Student**"
- Select the term you want to confirm and pay (E.g., Fall 2022)
- Click on "**Registration**"
- Click on "**View/Confirm Term Bill**" to pay your bill (after any scholarship has been applied).
- After paying tuition, scroll down and click "**Confirm Enrollment.**"

**For questions regarding your tuition bill,** please contact Ellen Gamber, Assistant Director of Graduate Studies: [gambere@stjohns.edu](mailto:gambere@stjohns.edu).

## **IV. Frequently Asked Questions and Answers**

### **1. How many credits should I take per semester?**

It depends on when you want to finish your degree. The LL.M. degree requires 24 credits. That means students average 12 credits per semester if they want to graduate in one year. However, you are allowed to take fewer credits in a semester if you want to take more than 2 semesters to finish your degree. **Students on a student visa must take a minimum of 9 credits per semester** (exceptions: summer semesters and the last semester of your program).

### **2. Where can I read descriptions of these courses, to help me choose the courses I want?**

You can read the course descriptions here:

<https://www.stjohns.edu/law/academics/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.

### **3. I'm interested in applying to the J.D. program after I complete my LL.M. Who can I talk to?**

Please speak with your academic advisor if you are thinking of applying to the J.D. program after you complete your LL.M. degree. It will be important to choose elective courses to help your application and to prepare you for the J.D. program. You would apply to the J.D. in the final semester of your LL.M. program.

### **4. Where do I find my syllabus and textbooks?**

There are several places you can look for this information.

- a. Check TWEN or Canvas for your course's page. The LMS will have your syllabus. Read the syllabus to find your textbooks and list of assignments. Note that professors may not publish their course pages until a week or so before the semester begins.
- b. In UIS: 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.
- c. On the [Online Student Center](#), click on "Registrar" and then "First Assignments."

If you have more questions after reading this guide carefully, contact an advisor. We are here to help, and we look forward to seeing you on campus.