Step by Step Registration Guide

STEP 1: Go to LEC homepage (www.usyd.edu.au/lec) Click on the WEBCAMPUS link

STEP 2: Click on “Enter LEC WEBCAMPUS”

STEP 3: The login screen will appear and you will need to enter your Last Name in title case (ie “Smith”, not “smith” or “SMITH”) and your six digit Student Number to log in to the LEC WEBCAMPUS. Press “Login”.

STEP 4: The next screen will appear with “You must register to be able to use these facilities Click here to register”. Simply click on the line to continue to the LEC Registration Form.

STEP 5: You will now be taken to the LEC Registration Form – see over the page.

- **ALL** students must register online with the Law Extension Committee each session (between 30 April to 4 May).
- For **new students**, you may need to complete all the fields on the Application for Registration.
- For **existing students**, you will need to update your address and contact details (if applicable) and the subjects in which you have enrolled with the LPAB for the current session.

**NOTE:**
Your registration details will be live on the system after 6pm the following day.

For each course you have registered in, download the Subject Guide from the Course Materials section of the LEC Webcampus, review the course requirements and plan your workload for the semester.

You must ensure that your registration with the LEC is current and accurate in order to ensure that you are able to complete the LEC requirements satisfactorily and to be eligible to sit for the Board’s examinations.

Tasks prescribed by the LEC as compulsory must be completed satisfactorily. The Legal Profession Admission Rules 1994 require that students who desire to sit for Board examinations must, in the session immediately preceding the examination “enrol for and undertake such courses of instruction in the subjects of that examination ...as may for the time being be conducted by the Law Extension Committee...” [Rule 72.(1)].

Rule 73 prescribes that, to ensure eligibility to sit for the Board’s examinations, the courses must be completed to the satisfaction of the LEC.

The LEC’s primary educational undertaking is through its evening and weekend school teaching. You obtain a greater benefit from lectures and seminars if you have done some preliminary reading and are able to participate. External students should ensure that they are able to attend weekend schools and are most welcome to attend evening lectures when in Sydney.

In this program you need to be highly motivated to study and to succeed, and to be positive in your attitude to studying law.

We wish you well for the coming session and the examination.

**Declaration:**
Read the declaration carefully and press the “Submit” button when you have finished.
## Law Extension Committee
University of Sydney

### Registration

| STUDENT NUMBER | 000000 |

### DO YOU HAVE ANY APPLICATIONS PENDING WITH THE LPAB? IF YES - PLEASE GIVE DETAILS

List any applications you have pending with the LPAB ie Relaxation of Tuition, Relaxation of Progression etc.

### DATE OF BIRTH

Enter your date of birth in the following format: 02-12-80

### NAME

<table>
<thead>
<tr>
<th>TITLE</th>
<th>FAMILY NAME</th>
<th>GIVEN NAMES</th>
</tr>
</thead>
</table>

Check that the spelling is correct as this is completed on login using information already on our system or provided by the LPAB.

### MAILING ADDRESS - Please make this the address you want all assignments and correspondence sent to

<table>
<thead>
<tr>
<th>POSTAL OR DX ADDRESS</th>
<th>SUBURB</th>
<th>STATE</th>
<th>POSTCODE</th>
</tr>
</thead>
</table>

Enter either your Postal or DX Address. If your address changes during the session, use the Change of Details button to update your record. You must also change your address with the LPAB and Law Library.

### CONTACT DETAILS

<table>
<thead>
<tr>
<th>PHONE (W)</th>
<th>PHONE (H)</th>
<th>MOBILE</th>
<th>FAX</th>
<th>EMAIL</th>
</tr>
</thead>
</table>

Supply your current contact details and please ensure that you keep this information up to date in the event we need to contact you. Our primary source of contact with you is via the Webcampus or email.

### Special Needs

If you have any special needs please advise so that we may try to assist in any way possible, for you to undertake your studies

If you have any special needs please advise in this section.

### Are you an overseas practitioner

Select either "yes" or "no"

| Yes | No |

### SUBJECTS

<table>
<thead>
<tr>
<th>SUBJECT CODE</th>
<th>SUBJECT NAME</th>
<th>PRIMARY MODE OF TUITION: Evening or Weekend lectures</th>
</tr>
</thead>
</table>

Enter EVENING or WEEKEND

### DECLARATION

In submitting my Registration I am certifying that I have read the Course Information Handbook and have agreed to be bound by the Legal Profession Admission Rules, and to be bound by the requirements of the Law Extension Committee in relation to its teaching and learning program. I certify that I have lodged my enrolment with the LPAB for the coming session. If my enrolment does not proceed I will advise the LEC at the earliest opportunity.

Submit