

Cecil C. Humphreys School of Law

To: Law Students
From: Pat Crowell, Law School Registrar
Subject: Fall 2011 Registration Instructions
Date: March 25, 2011

LAW SCHOOL REGISTRATION MONDAY, APRIL 11, 2011, AT 8:00 A.M.

You will register for classes on your *Banner Student Self Service* account for the 2011 Fall semester. Please read the following instructions and pay close attention to the Law School Calendar. Some of our dates and deadlines differ from the University's. The registration materials posted on the Law School website, Law School Bulletin Board (south elevator bay), and on reserve at the Law School Library Desk, are the only official Law School registration materials. You are responsible for following the Law School's instructions.

COURSE INFORMATION:

Limited Enrollment Courses, Fall 2011:

SKILLS

ADR/Labor
ADR/Mediation
Legal Drafting: *Litigation*
Trial Advocacy
Clinics
Externships

ADVANCED RESEARCH/WRITING

Federal Discrimination Seminar
TN Civil Procedure Seminar
TN Constitutional Law Seminar
Tax Seminar
Evidence Seminar

- (a) Limited Courses: Enrollment for limited courses will be determined by my office by random selection based on graduation date and according to the guidelines stated on the Class Schedule. Sign-up sheets for limited courses will be on the tables in Room 262 (next to my office). Pay attention to the dates below to determine when you may put your name on the lists.

- **Third-year students who need a Skills and/or Advanced Research/Writing course to satisfy graduation requirements** and who will graduate in December 2011 or May and August 2012, will sign-up for limited courses on Wednesday, March 30. These are the only students eligible to sign-up the first day, and they may sign-up only for the requirement they need to graduate, e.g., if you have satisfied your Skills requirement,

you may only sign-up for an Advanced Research/Writing course Tuesday and Wednesday, and may sign up for other Skills courses beginning Thursday; if you need both a Skills and Writing course, you may sign up for both on those days.

- **All other graduating third-year students** (those who have met their Skills and Advanced Research/Writing requirement) may sign up for limited courses beginning Thursday, March 31.
 - **Second-year students** may sign up for limited courses Friday, April 1.
 - If you are selected for a limited course, I will notify you by email the week before registration and will enroll you in the class. If you later decide not to take the limited course, you must drop the course and **notify me immediately**. Your seat will then be filled from the wait list. You will enroll yourself in all other classes.
- (b) Externships: Professor Danny Schaffzin, the director of the externship program, will notify students who are selected, and I will enroll these students in the externship. If you decide to drop the externship, notify Professor Schaffzin and me immediately.
- (c) Legal Clinics: The clinic faculty member will notify students selected for Legal Clinics. I will enroll these students in the clinic. If you decide to drop the clinic, notify your faculty member and me immediately.

REGISTRATION PROCEDURE:

- (1) If you have a **HOLD** on your account, you will not be able to register until you clear the hold through the [Bursar's Office](#).
- (2) Students who are registered with disability services, who are pursuing a joint JD/MBA or dual JD/MA degree, and/or who have needed an "alternate pin" to enroll, please email me as soon as possible to ensure you have the alternate pin before registration begins on April 11.
- (3) Login to the *myMemphis* Portal at <http://myMemphis.memphis.edu> with your User Name and Password, select the Student tab, find Registration Tools, and follow the directions for registration on Banner. Course Registration Numbers (CRN) are listed on the Law School Course Schedule, which will be on the law school website.
- (4) Full-time students must enroll in a minimum of 12 hours and part-time students in 8-11 hours. The only exception is for students who will graduate in May 2011; these students may enroll in the number of hours needed to graduate, but **must submit a written request** to Dean Romantz by August 12, 2011.
- (5) If you need assistance accessing your account, contact the Helpdesk at 901-678-888.

REGISTRATION INFORMATION:

- (1) Registration begins Monday, April 11, 2011, at 8:00 a.m.
- (2) You may register and pay fees until 4:30 p.m. on Friday, August 19, 2011, without incurring late fees. Seating capacity is limited in some classrooms and it is to your advantage to register early.
- (3) **Second-Year Full-Time and Part-Time Students, and Third-Year Part-Time Students:** It is **MANDATORY** that you enroll in required courses in sequence. If you fail to register for a required course in sequence, you are deemed enrolled and will receive a failing grade in the class for failure to attend. You may choose sections for your required classes, but when a section is full it will be closed and you will have to enroll in the other section. The date and time you register will determine whether you are able to enroll in a particular section.

Required Courses for Fall 2011:

2L Full-Time 211: Business Organizations I
212: Constitutional Law
213: Decedents' Estates
214: Income Tax

2L Part-Time 111: Contracts I
115: Property I
214: Income Tax

3L Part-Time 211: Business Organizations I
213: Decedents' Estates
214: Income Tax

- (4) **Course Load:** (Refer to Academic Regulations, 5)
 - (a) **Full-time** student course load is 12 hours minimum and 18 hours maximum. For students with a GPA below 2.50, the maximum course load is 16 hours unless prior approval is obtained from the Associate Dean.
 - (b) **Part-time** student course load is 8 hours minimum and 11 hours maximum.
- (5) **Student loan recipients** must enroll in a minimum of 6 hours. Contact Ms. DebraAnn Brown with financial aid questions at dbrown@memphis.edu. **Scholarship recipients** enrolling in less than 12 hours should contact Dean McClellan with questions about credit hours.
- (6) **Exam Conflicts:** Before enrolling in courses with conflicting exams, students **must** submit a written request (not email) to Dean Romantz **and** receive written permission to enroll. (See Academic Regulations, 10.1(b)(c)).

- (7) **Bar Subject Courses:** In addition to our required curriculum, the following elective courses are subjects frequently tested on the Tennessee Bar Examination.

324: Conflicts
331: Family Law
368: Remedies

FEE DEADLINES: Refer to <http://bf.memphis.edu/finance/bursar/>. **NOTE:** The information on the Bursar's site will not be updated until the end of March.

- (1) **Drops/Adds:** (Refer to Academic Regulations, 6)
Add courses via your account through Thursday, September 1, 2011.
Drop courses via your account through Wednesday, October 26, 2011.
(a) The deadline for 100% refund for dropped courses is Sunday, August 21, 2011.
(b) Courses dropped after Friday, September 9, 2011, will show as a "W" on your transcript.
(c) Last day to drop or withdraw is Friday, October 21, 2011.
(d) If you withdraw from all law courses, notify me immediately.
- (2) **Late Registration:**
Beginning Monday, August 22, 2011, through Thursday, September 1, 2011, at 4:30 p.m., late registration will be done through my office, Room 264.
The **fee payment deadline for Late Registration** is Thursday, September 1, 2011, at 4:30 p.m.
- (3) **Courses Canceled for Non-Payment:**
This date should be available on the [Bursar's](#) site at the end of March. The deadline will probably be during the first week of September.
- (4) **Lockers:** If you want a locker for the Fall 2011 semester, you may renew your current locker or obtain a locker by paying \$5.00 to Janette Smith in Room 251. Renewals may be done at any time; new lockers may be obtained after May 9.

NOTE: All registration materials will be on reserve at the Library Desk, and posted on the law school [website](#), in the glass bulletin board in the south elevator bay on level 1, and on the board outside my office (Room 262).

Fall 2011 Law
IMPORTANT

YOU are responsible for compliance with the following policies and additional fee information at <http://bf.memphis.edu/finance/bursar/deadlines.php> (to be updated soon). Please read before registering.

Registration Cancellation Policy
NO PAYMENT = NO CLASSES!

Your registration is subject to cancellation, and a \$100 Late Payment Fee will be assessed if you have not satisfied fee payment requirements by the deadlines: Friday, August 19 for Regular Registration or Thursday, September 1, for Late Registration (this Late Payment Fee is in addition to the Late Registration Fee of \$100 if you register after August 19). If your **financial aid (grants and student loans), scholarship, and/or third party assistance** does not cover 100% of your fees, you must pay the remaining balance by the appropriate fee payment deadline. You will be notified via your UofM email account when your electronic invoice is available online. You remain responsible for completing the fee payment process by the deadline, even if you do not receive or open your fee invoice, which will be available on your Banner Student Self Service account.

Law Tuition and Fee information will be available on the [Bursar's website](#) at the end of March.

Payments mailed must be **received** in the Bursar's Office by the appropriate fee payment deadline, **regardless of the postmark date on the envelope. Please allow five to seven days for processing.**

FEE PAYMENT DEADLINES: The final information about [fee payments](#) will be available at **the end of March**. Fees must be paid by the appropriate fee payment deadline listed below to avoid a late payment fee of \$100 and your registration is also subject to cancellation.

* If you register during Late Registration, you will be assessed a \$100 Late Registration Fee.