FALL 2018 LAW SCHOOL REGISTRATION MEMO

Registering for classes earlier than your designated registration date, even if myMemphis allows you to, is not allowed.

VETERANS – MONDAY, APRIL 2 AT 8:00 A.M.
43+ ATTEMPTED HOURS* – TUESDAY, APRIL 3 AT 9:00 A.M.
15-42 ATTEMPTED HOURS* – THURSDAY, APRIL 5 AT 9:00 A.M.
0-14 ATTEMPTED HOURS* – FRIDAY, APRIL 6 AT 9:00 A.M.

* Attempted hours do not include your currently semester hours, i.e. the hours in which you are enrolled at the time of registration. To find your official number of attempted hours under your most recently completed academic term on your unofficial Academic Transcript. You can access your transcript in myMemphis under Student tab under “Student Records” in the Self-Service section.

HOLDS
Prior to the registration period, check your registration status. If you have a Hold your account, you will not be able to register. Log into myMemphis and click your “Student” tab. Under the “Registration Tools” click the “Registration Status” link to check for Holds. If you need to clear an outstanding balance, you must do so on TigerXpress under the “Account$” tab. If you have any questions concerning Holds, contact the Bursar’s office.

ALTERNATE PIN
To ensure that an Alternate PIN does not prevent you from registering, you should email the Law School Registrar, prior to the registration period, if you
(a) have needed an “Alternate PIN” cleared to enroll in prior semesters,
(b) are registered with Disability Resources Services,
(c) are pursuing a JD/MBA or JD/MA degree, or
(d) are registered with Veteran Services.

COURSE LOAD (Academic Regulation 5):
(a) Full-time students must enroll in a minimum of 12 hours and not more than 18 semester hours. For students with a GPA below 2.50, the maximum course load is 16 hours unless prior approval is obtained from the Associate Dean for Academic Affairs. Students wishing to switch to part-time must request permission from the Associate Dean for Academic Affairs for approval prior to enrolling. Taking less than 12 credit hours may affect the amount of your financial aid. Contact DebraAnn Brown with financial aid questions.

(b) Part-time students must enroll in at least 8 and not more than 11 credit hours. Students wishing to switch to full-time must request permission from the Associate Dean for Academic Affairs for approval prior to enrolling.
REGISTRATION INFORMATION
You will register for courses on the myMemphis Portal. After logging into the portal, click the “Student” tab and look the “Registration Tools” section, and click the “Drop / Add Courses” link. The CRNs (Course Registration Numbers) the system will request are listed next to the courses in the Law School Course Schedule posted on the Law School’s website.

DROPS/ADDS AND REFUNDS DEADLINES
(a) The deadline for 100% refund for dropped courses is Sunday, August 19, 2018.

(b) Add courses via your account through Wednesday, August 29, 2018.

(c) Any classes missed due to late registration or changes to your schedule, count as absences.

(d) Courses dropped after Sunday, September 9, 2018 will show as a “W” on your transcript.

(e) Drop courses via your account through Friday, September 28. Drops after this date must be done through the Law Registrar’s office, with permission from the Associate Dean for Academic Affairs.

(f) For more information, review the Deadline Calendar.

LATE REGISTRATION
Fees/tuition are due by 4:30 p.m. on Friday, August 17, 2018 to prevent the Bursar’s office from dropping your courses. If your courses are dropped, or you register for the first time after August 17, you will incur a late fee when (re)registering. Late registration is allowed Saturday, August 18 through Wednesday, August 29, 2018. After August 29, the Registrar must register you for courses. Any classes missed due to late registration or changes to your schedule, count as absences.

Full-time students: After the Registration period, keep in mind that when making changes to your schedule, that while your tuition may not increase, you will incur a $20 per credit Law Library fee.

Part-time students: After the Registration period, when making changes to your schedule you may incur additional tuition and a $20 per credit Law Library fee.

COURSE SEQUENCING AND REQUIREMENTS (Academic Regulation 16)
FULL-TIME STUDENTS
Second-Year Full-Time Students: Second-year students are required to take Evidence and Constitutional Law in the fall or spring semester. Second-year students should, but are not required to, enroll in Professional Responsibility and Criminal Procedure I.

Second- and Third-Year Full-Time Students: Second- and Third-year students should take courses from the Statutory Course Menu and the Practice Foundation Menu. Two courses in each menu must be completed prior to graduation.

PART-TIME STUDENTS
You must enroll in required courses in sequence. You must remain in the same section in which you start for the entire full-time 1L curriculum unless you obtain permission to switch sections from the Associate Dean of Academic Affairs.


**COURSE SEQUENCING AND REQUIREMENTS CON'T.** *(Academic Regulation 16)*

Second-Year Part-Time Students  
Contracts I  
Property I  
Constitutional Law  
Evidence

Third-Year and Fourth-Year Part-Time Students  
Complete any required courses as needed under the curriculum in place when you entered law school.

The following Menu courses are offered in the fall 2018 semester:

<table>
<thead>
<tr>
<th>Statutory Menu Courses</th>
<th>Practice Foundation Menu Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Tax</td>
<td>Administrative Law</td>
</tr>
<tr>
<td>Sales</td>
<td>Business Organizations</td>
</tr>
<tr>
<td>Labor Law</td>
<td>Criminal Procedure I(^1)</td>
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<tr>
<td></td>
<td>Decedents’ Estates</td>
</tr>
<tr>
<td></td>
<td>Family Law</td>
</tr>
</tbody>
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**LIMITED ENROLLMENT COURSES**

You cannot register yourself for a limited enrollment course (12 seats per section) because a permit is required. Additionally, there is an enrollment procedure for these courses. You must complete the survey to be considered for a seat. Seats are assigned by the Registrar’s office. A survey link will be posted to the On Legal Grounds blog. The survey will open on **Friday, March 16 at 8am** and will close **on Tuesday, March 20 at noon**. If selected for a seat, you will be notified by email by **March 27**. When you are notified, you may decline the seat. The Registrar’s Office will enroll you in these courses.

The following Limited Enrollment Courses are offered in the fall 2018 semester:

- ADR: Mediation (2 sections)  -  Mass Incarceration Seminar
- Legal Drafting: Litigation  -  Reproductive Rights/Family Law Seminar
- Trial Advocacy (2 sections)  -  Federal Discrimination Seminar
- ADR: Labor  -  Health Law Seminar

**EXTERNSHIPS**

Professor Danny Schaffzin, Director of the Externship Program, will notify students who were selected; these students will be enrolled by the Registrar’s office. A student who decides to drop the Externship Course must obtain the permission of Professor Danny Schaffzin before doing so.

**LEGAL CLINICS**

The clinic faculty member has notified students selected for Legal Clinics; these students will be enrolled by the Registrar’s office. If you decide to drop the clinic, you are required to notify the faculty member immediately.

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\(^1\) Criminal Procedure I is required for students who matriculated after August 1, 2017.
**EXPERIENTIAL LEARNING**

1. A student is required to satisfactorily complete one or more experiential course(s) totaling at least six (6) credit hours, including a minimum of one clinic course or externship. For purposes of the Experiential Learning Requirement, satisfactory completion means earning a grade of C or better in the course for courses graded on a letter grade basis, and earning a grade of Satisfactory or better in the course for courses graded on an Excellent / Satisfactory / Unsatisfactory basis. A list of experiential learning courses will be listed by registration. Please check On Legal Grounds for an announcement and list.

2. Clinic and Externship course information is available online. In addition to the Academic Regulations, please review the Policies and Procedures of the Externship Program.

3. Students may only receive credit toward graduation for three Externships, or two Clinics, or a combination of two Externships and one Clinic.

**PREREQUISITES**

You are responsible for checking for and complying with course prerequisites. There may be other course restrictions as stated in the Academic Regulations or in the Course Catalog. You may be dropped from a course if the student does not have the required prerequisites.

**EXAM SCHEDULE**

Please refer to the Exam Schedule when making course selections. A student may not enroll in courses that have conflicting examination schedules, unless approval is obtained from the Associate Dean of Academic Affairs prior to enrolling.

**LIMITATION ON COURSES GRADED E, S, U**

A student may not utilize more than twelve (12) credit hours toward graduation requirements from any combination of the following courses: Externship, Law Review or Law Review Board, Moot Court (including Moot Court Board, Moot Court Executive Board, and inter-school or intra-school competition credit), Independent Research, and Advanced Clinic.

**LOCKERS**

Payment is made online. Once you have paid the locker fee online, see a student worker (Katie or Samantha) in Room 257 for assignment of a locker and combination.

**COURSE CANCELLATION**

The Law School Administration reserves the right to cancel a course that fails to get sufficient enrollment.

*******See important financial information on the next page.*******
YOU are responsible for complying with the policies and fee information on the Bursar’s website. Please read before registering. Dates for registration and fee payment are available online. See also the Law School Deadlines Calendar.

Registration Cancellation Policy

NO PAYMENT = NO CLASSES!

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 University email account when your electronic invoice is available online. You remain responsible for completing the fee payment process by the fee payment deadline, even if you do not receive or open your fee invoice, which will be available on your Banner Student Self Service account.

Tuition and fees are available online.

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