

Memorandum

To: Law Students
From: Pat Crowell, Law School Registrar
Subject: Fall 2009 Registration Instructions
Date: July 13, 2009

REGISTRATION: You will register on myMemphis/Spectrum for the 2009 fall semester. Please read the following instructions and pay close attention to the Law School Calendar. Our enrollment dates and deadlines are different from the rest of the University. The registration materials posted on the Law School website, Law School Bulletin Board, and on reserve at the Law School library desk are the only official Law School registration materials. **You are responsible to comply with the Law School's Instructions.**

LAW SCHOOL REGISTRATION BEGINS MONDAY, JULY 20, 2009 AT 9:00 A.M.

All registration materials are posted on the Law School website and the glass Bulletin Board on the 2nd floor, and are on reserve at the Library Desk.

PROCEDURE:

(1) Limited Enrollment Courses, Fall 2009:

ADR/ Labor	Tax Seminar
ADR/Mediation	Federal Discrimination Seminar
Appellate Advocacy	TN Constitutional Law Seminar
Trial Advocacy	TN Civil Procedure Seminar

- (a) Enrollment for these limited courses will be determined by my office by random selection and according to the guidelines stated on the Class Schedule.
- (b) If you wish to compete for a seat in a limited course, please sign the course roster located in Room 201 of the Law School **OR** email me at pcrowell@memphis.edu no later than **Thursday, July 16, 2009**. Please indicate your anticipated graduation date.
- (c) To enroll in a limited course you must have a "permit" to register. If you are selected for a limited course, I will give you a permit **AND** register you for the course. If you later decide that you do not want the limited course, you must drop the course on myMemphis and **immediately notify me** that you have dropped.

- (d) Externships will be determined by the Externship's faculty advisor. You must complete the externship form, obtain the approval and signature of the faculty advisor and the Associate Dean (Dean Romantz), and return the form to me. I will give you a permit and register you for the Externship. You may get an Externship form from my office or email me with a request for the form.
 - (e) Legal Clinics: Students selected for Legal Clinics have been selected and notified. I will give you a permit and register you for the clinic.
- (2) If you have a **HOLD** on your account, you will not be able to register until you clear the **HOLD**.
- (3) myMemphis Registration Procedure:
- (a) Log in at <https://my.memphis.edu/cp/home/displaylogin> with your UUID (University ID) and password, select the Student tab, find Registration Tools and follow the directions.
 - (b) Course Registration Numbers (CRN): The CRN's are listed on the Law School Course Schedule.
NOTE: Some of the courses do not yet have Class numbers or CRN's listed. The Course Schedule on the Law School website, the Bulletin Board and at the Library Desk will be **updated with these numbers before registration begins on July 20.**
 - (c) Full-time students must have a minimum of 12 hours. Review your bill before paying fees.
 - (d) If you need assistance accessing your myMemphis account, contact 901-678-8888.

REGISTRATION DATES AND TIMES:

- (1) Registration begins Monday, July 20, 2009 at 9:00 a.m.
- (2) You may register and pay fees until 4:30 p.m. on Friday, August 17, 2009. However, because seating capacity is limited in some classrooms, it is to your advantage to register early.
- (3) **Second-Year Full-Time 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. The date and time you register will determine whether you are able to enroll in a particular section.
- (4) **Second-Year Part-Time Students:** Your required course sequence for Fall 2009 is **Income Tax, Property I** and **Contracts I**. You may choose your sections when there are no course conflicts. 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.

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

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

3L Part-Time 211: Business Organizations I
212: Constitutional Law
213: Decedents' Estates

- (5) **Bar Subject Courses:** In addition to our required curriculum, the following elective courses are subjects frequently tested on the Tennessee Bar Examination. These courses will not be offered in the Spring 2010 semester. Preference will be given to December 2009 and May 2010 graduates.

324: Conflicts
331: Family Law
368: Remedies

FEES: Refer to <http://bf.memphis.edu/finance/bursar/>.

(1) **Drops/Adds:**

Add courses via your myMemphis account through Thursday, August 27, 2009.
Drop courses via your myMemphis account through Wednesday, October 21, 2009.

- (a) The deadline for 100% refund for dropped courses is Sunday, August 16, 2009.
(b) Courses dropped after August 27, 2009 will show as a "W" on your transcript.

(2) **Late Registration:**

Beginning Friday, August 14, 2009, at 4:30 p.m. through Thursday, August 27, 2009, late registration will be done through my office, Room 201B, Law School, from 8:00 a.m. through 4:30 p.m. The **fee payment deadline for Late Registration is Friday, August 28, 2009**. A \$100 late registration fee will be assessed to students who register during this period.

REGISTRATION INFORMATION:

- (1) **Exam Conflicts:** Students must not schedule exam conflicts without written permission from the Associate Dean. Contact me with questions about exam conflicts.

(2) **Course Load:**

- (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.
- (3) **Parking:** Once registration fees are paid, the Parking Office will mail your parking sticker to the permanent address of record with the University. If you do not receive your parking sticker before classes begin, you may stop by the Parking Office on Zach Curlin.
- (4) **Lockers:** Once you have registered, you will need to pay \$5.00 for a locker at the Bursar's Office, 115 Wilder, Cashier Windows, and bring your receipt to Janette Smith in Room 207, Law School.

IMPORTANT

YOU are responsible for compliance with the following policies.

Read carefully 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 deadline (August 14 at 4:30 p.m. for Regular Registration or August 27 for Late Registration). An initial down payment of 50% (Installment Plan) of your tuition/fee balance or payment in full is required **after all financial aid (grants and student loans), scholarship, and/or third party assistance award amounts have been applied.** You may sign up for the Installment Plan on TigerXpress (available early August) and you will be required to make a 50% down payment plus a \$50 plan enrollment fee at the time of sign up. 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 TigerXpress.

Please Note: The University of Memphis processes paper checks electronically. When you provide a check as payment (in-person, by mail, or through our drop box) you authorize us to use information from your check to make a one-time electronic funds transfer from your account. In certain circumstances, such as for technical or processing reasons, we may process your check as a check transaction. For your reconciliation purposes, these checks will appear on your monthly bank statement as an Electronic Debit.

Non-Attendance: You will not be dropped from classes for failure to attend. If you register and decide not to attend, you **MUST** withdraw on [myMemphis Student Self Service](#) before the beginning of classes for the term to avoid owing significant fees, receiving "F" grades, and being liable for repayment of financial aid funds.

Withdrawals by Students Receiving Financial Aid: Dropping your last course (totally withdrawing) after the first day of class and before 60% of the term has been completed will reduce your aid eligibility and may result in your having to REPAY FUNDS to the University and/or the Department of Education.