

Memorandum

To: Law Students
From: Pat Crowell, Law School Registrar
Subject: Spring 2010 Registration Instructions
Date: November 5, 2009

REGISTRATION: You will register on myMemphis/Spectrum for the Spring 2010 semester. Please read the following instructions and pay close attention to the Law School Academic 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 for compliance with the Law School's Instructions.**

LAW SCHOOL REGISTRATION BEGINS MONDAY, NOVEMBER 9, 2009 AT 8:00 A.M.

1L NOTE: 1L students must register themselves for Spring 2010 classes, and must register in the same section as the fall semester. This section restriction also applies to the additional Spring course, Criminal Law.

PROCEDURE:

(1) Limited Enrollment Courses, Spring 2010:

SKILLS

ADR/Mediation
Trial Advocacy
Legal Drafting
Business Planning
Legal Argument & App. Advocacy

ADVANCED RESEARCH/WRITING

Advanced Brief-Writing Seminar
Sports Law Seminar
Law & Medicine Seminar
Comparative Law Seminar
Family Law Seminar
Legal Argument & App. Advocacy

- (a) Enrollment for these 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.
- (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 no later than **Friday, November 6, 2009.**

- (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. Your seat will then be filled from the wait list.
 - (d) Externships will be determined by the Externship faculty advisor, Professor White. 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 will be selected and notified by the Clinic faculty member. I will give these students a permit and register them for the clinic.
- (2) 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](#).
- (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 are (CRN) are listed on the Law School Course Schedule.
 - (c) Full-time students must have a minimum of 12 hours. The only exception is May 2010 graduates, who may enroll in the number of hours needed to graduate. Check your [TigerXpress](#) account before paying fees. Enrolling in less than 12 hours may affect your financial aid.
 - (d) If you need assistance accessing your myMemphis account, contact 901-678-8888.

REGISTRATION DATES AND TIMES:

- (1) Registration begins Monday, November 9, 2009, at 8:00 a.m.
- (2) You may register and pay fees until 4:30 p.m. on Friday, January 8, 2010. However, because seating capacity is limited in some classrooms, 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.

- (4) **Second-Year Part-Time Students:** Your required course sequence for Spring 2010 is **Criminal Procedure I, Contracts II and Property II**. 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 221: Evidence
222: Secured Transactions
223: Criminal Procedure I

2L Part-Time 211: Contracts II
125: Property II
223: Criminal Procedure I

3L Part-Time 221: Evidence
222: Secured Transactions

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

323: Commercial Paper
359: Sales

FEE CHART: http://bf.memphis.edu/finance/bursar/Law_Final_2009-10_Fee_Chart.pdf

FEE PAYMENT INFORMATION: <http://bf.memphis.edu/finance/bursar/deadlines.php?schedule=2>

FEE CALENDAR: <http://bf.memphis.edu/finance/bursar/calendars.php?calendar=2>

(1) **Drops/Adds:**

Add courses via your myMemphis account through Wednesday, January 20, 2010.
Drop courses via your myMemphis account through Wednesday, March 24, 2010.

(a) The deadline for 100% refund for dropped courses is Sunday, January 10, 2010.

(b) Courses dropped after Wednesday, January 20, 2010, will show as a “W” on your transcript.

(2) **Late Registration:**

Beginning Monday, January 11, 2010, at 8:00 a.m. through Wednesday, January 20, 2010, at 4:30 p.m., 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 Wednesday, January 20, 2010**. 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 Associate Dean Romantz. Your request must be in writing (not email). 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 Associate Dean Romantz.

 - (b) **Part-time** student course load is 8 hours minimum and 11 hours maximum.

- (3) **Lockers for Spring 2010:** 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. Because we will be downtown for the spring semester, you must pay your locker fee before the end of exams.

IMPORTANT
YOU are responsible for compliance with the following policies.
Read carefully before registering for classes.

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 (January 8, 2010, at 4:30 p.m. for Regular Registration or January 20, 2010, 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 failing 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.