

THE UNIVERSITY OF MEMPHIS SCHOOL OF LAW
FALL 2019 LAW SCHOOL REGISTRAR'S MEMO

You may not register for classes earlier than your designated registration date, even if *myMemphis* allows you to register.

**LIMITED ENROLLMENT EXPERIENTIAL LEARNING / SEMINAR SURVEY PERIOD
FRIDAY, MARCH 15 – TUESDAY, MARCH 19**

**VETERANS ONLY – MONDAY, APRIL 1 AT 8:00 A.M.
43+ ATTEMPTED HOURS* – TUESDAY, APRIL 2 AT 9:00 A.M.
15-42 ATTEMPTED HOURS* – THURSDAY, APRIL 4 AT 9:00 A.M.
0-14 ATTEMPTED HOURS* – FRIDAY, APRIL 5 AT 9:00 A.M.**

**See explanation below in priority enrollment section*

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

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. Please refer to the fall 2019 [Exam Schedule](#) when making course selections.

HOLDS

Prior to April 1st, check for any holds. 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

Prior to April 1st, check your *myMemphis* account to verify if you need an Alternate PIN. will prevent you from registering. You should check under “Registration Status” under your “Student” tab in [myMemphis](#). If an Alternate PIN is required, email the [Law School Registrar](#) **prior to the registration period** if a PIN is needed. You may need a PIN 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.

REGISTRATION INFORMATION

You will register for courses on the [myMemphis](#) Portal. After logging into the portal, click the “Student” tab and look for the “Registration Tools” section, then click the “Drop / Add Courses” link. The CRNs (Course Registration Numbers) the system will request are listed next to the courses in the Course Schedule posted on the Law School’s [website](#).

PRIORITY ENROLLMENT:

There is a priority procedure in place for registration that is based on attempted hours. **You are not allowed to register before you designate day, even if myMemphis allows you.** Questions about your priority status should be directed to the [Law School’s Registrar Office](#).

(1) Veterans or Active Duty Military

State law authorizes priority registration for Veterans. Veterans may register beginning Monday, April 1, at 8:00 a.m.

If you are a Veteran, but are not claiming VA Educational Benefits, and are not registered with the Veterans Educational Benefits & Certification Office on campus, you will need to provide them with a copy of your DD-214 so your account can be coded for early registration. Contact the Veterans Education Benefits and Certification office for more information.

Veterans Educational Benefits & Certification

003 Wilder Tower

Phone: 901-678-2996

vetedbenefits@memphis.edu

(2) Students who have attempted 43 or more credit hours at the time of registration will be allowed to register on Tuesday, April 2, at 9:00 a.m.¹

(3) Students who have attempted 15-42 credit hours at the time of registration will be allowed to register on Thursday, April 4, at 9:00 a.m.*¹

(4) Students who have attempted 0-14 credit hours at the time of registration will be allowed to register on Friday, April 5 at 9:00 a.m.*¹

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 transfer to part-time status 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 transfer to full-time status must request permission from the Associate Dean for Academic Affairs for approval **prior to enrolling**.

¹ “Attempted” hours do not include the hours which are currently in-progress, i.e. the hours in which you are enrolled at the time of registration. To find your official number of attempted hours, look at your Academic Transcript in Banner, at the column entitled “Attempt Hours,” under your most recently completed academic term.

DROPS/ADDS AND REFUNDS DEADLINES

- (a) The deadline for 100% refund for dropped courses is **Sunday, August 18, 2019**.
- (b) Add courses via your account through **Thursday, August 29, 2019**.
- (c) Any classes missed due to late registration or changes to your schedule, count as absences.
- (d) Courses dropped after **Sunday, September 8, 2019** will show as a “W” on your transcript.
- (e) Drop courses via your account through **Friday, September 27**. 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 16, 2019** to prevent the Bursar’s office from dropping your courses. If your courses are dropped, or you register for the first time after August 16, you will incur a late fee when (re)registering. Late registration is allowed **Saturday, August 17 through Wednesday, August 28, 2019**. After August 28, 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.

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.

MENU COURSES: The following Menu courses are offered in the fall 2019 semester.

Statutory Menu Courses

Income Tax
Sales
Labor Law

Practice Foundation Menu Courses

Administrative Law
Business Organizations
Criminal Procedure I²
Decedents' Estates
Family Law

SIMULATION/SEMINAR COURSES

Some simulation and all seminar courses require a permit, because enrollment is limited. There is a different enrollment procedure for these courses. You must complete a survey to be considered for a seat. Seats are assigned by the Registrar's office. A survey link and instructions will be posted to the [On Legal Grounds](#) blog. The survey will open on **Friday, March 15 at 8:00 a.m.** and will close on **Tuesday, March 19 at noon.** If selected for a seat, you will receive an email from the Registrar's Office and a permit will be issued so you may register. You may decline the seat by emailing lawregistrar@memphis.edu.

For fall 2019, the following Experiential Learning / Seminar courses will require a permit:

- ADR: Mediation (2 sections)
- ADR: Labor
- Health Policy Practicum
- Legal Drafting: Litigation
- Legal Drafting: Contracts
- Comparative Law Seminar
- Trial Advocacy (2 sections)
- Mass Incarceration Seminar
- Reproductive Rights/Family 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. In addition to the Academic Regulations, please review the [Policies and Procedures of the Externship Program](#). **Prior to dropping any Externship course, a student must obtain the permission of Professor Danny Schaffzin.**

LEGAL CLINICS

The clinic faculty member will notify students selected for Legal Clinics; these students will be issued a permit by the Registrar's office that will allow them to register for a clinic. **Students are required to notify the clinical faculty member prior to dropping a clinic.**

EXPERIENTIAL LEARNING

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 the purposes of the Experiential Learning Requirement, an experiential course means a course that meets the requirements of American Bar Association Standard 303(a)(3) (defining "experiential course") and American Bar Association 304 (defining "law clinic," "field placement course," and "simulation course"). Satisfactory completion means earning a grade of C or better in the course for experiential courses graded on a letter grade basis, and earning a grade of Satisfactory or better in the course for experiential courses graded on an Excellent/Satisfactory/Unsatisfactory basis.

For information regarding Clinic and Externship limitations, please refer to Academic Regulation 16.1(d) 2.

² Criminal Procedure I is required for students who matriculated after August 1, 2017.

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 should be made [online](#). See Administrative Associate, Abby Gardner (Room 262) if you have any questions.

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.******

FALL 2019
FINANCIAL INFORMATION

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.