

**THE UNIVERSITY OF MEMPHIS SCHOOL OF LAW**  
**SUMMER/FALL 2020 LAW SCHOOL REGISTRAR'S MEMO**

**No student is allowed to register for classes earlier than their designated registration day (see below), despite what *myMemphis* may list.**

**Students registered through the Disability Resources for Students are NOT allowed to register earlier than their designated registration day.**

**VETERANS ONLY – MONDAY, APRIL 13 AT 8:00 A.M.**

**43+ ATTEMPTED HOURS\* – TUESDAY, APRIL 14 AT 9:00 A.M.**

**15-42 ATTEMPTED HOURS\* – THURSDAY, APRIL 16 AT 9:00 A.M.**

**0-14 ATTEMPTED HOURS\* – FRIDAY, APRIL 17 AT 9:00 A.M.**

## **HOLDS**

Prior to April 13th, check for any holds. Students should check their registration status. If you have a Hold your account, you will not be able to register. Student can check their status by logging into [myMemphis](#) and clicking their “Student” tab. Search for “Registration Tools,” then click “Registration Status” to check for Holds. A student must clear an outstanding balance on TigerXpress under the “Account\$” tab. Questions concerning Holds, [contact](#) the University and Student Business Services office on main campus.

## **ALTERNATE PIN**

Prior to April 13th, students are encouraged to check *myMemphis* for the need of an Alternate PIN. This will prevent you from registering. Students can check under “Registration Status” on your “Student” tab in [myMemphis](#). If an Alternate PIN is required, email the [Law School Registrar](#) **prior to the registration period**. 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**

### **AVENUES TO REGISTER**

Students may register for courses on the [myMemphis](#) by clicking “Drop/Add Courses” in the Registration Tools section of their Student tab OR by using [Schedule Builder](#). The CRNs (Course Registration Numbers) the system may request are listed on the Course Schedule located on the Law School’s [website](#).

### **PREREQUISITES**

**Students are responsible for checking for and complying with course prerequisites.** *myMemphis* may not prevent a student from registering for the course. Check the [Course Catalog](#) prior to enrolling in any course. Students will 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 2020 [Exam Schedule](#) when making course selections.

## PRIORITY ENROLLMENT

There is a priority procedure in place for registration that is based on attempted hours. **No student is allowed to register prior to their designated day, even if myMemphis allows a student or lists a different date.** Students registered through the Disability Resources for Students may NOT register earlier than the law school's designated registration day. See below. The Law Registrar will monitor very closely who is registering and when during the week of April 13-17. 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 13, at 8:00 a.m.**

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

### **(2) Students who have attempted 43 or more credit hours** at the time of registration will be allowed to register on **Tuesday, April 14, at 9:00 a.m.**<sup>1</sup>

### **(3) Students who have attempted 15-42 credit hours** at the time of registration will be allowed to register on **Thursday, April 16, at 9:00 a.m.**<sup>1</sup>

### **(4) Students who have attempted 0-14 credit hours** at the time of registration will be allowed to register on **Friday, April 17 at 9:00 a.m.**<sup>1</sup>

## COURSE LOAD ([Academic Regulation 5](#)):

- (a) Full-time students must enroll in a minimum of 12 hours and not more than 18 law 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 a student's 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**.

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<sup>1</sup> "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.

## **COURSE SEQUENCING AND REQUIREMENTS ([Academic Regulation 16](#))**

Students must enroll in required courses in sequence. First-year students must remain in the same section in which they start for the entire full-time 1L curriculum unless the student obtains permission to switch sections from the Associate Dean of Academic Affairs. Students should refer to the Academic Regulations of their entering year to determine their course sequencing.

### **MENU COURSES**

Sales (Statutory Menu) will be offered in the summer 2020 semester.

The following Menu courses are offered in the fall 2020 semester.

#### **Statutory Menu Courses**

Fair Employment Practices  
Income Tax  
Sales

#### **Practice Foundation Menu Courses**

Administrative Law  
Business Organizations  
Decedents' Estates  
Family Law

### **SIMULATION/SEMINAR COURSES**

The following Experiential Learning / Seminar courses will be offered in the fall 2020 semester.

#### **Simulation Courses**

ADR: Mediation  
ADR: Labor  
Health Policy Practicum  
Legal Drafting: Litigation  
Legal Drafting: Contracts  
Trial Advocacy

#### **Seminar Courses**

Comparative Law seminar  
Corporate Law seminar  
Federal Discrimination seminar  
Mass Incarceration seminar  
Reproductive Rights/Family Law seminar

### **AN IMPORTANT NOTE REGARDING SIMULATION COURSES AND SEMINARS**

Students may register for any simulation course and/or seminar, if they have met the course's prerequisites, on their designated registration day during the week of April 13-17. After 4:30 p.m. on April 17, a permit will be required in order to register for a simulation course or seminar.

If a simulation course or seminar were to fill before a student's designated registration day, the student should email the Law Registrar, Cheryl Edwards to be placed on a waitlist. The Law Registrar's office will monitor class enrollment and notify students on the waitlist, in the order requests were received, that a seat has become available. The student may accept or decline the seat. If a student declines the seat, the Law Registrar will contact the next person on the waitlist.

If a student has any questions regarding this process, [contact](#) Ms. Edwards.

## **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.

## **EXTERNSHIPS**

Professor Danny Schaffzin 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](#). A student must notify Professor Danny Schaffzin prior to withdrawing from the Externship program.

## **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 withdrawing from a clinic.

## **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.

## **COURSE CANCELLATION**

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

## **DROPS/ADDS, LATE REGISTRATION, FEES AND REFUNDS DEADLINES**

Students should refer to the University and Student Business Services calendar for deadlines and fee charts for tuition information.

*\*\*\*\*\*See important financial information on the next page.\*\*\*\*\**

**SUMMER/FALL 2020**  
**FINANCIAL INFORMATION**

YOU are responsible for complying with the [deadlines](#) and [fees](#) information on the University and Student Business Services website. Please read before registering.

*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.