

**YOU ARE RESPONSIBLE FOR READING THIS  
MEMO PRIOR TO REGISTRATION**

**SPRING 2017 LAW SCHOOL REGISTRATION**

**VETERANS – MONDAY, NOVEMBER 14 AT 8:00 A.M.**  
**43+ HOURS – TUESDAY, NOVEMBER 15 AT 9:00 A.M.**  
**15-42 HOURS – THURSDAY, NOVEMBER 17 AT 9:00 A.M.**  
**0-14 HOURS – FRIDAY, NOVEMBER 18 AT 9:00 A.M.**

You will register on your *myMemphis* Student Self Service account for the 2017 spring semester. Please read the following instructions and pay close attention to the Law School Calendar as some of our dates and deadlines differ from the rest of the University. The registration materials posted on the Law School website and the bulletin board in Room 262 are the only official Law School registration materials. You are responsible for following the Law School's instructions.

**PRIORITY ENROLLMENT:**

There is a priority procedure in place for registration. 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, November 14, at 8:00 a.m.

- (a) **Veterans:** 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.
- (b) **National Guard:** Provide the Veterans Educational Benefits & Certification Office with a copy of your DD-214 and Notice of Basic Eligibility (NOBE).
- (c) **Reserves:** Provide the Veterans Educational Benefits & Certification Office with a copy of your DD-214 that indicates you have completed initial active duty for training.

Veterans Education Benefits & Certification Office of the Registrar  
003 Wilder Tower  
Phone: 901-678-2996  
Fax: 901-678-1425  
[vetedbenefits@memphis.edu](mailto:vetedbenefits@memphis.edu)

- (1) Students who have attempted 43 or more credit hours at the time of registration will be allowed to register on Tuesday, November 15, at 9:00 a.m.\*
- (2) Students who have attempted 15-42 credit hours at the time of registration will be allowed to register on Thursday, November 17, at 9:00 a.m.\*
- (3) Students who have attempted 0-15 or more credit hours at the time of registration will be allowed to register on Friday, November 18, at 9:00 a.m.\*

***\*“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.***

#### **REGISTRATION INFORMATION:**

Login to the *myMemphis* Portal at with your University ID and password, select the Student tab, go to Registration Tools and follow the directions. Course Registration Numbers (CRNs) are listed on the Law School Course Schedule online. If you need assistance accessing your *myMemphis* account, contact 901-678-8888.

- (1) You may register and pay fees until 4:30 p.m. on Tuesday, January 10, 2017, without incurring late fees. Seating capacity is limited in some classrooms; it is to your advantage to register early. Your courses will be cancelled for non-payment at 4:31 p.m. on Tuesday, January 10, 2017.
- (2) 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 submit a written request** to the Associate Dean for Academic Affairs for approval prior to enrolling.
  - (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 submit a written request** to 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.

(3) Course Sequencing and Requirements ([Academic Regulation 16](#)):

- (a) **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 take two courses from both the Statutory Course Menu and the Practice Foundation Menu. Two courses in each menu must be completed prior to graduation. The following Menu courses are offered in the spring 2017 semester:

**Statutory Menu Courses**

Secured Transactions  
Taxation of Corps. & Shareholders

**Practice Foundation Menu Courses**

Remedies

- (b) **Second-Year Part-Time Students:\***

Constitutional Law  
Contracts II  
Criminal Law  
Property II  
Evidence

*\*Curricular requirements vary according to start-date. Check Rule 16 of the [Academic Regulations](#) to determine which curricular requirements apply to you.*

- (c) **Third-Year and Fourth-Year Part-Time Students:**

Complete any required courses as needed under the curriculum in place when you entered law school.

- (d) **Part-Time Students:**

You must 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 must remain in the same section in which you start for the entire full-time 1L curriculum.

**LIMITED COURSES:**

**Skills and Advanced Research:** The sign-up procedure will open on Wednesday, October 26 at noon and will close on Monday, October 31 at noon. Those selected for a seat will be notified by email by Monday, November 7. The Registrar's Office will enroll you during the week of registration. If you decide not to take the limited course, **you must drop the course and notify the [Law School Registrar's Office](#) immediately.**

**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 and the [Law School Registrar's Office](#) immediately.

**HOLDS:**

If you have any HOLDS on your account, you will not be able to register until you clear the HOLDS through the [Bursar's Office](#). Check your account now and clear any HOLDS, so you are able to register. I do not have access to the HOLD information and cannot help you clear it.

**ALTERNATE PIN:**

Students who:

- (1) have needed an "alternate pin" to enroll in prior semesters,
- (2) are registered with Disability Resources Services,
- (3) are pursuing a JD/MBA or JD/MA degree, or
- (4) are registered with Veteran Services,

should email the [Law School Registrar's Office](#) **PRIOR** to registration.

**FEES:** Refer to the [Bursar's website](#).

**DEADLINES:** Refer to the [Deadline Calendar](#).

**Drops/Adds:** (Refer to [Academic Regulations](#))

Add courses via your account through Tuesday, January 10, 2017 at 4:30 p.m.

Drop courses via your account through Friday, March 3. Drops after this date must be done through the Law Registrar office, with permission from the Associate Dean for Academic Affairs.

- (a) The deadline for 100% refund for dropped courses is Tuesday, January 10, 2017.
- (b) Courses dropped after Monday, January 30, 2017 will show as a "W" on your transcript.

**Late Registration:** From Wednesday, January 11 through Thursday, January 19, 2017 at 5:30 p.m., students may register online. The fee payment deadline for Late Registration is Thursday, January 19, at 5:30 p.m. A late registration fee will be assessed to students who register during this period. Any classes missed due to late registration count as absences.

**Courses Canceled for Non-Payment:** For regular registration, all courses will be canceled for non-payment after 4:30 p.m. on Tuesday, January 10, 2017. For late registration, all courses will be canceled for non-payment after 4:30 p.m. on Friday, January 20, 2016.

**PREREQUISITES:**

Students are responsible for compliance with course prerequisites and other course restrictions as stated in the [Academic Regulations](#) and in the [Course Catalog](#). A student may be dropped from a course if the student does not have the required prerequisites.

**EXPERIENTIAL LEARNING:**

1. [Clinic](#) and [Externship](#) course information is available online. In addition to the Academic Regulations, please review the [Policies and Procedures of the Externship Program](#).
2. Students may only receive credit toward graduation for three Externships, or two Clinics, or a combination of two Externships and one Clinic.
3. Absent permission from the Associate Dean of Academic Affairs, a student may not repeat a clinic or externship, may not enroll in both a clinic and externship in the same term, and may not enroll in more than one clinic or more than one externship in any term. A student enrolled in an externship may not be enrolled in more than 16 hours without permission. Students must have completed 28 hours before enrolling in an Externship. For enrollment purposes in these limited enrollment courses, a student who has taken one clinic will not receive priority for a second clinic, and a student who has taken one externship will not receive priority for a second externship.

**INDEPENDENT RESEARCH:**

Students interested in enrolling in Independent Research must obtain the permission of the Associate Dean of Academic Affairs and turn in a completed Research Paper Form to the Associate Dean of Academic Affairs. Forms may be picked up from the Law School Registrar. If you are interested, you should speak with the Associate Dean prior to registration.

**EXAM SCHEDULE:**

Students may not enroll in courses with conflicting exams unless written approval is obtained from the Associate Dean prior to enrolling. All requests for approval of enrollment in courses with conflicting exams must be submitted in the form of a written memo.

**LIMITATION ON COURSES GRADED E, S, U (“E,S,U COURSES”):**

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](#). Once you have paid the locker fee online, see Brigitte Boyd in Room 260 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.\*\*\*\*\**

**Spring 2016 Law**  
**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 [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.**