



The University of Memphis

Cecil C. Humphreys School of Law

YOU ARE RESPONSIBLE FOR READING THIS MEMO PRIOR TO REGISTRATION

LIMITED ENROLLMENT REGISTRATION

THURSDAY, OCTOBER 26 - TUESDAY, OCTOBER 31

SPRING 2018 LAW SCHOOL REGISTRATION

VETERANS – MONDAY, NOVEMBER 13 AT 8:00 A.M.

43+ HOURS – TUESDAY, NOVEMBER 14 AT 9:00 A.M.

15-42 HOURS – THURSDAY, NOVEMBER 16 AT 9:00 A.M.

0-14 HOURS – FRIDAY, NOVEMBER 17 AT 9:00 A.M.

NOTE: SECOND SEMESTER 1L STUDENTS ARE RESPONSIBLE FOR REGISTERING THEMSELVES.

You will register on your *myMemphis* Student Self Service account for the 2018 spring semester. Please read the following instructions and pay close attention to the Law School Deadline Calendar as some of our dates and deadlines differ from the rest of the University. The registration materials (course schedule, exam schedule and course grid) 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 13, 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

- (2) Students who have attempted 43 or more credit hours at the time of registration will be allowed to register on Tuesday, November 14, at 9:00 a.m.*
- (3) Students who have attempted 15-42 credit hours at the time of registration will be allowed to register on Thursday, November 16, at 9:00 a.m.*
- (4) Students who have attempted 0-14 or more credit hours at the time of registration will be allowed to register on Friday, November 17, at 9:00 a.m.*

NOTE: SECOND SEMESTER 1L STUDENTS ARE RESPONSIBLE FOR REGISTERING THEMSELVES.

***“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.**

NOTE: Students may not enroll in courses with conflicting exams unless written approval is obtained from the Associate Dean **prior** to registering for the courses. Plan **now** for the courses you want to enroll in, and submit your request via email directly to the Associate Dean. Once approved, you may register for those courses. Closer to the exam period, the Registrar’s office will contact you with an alternative date for one of the courses.

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 9, 2018, 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 9, 2018.
- (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 2018 semester:

Statutory Menu Courses

Fair Employment Practice
Secured Transactions
Taxation of Corps. & Shareholders

Practice Foundation Menu Courses

Criminal Procedure I
Conflicts
Remedies

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

Contracts II
Property II
Constitutional Law
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.

HOLDS:

PRIOR TO REGISTRATION, check for HOLDS on your account. You will not be able to register until you clear the HOLDS through the [Bursar's Office](#). The Registrar's office does not have access to the HOLD information and cannot help you clear it.

ALTERNATE PIN:

PRIOR TO REGISTRATION, 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 check their registration status in *myMemphis* for messaging about an Alternate Pin. If you receive the message, email the [Law School Registrar](#) prior to your assigned day to register to have the alternate pin removed.

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 9, 2018 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 9, 2018.
- (b) Courses dropped after Monday, January 30, 2018 will show as a “W” on your transcript.

Late Registration: From Wednesday, January 10 through Friday, January 19, 2018 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 9, 2018. For late registration, all courses will be canceled for non-payment after 4:30 p.m. on Friday, January 19, 2018.

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.

LIMITED COURSES:

Skills and Advanced Research: The sign-up procedure will open on Thursday, October 26 at 8:00 a.m. and will close on Tuesday, October 31 at noon. Those selected for a seat will be notified by email by Friday, November 3. 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](#).

LEGAL CLINICS AND EXTERNSHIP COURSE:

1. Beginning with the Class of 2019, 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.
2. To satisfy graduation requirements, a student is permitted no more than three (3) Externship or Clinic courses in any combination, provided that total Clinic hours shall not exceed ten (10) hours.
3. Without permission from the Associate Dean of Academic Affairs,
 - a. a student may not repeat a clinic or externship;
 - b. may not enroll in both a clinic and externship in the same term;
 - c. may not enroll in more than one clinic or more than one externship in any term; and
 - d. a student enrolled in an externship may not be enrolled in more than 16 hours.
4. Students must have completed 28 hours before enrolling in an Externship.
5. For enrollment purposes, students who have already taken and received credit for the participation in a Clinic will not receive priority for enrollment in the Clinic for a second semester or summer session. Students who have already taken and received credit for

participation in an Externship will not receive priority for enrollment in an Externship for a second semester or summer session.

Legal Clinic Course Applications and Registration: Applications for enrollment in a Spring 2018 Clinic are DUE to Ms. [Sandy Love](#) no later than Monday, October 23rd, at 4:30 p.m. Clinic enrollment offers will be made by the close of business on Wednesday, October 25th. Once a student accepts a Legal Clinic enrollment offer, he or she will be registered by the Professor that directs that Clinic course. A student wishing to drop a Legal Clinic *must* first obtain the permission of the Professor that directs that Clinic course.

Externship Course Applications and Registration: Applications for enrollment in the Spring 2018 Externship Course are DUE to Ms. [Sandy Love](#) no later than Monday, October 23rd, at 4:30 p.m. Externship enrollment offers will be made on a rolling basis leading into the opening of Spring course registration in November. Once a student accepts an Externship Course enrollment offer, he or she will be registered for the course by the Director of the Externship Course. A student wishing to drop the Externship Course *must* first obtain the permission of the Professor that directs the Externship Course.

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.

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.

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

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.