LIMITED ENROLLMENT REGISTRATION
THURSDAY, OCTOBER 25 – TUESDAY, OCTOBER 30

SPRING 2019 LAW SCHOOL REGISTRATION
VETERANS – MONDAY, NOVEMBER 12 AT 8:00 A.M.
43+ HOURS – TUESDAY, NOVEMBER 13 AT 9:00 A.M.
15-42 HOURS – THURSDAY, NOVEMBER 15 AT 9:00 A.M.
0-14 HOURS – FRIDAY, NOVEMBER 16 AT 9:00 A.M.

1L STUDENTS ARE RESPONSIBLE FOR REGISTERING THEMSELVES IN SPRING 2019.

You will register on your myMemphis Student Self Service account for the 2019 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 are the 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 12, 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
Students who have attempted 43 or more credit hours at the time of registration will be allowed to register on Tuesday, November 13, at 9:00 a.m.*

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

Students who have attempted 0-14 or more credit hours at the time of registration will be allowed to register on Friday, November 16, at 9:00 a.m.*

1L STUDENTS ARE RESPONSIBLE FOR REGISTERING THEMSELVES IN SPRING 2019.

*“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. In the myMemphis Portal under the Student tab find the Banner Self Service section. Click Student, then click Student Records, then click Academic Transcript. Choose the term then under your most recently completed academic term, find Attempted Hours to determine when you will register.

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. Review the Exam Schedule prior to registration, and plan to 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, 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.

You may register and pay fees until 4:30 p.m. on Tuesday, January 9, 2019, 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, 2019.

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.

Course Sequencing and Requirements (Academic Regulation 16):
(a) First-Year Full-Time Students: Students who matriculated Fall 2018 are required to enroll themselves in the following courses: Contracts II, Torts II, Legal Methods II, Civil Procedure II, Property II and Criminal Law. Students are required to stay in the section assigned to them for Fall 2018.
(b) **Second-Year Full-Time Students:** Students are required to take Evidence and Constitutional Law in their second year. Students should, but are not required to, enroll in Professional Responsibility or Criminal Procedure I 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 2019 semester:

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<thead>
<tr>
<th>Statutory Menu Courses</th>
<th>Practice Foundation Menu Courses</th>
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<tbody>
<tr>
<td>Fair Employment Practice</td>
<td>Criminal Procedure I (for third year students)</td>
</tr>
<tr>
<td>Secured Transactions</td>
<td>Remedies</td>
</tr>
<tr>
<td>Taxation of Corps. &amp; Shareholders</td>
<td>Decedents’ Estates</td>
</tr>
<tr>
<td>Legislation</td>
<td></td>
</tr>
</tbody>
</table>

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

- Contracts II
- Property II
- Constitutional Law or Evidence

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

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

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

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

a. First-Year Part-Time Students who matriculated Fall 2018 are required to enroll themselves in the following courses: Torts II, Legal Methods II, Civil Procedure II, and Criminal Law. Students are required to stay in their assigned section (11 or 12).

b. Upper-Level 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 8, 2019 at 4:30 p.m.
Drop courses via your account through Monday, February 25, 2019. 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 8, 2019.
(b) Courses dropped after Monday, January 28, 2019 will show as a “W” on your transcript.

**Late Registration:** From Wednesday, January 9 through Friday, January 18, 2019 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 8, 2019. For late registration, all courses will be canceled for non-payment after 4:30 p.m. on Friday, January 18, 2019.

**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**
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. Students may complete two externships, two clinics or one clinic or externship and a simulation course(s), as long as six credits hours are obtained.

**SIMULATION/LIMITED ENROLLMENT COURSES:**
The sign-up “survey” will open on Thursday, October 25 at 8:00 a.m. and will close on Tuesday, October 30 at noon. If you want to enroll in the following courses, you must complete the “survey.” **Instructions and a link will be provided on the blog.**

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<thead>
<tr>
<th>SIMULATION COURSES</th>
<th>SEMINAR COURSES</th>
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<td>Divorce Law Practicum</td>
<td>Feminist Jurisprudence Seminar</td>
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<tr>
<td>Negotiation and Mediation</td>
<td>Legal Ethics Seminar</td>
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<tr>
<td>Discovery</td>
<td>Advanced Brief Writing Seminar</td>
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<td>Legal Drafting: Litigation</td>
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<tr>
<td>Trial Advocacy</td>
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<tr>
<td>Legal Drafting: Contracts</td>
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Those selected for a seat will be notified by email by Friday, November 2. 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. 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.

2. 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.

3. Students must have completed 28 hours before enrolling in an Externship.

4. 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.

Applications for enrollment in a Spring 2019 Clinic and Externships are DUE to Ms. Sandy Love no later than Tuesday, October 23rd, at 4:30 p.m. Clinic enrollment offers will be made by the close of business on Thursday, 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. Once enrolled, a student wishing to drop a Legal Clinic must first obtain the permission of the Professor that directs that Clinic course.

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. Once enrolled, 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 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.