

**THE UNIVERSITY OF MEMPHIS SCHOOL OF LAW**  
**SPRING 2020 LAW SCHOOL REGISTRAR'S MEMO**

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

**SPRING 2020 LAW SCHOOL REGISTRATION**

**VETERANS – MONDAY, NOVEMBER 11 AT 8:00 A.M.**

**43+ HOURS – TUESDAY, NOVEMBER 12 AT 9:00 A.M.**

**15-42 HOURS – THURSDAY, NOVEMBER 14 AT 9:00 A.M.**

**0-14 HOURS – FRIDAY, NOVEMBER 15 AT 9:00 A.M.**

**!! STUDENTS ARE RESPONSIBLE FOR REGISTERING THEMSELVES IN THEIR SPRING 2020 COURSES.**

**Law students who have accommodations through the Disability Resources for Students office are NOT permitted to register early, even if myMemphis messaging states otherwise. A student with accommodations must register based on their attempted hours. If a student registers earlier than their assigned day, the student's courses will be dropped.**

You will register on your *myMemphis* Student Self Service account for the 2020 spring semester. Be sure to 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. Only veterans may register beginning Monday, November 11, 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)

- (2) Students who have attempted 43 or more credit hours at the time of registration will be allowed to register on Tuesday, November 12, 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 14, 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 15, at 9:00 a.m.

**1L STUDENTS ARE RESPONSIBLE FOR REGISTERING THEMSELVES IN THEIR SPRING 2020 COURSES. REFER TO THE LAW REGISTRAR'S EMAIL DATED OCTOBER 16 FOR DETAILED INSTRUCTIONS.**

### **HOW TO FIND YOUR ATTEMPTED HOURS**

- (1) **Log into the *myMemphis* Portal.**
- (2) **Under the Student tab find the Banner Self Service section.**
- (3) **Click Student, then click Student Records, then click Academic Transcript.**
- (4) **Choose the current term.**
- (5) **Scroll to bottom of page to find "Attempt Hours."**

**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. It is the student's responsibility to review the spring 2020 [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.

### **HOW TO REGISTER FOR COURSES**

- (1) **Login to the *myMemphis* Portal.**
- (2) **Select the Student tab.**
- (3) **Find the Registration Tools block.**
- (4) **Click Add or Drop Classes.**
- (5) **Choose spring 2020 semester and Submit.**
- (6) **Enter Course Registration Numbers (CRNs) into blank squares at the bottom of the page under Add Classes Worksheet. CRNs are listed on the Law School Course Schedule online.**

If you need assistance accessing your *myMemphis* account, contact 901-678-8888.

## **REGISTRATION INFORMATION**

(1) You may register and pay fees until 4:30 p.m. on Tuesday, January 7, 2020, 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 7, 2020.

(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) **First-Year Full-Time Students:** Students who matriculated fall 2019 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 2019.

(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 Statutory and Practice Foundation courses. Two courses in each menu must be completed prior to graduation. The following Menu courses are offered in the spring 2020 semester:

### **Statutory Menu Courses**

222 Secured Transactions

330 Fair Employment Practice

334 Taxation of Corps. & Shareholders (Corporate Tax)

### **Practice Foundation Menu Courses**

324 Conflicts

(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 2019 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 THE REGISTRATION PERIOD, check for HOLDS on your account under Registration Status or Registration Holds under Registration Tools in myMemphis under your Student tab. 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 Thursday, January 16, 2020 at 4:30 p.m. Drop courses via your account through Friday, February 28, 2020. 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 7, 2020.
- (b) Courses dropped after Tuesday, January 28, 2020 will show as a "W" on your transcript.

**Late Registration:** From Wednesday, January 8 through Thursday, January 16, 2020 at 5:30 p.m., students may register online. The fee payment deadline for Late Registration is Thursday, January 16, 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 7, 2020. For late registration, all courses will be canceled for non-payment after 5:30 p.m. on Thursday, January 16, 2020.

**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 satisfy this the six credit hours by completing any of the following combinations: two externships, two clinics or one clinic or externship and a simulation course(s).

**SIMULATION AND SEMINAR COURSES:**

These courses are limited to 12 seats and are first-come, first-serve.

**SIMULATION COURSES**

305 Divorce Law Practicum  
317 Negotiation and Mediation  
513 Legal Drafting: Litigation  
516 Trial Advocacy  
597 Legal Drafting: Contracts

**SEMINAR COURSES**

447 Legal Ethics Seminar  
453 Advanced Brief Writing Seminar  
491 Feminist Jurisprudence Seminar

**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.

Please contact Clinic Administrator, Ms. [Sandy Love](#) regarding the process of and deadline for clinic or externship enrollment. Once a student accepts a Legal Clinic enrollment offer, he or she will be issued a permit by the Law Registrar then notified to register for the 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 2020 course registration in November. Once a student accepts an Externship Course enrollment offer, he or she will be issued a permit then notified to register for the 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.