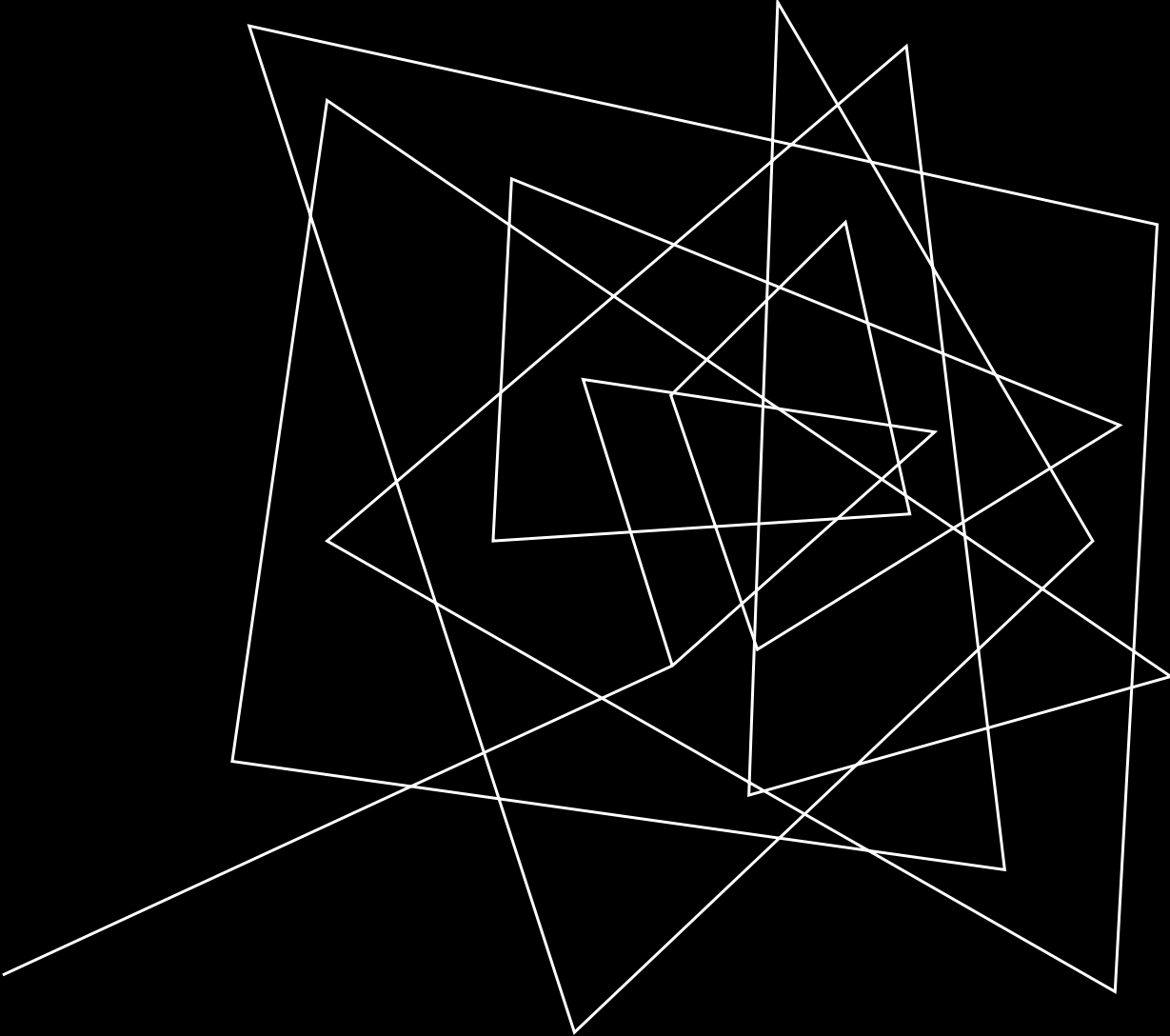


LAW REGISTRATION INFORMATION SESSION

Cheryl F. Edwards, Law School Registrar

AGENDA

- How to determine your designated registration day
- Academic Regulations related to registration
- Holds and Alternate PINs that could prevent you from registering
- Seminar limitations
- Registering for Classes
- The Three Ps: Prerequisites, our Waitlisting Process, Permits
- Thank you! Questions?



**WHO REGISTERS
WHEN?**

LAW REGISTRATION
NOVEMBER 14-18

LAW REGISTRATION: NOVEMBER 14-18

NOVEMBER 14: VETERANS ONLY

LAW REGISTRATION: NOVEMBER 14-18

NOVEMBER 14: VETERANS ONLY

NOVEMBER 15: STUDENTS WITH 43 OR MORE ATTEMPT* HOURS

LAW REGISTRATION: NOVEMBER 14-18

NOVEMBER 14: VETERANS ONLY

NOVEMBER 16: STUDENTS WITH 43 OR MORE ATTEMPT* HOURS

*ATTEMPT HOURS DO NOT INCLUDE THE CURRENT SEMESTER (FALL 2022) HOURS

LAW REGISTRATION: NOVEMBER 14-18

NOVEMBER 14: VETERANS ONLY

NOVEMBER 16: STUDENTS WITH 43 OR MORE ATTEMPT* HOURS

NOVEMBER 17: STUDENTS WITH 15-42 ATTEMPT* HOURS

*ATTEMPT HOURS DO NOT INCLUDE THE CURRENT SEMESTER (FALL 2022) HOURS

LAW REGISTRATION: NOVEMBER 14-18

NOVEMBER 14: VETERANS ONLY

NOVEMBER 16: STUDENTS WITH 43 OR MORE ATTEMPT* HOURS

NOVEMBER 17: STUDENTS WITH 15-42 ATTEMPT* HOURS

NOVEMBER 18: STUDENTS WITH 0-15 ATTEMPT* HOURS

*ATTEMPT HOURS DO NOT INCLUDE THE CURRENT SEMESTER (FALL 2022) HOURS

HOW DO I DETERMINE MY
DESIGNATED REGISTRATION
DAY?



STEPS TO FIND ATTEMPT YOUR HOURS

- Login to the myMemphis Portal.
- Select the Student Pages tab and then, MyResources.
- Find the Banner Self Service section.
- Click Student, then click Student Records, then click Academic Transcript.
- Choose the term you are registering for.
- Scroll to bottom of page to find “Attempt Hours.”

REGISTRATION RELATED ACADEMIC REGULATIONS

5.1

FT students may enroll in up to 18 credit hours
EXCEPT

(a) a student with less than a 2.5 cumulative grade point average may not enroll in more than 16 credit hours

(b) a student enrolled in an externship program may not enroll in more than 16 credit hours, including the externship.

[REQUEST A WAIVER](#)

5.2

PT students must enroll in at least 8 credit hours, but no more than 11 credit hours

8.1

Students wishing to transfer from full-time to part-time or vice versa, must request permission to transfer to FT or PT

Associate Dean Wilson approves these requests.

[REQUEST PERMISSION TO TRANSFER TO FT OR PT](#)

10.1(b)

Students may not register in courses that have conflicting examination schedules without prior permission from the (Associate) Dean

[REQUEST A WAIVER TO REGISTER FOR COURSES WITH CONFLICT EXAMS](#)

16.1(d)(1)

Not more than a total of twelve (12) credit hours may be utilized toward satisfying graduation requirements by satisfactorily completing ungraded courses (E,S,U).

HOLDS & ALTERNATE PINS

Registration Status

Depending on when you register, a late registration fee may be a determine the Late Registration period.

You may register during the following times

From	Begin Time	To	End Time
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- You have no Holds which prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.



SEMINARS

- Seminars satisfy the Advanced Writing Requirement.
- These courses are limited enrollment by design.
- Students who need a seminar to satisfy the Advanced Writing Requirement have priority for seminar seats.
- If you have already satisfied your Advanced Writing Requirement, you may not enroll in a seminar. After the initial registration period ends, if seminar seats remain available, we will make the seats available and announce the change via the blog.
- Note that completion of the first-year full-time curriculum is a prerequisite for enrolling in any seminar.



I HAVE ALL MY COURSES PICKED OUT
AND KNOW WHEN I REGISTER, NOW
WHAT?

HOW TO REGISTER FOR YOUR COURSES ON YOUR DESIGNATED REGISTRATION DAY

1. LOGIN TO THE [MYMEMPHIS PORTAL](#).
2. SELECT THE STUDENT TAB, THEN MY RESOURCES.
3. FIND THE REGISTRATION TOOLS BLOCK.
4. CLICK ADD OR DROP CLASSES.
5. SELECT SPRING 2023 SEMESTER AND SUBMIT.
6. ENTER COURSE REGISTRATION NUMBERS (CRNS) INTO BLANK BLOCKS UNDER “ADD CLASSES WORKSHEET” AT THE BOTTOM OF THE PAGE. CRNS ARE LISTED ON THE LAW SCHOOL [COURSE SCHEDULE](#).

THE THREE “PS”

PERMITS

If you applied for an Externship or a Clinic, a permit will be issued to you by the Law Registrar’s office, and you will be notified via email and provided with a Course Registration Number (CRN).

WAITLIST “PROCESS”

Link to details:

<https://www.memphis.edu/registrar/students/selfserv/waitlisting.php>

Overview:

- You will add yourself if a course is full.
- You must read your email.
- Law Registrar manages a manual waitlist based on who was on the waitlist before the first week of classes.

PREREQUISITES

Student should always check for and meet prerequisites on any course they plan to enroll in.

Q: Where are prerequisites?

A: The [Course Catalog](#)



THANK YOU FOR ATTENDING!

Law Registrar's Office: Room 264 on Dean's Wing

lawregistrar@memphis.edu OR Cheryl.Edwards@memphis.edu

Registration materials:

https://www.memphis.edu/law/registrar/registration_courseinformation.php