

THE UNIVERSITY OF MEMPHIS SCHOOL OF LAW
SPRING 2024 LAW SCHOOL REGISTRAR'S MEMO

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

SPRING 2024 LAW SCHOOL REGISTRATION

VETERANS – MONDAY, NOVEMBER 13 AT 7:00 A.M.

43+ HOURS – TUESDAY, NOVEMBER 14 AT NOON.

15-42 HOURS – THURSDAY, NOVEMBER 16 AT NOON.

0-14 HOURS – FRIDAY, NOVEMBER 17 AT NOON.

Law students who have accommodations through the Disability Resources for Students office are NOT permitted to register early, even if myMemphis messaging states otherwise or allows you to do so. A student with accommodations must register based on their attempted hours. The Registrar's office will be monitoring closely, and if a student registers earlier than their assigned day, the student's courses will be dropped. If you have ANY questions, [contact the Law Registrar, Cheryl Edwards.](#)

IT IS FIRST-YEAR STUDENTS' RESPONSIBLE TO REGISTER THEMSELVES FOR THEIR SPRING 2024 COURSES. REFER TO THE LAW REGISTRAR'S EMAIL DATED 10/19/2023 FOR DETAILED INSTRUCTIONS. If you have ANY questions, [contact the Law Registrar, Cheryl Edwards.](#)

PRIOR TO REGISTRATION

Students will register for courses on myMemphis Student Self Service account for the 2024 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) will be posted on the Law School website are the official Law School registration materials. Students are responsible for following the Law School's instructions.

LEARN YOUR DESIGNATED REGISTRATION DAY

a. Find your academic transcript using the instructions provided to determine your attempt hours.

HOW TO FIND YOUR ATTEMPTED HOURS

- (1) Login to the myMemphis Portal.
- (2) Select the Student Pages tab and then, MyResources.
- (3) Find the Banner Self Service section.
- (4) Click Student, then click Student Records, then click Academic Transcript.
- (5) Choose the term you are registering for.
- (6) Scroll to bottom of page to find "Attempt Hours."

- b. Check the Priority Enrollment schedule to determine on which day you will register.

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) Only Veterans or Active-Duty Military

State law authorizes priority registration for Veterans. **Only veterans may register on Monday, November 13, starting at 7:00 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. Check the Veterans & Military Student Services [WEBSITE](#) for more information.

(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 NOON.**

(3) Students who have attempted 15-42 credit hours at the time of registration will be allowed to register on **Thursday, November 16, at NOON.**

(4) Students who have attempted 0-14 credit hours at the time of registration will be allowed to register on **Friday, November 17, at NOON.**

- c. Check for any holds on your account or the need for an alternate PIN that would prevent you from registering.

HOLDS:

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 [University & Student Business Services](#). The Registrar's office does not have access to the HOLD information and cannot help you clear it.

ALTERNATE PIN: If you have or have had any of the items, you should check their registration status in *myMemphis* for messaging about an Alternate PIN. **Email the [Law School Registrar](#) PRIOR to your assigned day to register to have the alternate pin removed.**

- (1) have needed an "alternate pin" to enroll in prior semesters,
- (2) work in the Athletic Department or was an athletic at The University of Memphis prior to law school,
- (3) are registered with Disability Resources Services,
- (4) are pursuing a JD/MBA or JD/MA degree, or
- (5) are registered with Veteran Services,

- d. Students may not enroll in courses with conflicting exams unless written approval is obtained from the Associate Dean prior to registering for the courses (Academic Regulation 10.1(b)). It is the student's

responsibility to review the spring 2024 Exam Schedule prior to registration, and [submit your waiver request](#) 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 conflicting courses.

- e. Familiarize yourself with the waitlisting process.

WAITLISTING: If a course section is full on your designated registration day, students can add themselves to the course's waitlist. Students will be notified via the *memphis.edu* email if a space opens for them. Students have a 24-hour window to enroll themselves in the course, before being dropped from the waitlist. Students on a waitlist must check their email daily. Once the semester begins, the waitlist ceases. The Law Registrar's office will maintain the waitlist and notify students.

REGISTRATION DAY INSTRUCTIONS

REGISTRATION NOTES

- (1) Seating capacity is limited in some courses; it is to your advantage to register early.
- (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 [Jessica Howell](#) with financial aid questions.
- (3) Course Sequencing and Requirements ([Academic Regulation 16](#))¹
 - (a) **First-Year Full-Time Students:** Students who matriculated fall 2023 are required to enroll themselves in the following courses: Contracts II, Torts II, Legal Methods II, Civil Procedure II, Property II, Criminal Law. **Students are required to stay in the section assigned to them for fall 2023.**
 - (b) **First-Year Part-Time Students:** First-Year Part-Time Students who matriculated fall 2023 are required to enroll themselves in the following courses: Torts II, Legal Methods II, Civil Procedure II, and Criminal Law, and ASP II. Students are required to stay in their assigned section (11 and 12).
 - (c) **Second-Year Full-Time Students:** Students who matriculated fall 2022, are required to take Evidence and Constitutional Law in their second year. Students should, but are not required to, enroll in Professional Responsibility, Criminal Procedure I, Business Organizations, Decedents' Estates and Commercial Law.

¹ *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) **Second-Year Part-Time Students:**

Contracts II
Property II
Constitutional Law or Evidence

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

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

(f) **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.**

LIMITATION ON UNGRADED COURSES (E, S, U):

Academic Regulation 16.1(d)(1) says, “Not more than a total of twelve (12) credit hours may be utilized toward satisfying graduation requirements by satisfactorily completing ungraded 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.

FEES: Refer to the [University & Student Business Services](#).

DEADLINES: Refer to the Deadline Calendar on the Law School’s website.

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:

Simulation courses are limited to 12 seats and seminars, 15 seats. Both are first-come, first-serve.

SIMULATION COURSES

305 Divorce Law Practicum
317 Negotiation and Mediation
513 Legal Drafting: Litigation
516 Trial Advocacy (2 sections)
545 Adv. Criminal Prosecution intersession
597 Legal Drafting: Contracts

SEMINAR COURSES

453 Advanced Brief Writing seminar
****** Judicial Writing seminar
****** International Economic Law seminar
****** Police Law seminar
**** pending approval**

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 the same 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 2023 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.

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 [University & Student Business Services](#). 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 on the [University & Student Business Services](#)' website. Payment should be made on [TigerXpress](#) under your Account\$ tab in myMemphis. However, if payment is mailed, it 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 of mailed tuition payments.