THE UNIVERSITY OF MEMPHIS SCHOOL OF LAW
SPRING 2027 LAW SCHOOL REGISTRAR'S MEMO

STUDENTS ARE RESPONSIBLE FOR READING THIS MEMO PRIOR TO REGISTRATION

SPRING 2027 LAW SCHOOL PRIORITY ENROLLMENT SCHEDULE
VETERANS – MONDAY, NOVEMBER 16 AT 7:00 A.M.
43+ HOURS – TUESDAY, NOVEMBER 17 AT NOON.
15-42 HOURS – THURSDAY, NOVEMBER 19 AT NOON.
0-14 HOURS – FRIDAY, NOVEMBER 20 AT 8 A.M.

PRIOR TO REGISTRATION

IT IS FIRST-YEAR STUDENTS' RESPONSIBILITY TO REGISTER THEMSELVES FOR THEIR SPRING 2027 COURSES. REFER TO THE LAW REGISTRAR'S EMAIL DATED 11/03/2026 FOR DETAILED INSTRUCTIONS. If you have ANY questions, contact the Law Registrar, Cheryl Edwards.

Students will register for courses on *myMemphis* Student Self Service account for the 2027 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. Students should check their unofficial transcript to find their "Attempt" hours.

TRANSCRIPT TOTALS (LAW) -Top-

	Attempt Hours	Pas Hou
Total Institution:	37.000	
Total Transfer:	0.000	
Overall:	37.000	

IN THIS EXAMPLE, THE STUDENT WILL REGISTER THURSDAY, NOVEMBER 12

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

c. CURRENT SEMESTER HOURS DO NOT COUNT TOWARD A STUDENT'S "ATTEMPT" HOURS.

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 16, 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 17, at NOON.**

(3) Students who have **attempted 15-42 credit hours** at the time of registration will be allowed to register on **Thursday, November 19, at NOON.**

(4) Students who have **attempted 0-14 credit hours** at the time of registration will be allowed to register on **Friday, November 20, at 8 a.m.**

d. 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.

1. Log into myMemphis.
2. Click My Resources from the menu on the left.
3. At the top of the page under Online Registration, click Prepare for Registration.
4. Select the Term (Spring 2027, etc.).
5. Click Continue.
6. The Registration Status page will appear. Anything in red will prevent a student from registering. Only University & Student Business Services can clear a financial related hold. Unfortunately, the Registrar's office does not have access 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 athlete 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.

e. It is the student's responsibility to review the spring 2027 Exam Schedule prior to registration. Academic Regulation 10.1(b) – "*Students may not register for courses that have conflicting examination schedules without prior permission from the (Associate) Dean.*" To request permission, submit a memo to Associate Dean Romantz. 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.

f. 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.

g. Students are responsible for checking for and complying with course prerequisites. MyMemphis may not prevent a student from registering for the course. Check the Course Catalog prior to enrolling in any course. Students will be dropped from a course if they have not met the required prerequisites.

CLICK HERE FOR 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 move 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 move 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 the main campus Financial Aid office with questions.

(3) Course Sequencing and Requirements (Academic Regulation 16)[1]

(a) **First-Year Full-Time Students:** Students who matriculated fall 2026 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 2026.**

(b) **First-Year Part-Time Students:**
First-Year Part-Time Students who matriculated fall 2026 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 2025, 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, and Sales.

(d) **Second-Year Part-Time Students:**
Contracts II
Property II
Constitutional Law

(e) **Third- and Fourth-Year Part-Time Students:**
Complete any required courses as needed under the curriculum in place when you began 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.**

[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.*

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	SEMINAR COURSES
305 Divorce Law Practicum	380 Technology and the Law seminar
317 Negotiation and Mediation	450 Sports Law seminar
516 Trial Advocacy (2 sections)	
545 Adv. Criminal Prosecution intersession[2]	
597 Legal Drafting: Contracts	

UNIQUE COURSE NOTIFICATION

The 2-credit course is offered on Monday and Wednesday from 1:00 pm to 2:50 p.m. **for the first seven weeks of the semester.** The class motto is "Learning to be lawyers. Preparing to be leaders." The Lawyers as Leaders class is designed to prepare the next generation of lawyers to lead with purpose and make an impact well beyond the courtroom. This course is designed to help students succeed as new entrants into the legal profession. Topics include professional leadership, law firm management, bar association service, public service, practical ethics, redefining success, and leaving a proud legacy. Classes involve prominent guest speakers and discussion supplemented with relevant readings. The class is letter graded.

The class is taught by Buck Lewis, a very prominent attorney at Baker Donelson and a national leader in the Law & Leadership space. Prof. Lewis has taught the class at UTK (and other law schools) for many years and is moving the class to Memphis Law.

[2] *There is an application process and permit is required to enroll in this course.*

The class enrollment is capped and a permit from the registrar is required to enroll. Students should submit a short statement to Dean Romantz explaining why they would like to enroll. Graduating 3Ls will have priority.

LEGAL CLINICS AND EXTERNSHIP COURSE[3]:

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 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 Legal Clinic Administrator, Sonya Graham 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 to the opening of spring 2027 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.

[3] *There is an application process for these courses and a permit is required to enroll.*

FINANCIAL INFORMATION

The student is 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.

ENROLLED FULL-TIME STUDENTS

If you are enrolled full-time, IF YOU HAVE LOANS, they will apply to your account on the first day of classes, January 13, 2027. Until that time, they will continue to show as an anticipated credit toward your account.

ENROLLED PART-TIME

Students enrolled in part-time status (6-11 UG hours / 5-8 GR hours), IF YOU HAVE LOANS, your loans will show as an anticipated credit toward your account until January 13, 2027. At that time, the student financial aid office will begin making adjustments/prorating your federal student loans to reflect your part-time status. This process may take 1-2 weeks. Once our adjustments have been made, your loan will apply to your account.

The law school administration encourages students to follow the process of using the Bookstore Advance Payment Plan to get your textbooks.

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 My Finances, then the University & Student Business Services tab in myMemphis. However, if payment is mailed, it must be received in their office by the appropriate payment deadline, regardless of the postmark date on the envelope. Please allow five to seven days for processing of mailed tuition payments. **Note: The university no longer accepts credit or debit card payments by mail, phone, or in person**