

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

**SUMMER 2016 LAW SCHOOL REGISTRATION**

**VETERANS – MONDAY, APRIL 4 AT 8:00 A.M.**  
**43+ HOURS – TUESDAY, APRIL 5 AT 9:00 A.M.**  
**15-42 HOURS – THURSDAY, APRIL 7 AT 9:00 A.M.**  
**0-14 HOURS – FRIDAY, APRIL 8 AT 9:00 A.M.**

You will register on your *myMemphis* Student Self Service account for the 2016 Summer semester. Please read the following instructions and pay close attention to the Law School Calendar as some of our dates and deadlines differ from the rest of the University. The registration materials posted on the Law School website and the bulletin board in Room 262 are the only 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 that is based on attempted hours. 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, April 4, 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)

- (1) Students who have attempted 43 or more credit hours at the time of registration will be allowed to register on Tuesday, April 5, at 9:00 a.m.\*
- (2) Students who have attempted 15-42 credit hours at the time of registration will be allowed to register on Thursday, April 7, at 9:00 a.m.\*
- (3) Students who have attempted 0-14 credit hours at the time of registration will be allowed to register on Friday, April 8, at 9:00 a.m.\*

***\*\*“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. To find your official number of attempted hours, look at your Academic Transcript in Banner, at the column entitled “Attempt Hours,” under your most recently completed academic term.***

#### **REGISTRATION INFORMATION:**

Login to the *myMemphis* Portal at <http://myMemphis.memphis.edu> with your University ID and password, 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.

- (1) You may register and pay fees until 4:30 p.m. on Friday, May 20, 2016, 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 Friday, May 20, 2016.
- (2) Course Load ([Academic Regulation 5](#)):
  - (a) Full-time student course load is 6 hours during the summer term. Students enrolled in 6 or more hours may not work more than 20 hours per week.
  - (b) Part-time students may not enroll in more than 5 hours.
  - (c) A student may not enroll in more than 9 hours during the summer semester.

**FINANCIAL AID:** For the Summer term only, the minimum enrollment requirement for federal student loans is 3 LAW credit hours. If you did not borrow your entire \$20,500 unsubsidized loan between Fall 2015 and Spring 2016, please complete the **Summer Request Form** available now on the Financial Aid Office’s [forms page](#). (Check your [myMemphis](#) account for the amount you borrowed.) You can scan the completed form then send as an e-mail attachment directly to [dbrown@memphis.edu](mailto:dbrown@memphis.edu) or you can fax to (901) 678-3590.

If you've exhausted your \$20,500 unsubsidized loan eligibility and/or you need to supplement it, you can apply for the Graduate PLUS online at [www.studentloans.gov](http://www.studentloans.gov). Select the **2015-2016 Award/Aid Year**, with a loan period of **May 2016 through August 2016**.

If you have any questions, please contact DebraAnn Brown at [dbrown@memphis.edu](mailto:dbrown@memphis.edu). Your correspondence should include your name and U-ID# in the Subject Line of your e-mail.

**HOLDS:** If you have any HOLDS on your account, you will not be able to register until you clear the HOLDS through the [Bursar's Office](#). Check your account now and clear any HOLDS, so you are able to register. I do not have access to the HOLD information and cannot help you clear it.

**ALTERNATE PIN:**

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 email the [Law School Registrar's Office](#) **PRIOR** to registration.

**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 Wednesday, June 15, 2016.

Drop courses via your account through Wednesday, June 15. Drops after this date must be done through the Law Registrar office, with permission from the Associate Dean for Academic Affairs.

- (a) The last day for 100% refund for dropped courses is Sunday, May 22, 2016.
- (b) Courses dropped after Sunday, June 5, 2016 will show as a "W" on your transcript.

**Late Registration:** From Saturday, May 21 through Thursday, May 26, 2016 at 4:30 p.m., students may register online. The fee payment deadline for Late Registration is Thursday, May 26, 2016 at 4:30 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 Friday, May 20, 2016. For late registration, all courses will be canceled for non-payment after 4:30 p.m. on Thursday, May 26, 2016.

**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.

**LOCKERS:** Payment should be made [online](#). Once you have paid the locker fee online, see Brigitte

Boyd in Room 260 for assignment of a locker and combination.

**COURSE CANCELLATION:** The Law School Administration reserves the right to cancel a course that fails to get sufficient enrollment.

*\*\*\*\*\*See important financial information on the next page.\*\*\*\*\**

**Fall 2016 Law**  
**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 your 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](#) information is 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.**