

THE UNIVERSITY OF MEMPHIS SCHOOL OF LAW
SUMMER 2019 LAW SCHOOL REGISTRAR'S MEMO

You may not register for classes earlier than your designated registration date, even if *myMemphis* allows you to register.

VETERANS ONLY – MONDAY, APRIL 1 AT 8:00 A.M.
43+ ATTEMPTED HOURS* – TUESDAY, APRIL 2 AT 9:00 A.M.
15-42 ATTEMPTED HOURS* – THURSDAY, APRIL 4 AT 9:00 A.M.
0-14 ATTEMPTED HOURS* – FRIDAY, APRIL 5 AT 9:00 A.M.

**See explanation below in priority enrollment section*

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.

EXAM SCHEDULE:

Students who are unable to sit for the scheduled final exam may not enroll in the course. Refer to the [Summer Course/Exam schedule](#).

HOLDS:

If you have a HOLD on your account, you will not be able to register until you clear the HOLD through the [Bursar's Office](#). PRIOR to April 1, Check your account now and clear any HOLD, so you are able to register. The Registrar does not have access to the HOLD information and cannot help you clear it.

ALTERNATE PIN:

PRIOR to April 1, students should email the [Law Registrar](#) if,

- (1) You have needed an “alternate pin” to enroll in prior semesters.
- (2) You are registered with Disability Resources Services.
- (3) You are pursuing a JD/MBA or JD/MA degree.
- (4) You are registered with Veteran Services.

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 1, at 8:00 a.m.

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. Contact the Veterans Education Benefits and Certification office for more information.

Veterans Educational Benefits & Certification

003 Wilder Tower

Phone: 901-678-2996

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, April 2, at 9:00 a.m.¹

(3) Students who have attempted 15-42 credit hours at the time of registration will be allowed to register on Thursday, April 4, at 9:00 a.m.*¹

(4) Students who have attempted 0-14 credit hours at the time of registration will be allowed to register on Friday, April 5 at 9:00 a.m.*¹

REGISTRATION INFORMATION:

Login to the *myMemphis* Portal 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 10, 2019, 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 10, 2019.

(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.

¹ "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.

FEES: Refer to the [Bursar's website](#).

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 the maximum amount of your unsubsidized loan between Fall 2018 and Spring 2019, please complete the **Loan Request and Adjustment 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 or you can fax to (901) 678-3590.

If you've exhausted your maximum unsubsidized loan eligibility and/or you need to supplement it, you can apply for the Graduate PLUS online at www.studentloans.gov. Select the **2018-2019 Award/Aid Year**, with a loan period of **May 2019 through August 2019**.

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

DROPS/ADDS AND REFUNDS DEADLINES:

- (a) The deadline for 100% refund for dropped courses is Sunday, May 12, 2019.
- (b) Add courses via your account through Thursday, May 16, 2019.
- (c) Any classes missed due to late registration or changes to your schedule will count as absences.
- (d) Courses dropped after Sunday, May 26, 2019 will show as a "W" on your transcript.
- (e) Drop courses via your account through Wednesday, June 5. Drops after this date must be done through the Law Registrar office, with permission from the Associate Dean for Academic Affairs.
- (f) For more information, review the [Summer Deadline Calendar](#).

LATE REGISTRATION:

From Saturday, May 11 through Thursday, May 16, 2019 at 4:30 p.m., students may register online. The fee payment deadline for Late Registration is Thursday, May 16, 2019 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:

- (a) For regular registration, all courses will be canceled for non-payment after 4:30 p.m. on Sunday, May 12, 2019.
- (b) For late registration, all courses will be canceled for non-payment after 4:30 p.m. on Friday, May 17, 2019.

LOCKERS: Payment should be made [online](#). See Administrative Associate, Abby Gardner (Room 262) if you have any questions.

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.******

Summer 2019 Law
FINANCIAL INFORMATION

YOU are responsible for complying with the policies and fee information on the [Bursar's website](#). Please read their instructions, and refer to the [Law School Deadline 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. Payment plans are not available for the summer semester. 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.