

**THE UNIVERSITY OF MEMPHIS SCHOOL OF LAW**  
**SUMMER/FALL 2023 LAW SCHOOL REGISTRAR'S MEMO**

**No student can register for Law classes earlier than their designated registration day. Students registered through the Disability Resources for Students are NOT allowed to register earlier than their designated registration day.**

**VETERANS AND MBA COURSES ONLY – MONDAY, APRIL 3 AT 7:00 A.M.**

**43+ ATTEMPTED HOURS\* – TUESDAY, APRIL 11 AT 8:00 A.M.**

**15-42 ATTEMPTED HOURS\* – THURSDAY, APRIL 13 AT 8:00 A.M.**

**0-14 ATTEMPTED HOURS\* – FRIDAY, APRIL 14 AT 8:00 A.M.**

### **HOLDS**

Students are strongly encouraged to check for holds on their account and their registration status. If the student has a Hold on their account, the student will not be able to register. Students can check their status in the My Resources section of their Student tab. Search for “Registration Tools,” then click “Registration Status” to check for Holds. A student must clear an outstanding balance on TigerXpress under the “Account\$” tab. Questions concerning Holds, [contact](#) the University and Student Business Services office on main campus. Unfortunately, the Law Registrar’s office cannot clear holds.

### **ALTERNATE PIN**

Prior to their designated registration day, students are strongly encouraged to check *myMemphis* for the need of an Alternate PIN. The need for an Alternate PIN will prevent a student from registering. Students can check under “Registration Status” in the My Resources section of their Student tab. If an Alternate PIN is required, email the [Law School Registrar](#) **prior to the registration period**. You may need a PIN if you

- (a) have needed an “Alternate PIN” cleared to enroll in prior semesters,
- (b) are registered with Disability Resources Services,
- (c) are pursuing a JD/MBA or JD/MA degree, or
- (d) are registered with Veteran Services.

### **REGISTRATION INFORMATION**

#### **HOW TO REGISTER**

Students may register for courses on the [myMemphis](#) by clicking “Drop/Add Courses” in the My Resources section of their Student tab under Registration Tools. The CRNs (Course Registration Numbers) the system may request are listed on the Course Schedule located on the Law School’s [website](#).

#### **PREREQUISITES**

**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.

## EXAM SCHEDULE

Although no summer 2023 exams conflict, if you are unable to sit for the scheduled final exam, you may not enroll in the course. For fall 2023 exams, a student may not enroll in courses that have conflicting examination schedules, unless [approval is obtained](#) from the Associate Dean of Academic Affairs **prior to enrolling**. Please refer to the fall 2023 [Exam Schedules](#) when making course selections.

## PRIORITY ENROLLMENT

There is a priority registration structure in place for registration that is based on attempted hours. **CURRENT SEMESTER HOURS ARE NOT INCLUDED IN ATTEMPT HOURS.** No student should register prior to their designated day, [even if myMemphis allows a student or lists a different date](#). **Students registered through the Disability Resources for Students may NOT register earlier than the law school's designated registration day.** More information is provided below. The Law Registrar will monitor very closely who is registering and when during the week of registration. Questions about your priority status should be directed to the [Law School's Registrar Office](#).

### (1) Veterans or Active-Duty Military & MBA courses

State law authorizes priority registration for Veterans. Only Veterans and students enrolled in the JD/MBA joint degree program may register beginning **Monday, April 3, at 7:00 a.m.**

- a. If a student is a Veteran, but are not claiming VA Educational Benefits, and are not registered with the Veterans Educational Benefits & Certification Office on campus, the student will need to provide them with a copy of their DD-214 so their student account can be coded for early registration. [Contact](#) the Veterans Education Benefits and Certification office for more information.
- b. When students who are enrolled in the JD/MBA joint degree program are ready to register, they will need to [contact Ms. Edwards](#) to request that their registration priority be changed.

(2) Students who have attempted **43 or more credit hours** at the time of registration will be allowed to register on **Tuesday, April 11, at 8:00 a.m.**<sup>1</sup>

(3) Students who have attempted **15-42 credit hours** at the time of registration will be allowed to register on **Thursday, April 13, at 8:00 a.m.**<sup>1</sup>

(4) Students who have attempted **0-14 credit hours** at the time of registration will be allowed to register on **Friday, April 14 at 8:00 a.m.**<sup>1</sup>

## COURSE LOAD ([Academic Regulation 5](#)):

- (a) Full-time students must enroll in a minimum of 12 hours and not more than 18 law 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 transfer to part-time status must request permission from the Associate Dean for Academic Affairs for **approval prior to enrolling**. Taking less than 12 credit hours may affect the amount of a student's financial aid. Contact [Jessica Howell](#) with financial aid questions. Be sure to include "LAW" and your U-number in the subject line.

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<sup>1</sup> "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.

- (b) Part-time students must enroll in at least 8 and not more than 11 credit hours. Students wishing to transfer to full-time status must request permission from the Associate Dean for Academic Affairs for approval **prior to enrolling**.

### **COURSE SEQUENCING AND REQUIREMENTS** ([Academic Regulation 16](#))

Students must enroll in required courses in sequence. First-year students must remain in the same section in which they start for the entire full-time 1L curriculum unless the student obtains permission to switch sections from the Associate Dean of Academic Affairs. Students should refer to the Academic Regulations of their entering year to determine their course sequencing.

**REQUIRED & BAR TESTED COURSES:** The following required & bar tested courses are offered in the summer/fall 2023 semesters.

#### **SUMMER**

##### **Required Courses**

Criminal Procedure I

##### **Bar Tested Courses**

Family Law

#### **FALL**

##### **Required Courses**

Business Organizations

Constitutional Law

Criminal Procedure I

Decedents' Estates

Evidence

Professional Responsibility

##### **Bar Tested Courses**

Fundamentals of Bar Exam Writing

Remedies

Sales

**SIMULATION/SEMINAR COURSES:** The following Simulation and Seminar courses are offered in the summer/fall 2023 semesters.

#### **SUMMER**

Externships

#### **FALL**

##### **Simulation Courses (12 seats)**

ADR: Mediation (2 sections)

Appellate Advocacy

Legal Drafting: Litigation

Legal Drafting: Contracts

Legal Representative and Advocacy for Children

Tax Lawyering

Trial Advocacy (2 sections)

Pre-Trial Litigation

##### **Seminar Courses (15 seats unless noted)**

Corporate Law seminar

Education and Civil Rights seminar (4 seats)

Race & the Law seminar

Sports Law seminar

## **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. For the purposes of the Experiential Learning Requirement, an experiential course means a course that meets the requirements of American Bar Association Standard 303(a)(3) (defining “experiential course”) and American Bar Association 304 (defining “law clinic,” “field placement course,” and “simulation course”). Satisfactory completion means earning a grade of C or better in the course for experiential courses graded on a letter grade basis and earning a grade of Satisfactory or better in the course for experiential courses graded on an Excellent/Satisfactory/Unsatisfactory basis.

For information regarding Clinic and Externship limitations, please refer to Academic Regulation 16.1(d) 2.

## **EXTERNSHIPS**

Professor Danny Schaffzin will notify students who were selected; these students will be issued a permit by the Registrar’s office which will allow them to register. In addition to the Academic Regulations, please review the [Policies and Procedures of the Externship Program](#). A student must notify Professor Danny Schaffzin prior to withdrawing from the Externship program.

## **LEGAL CLINICS**

The clinic faculty member will notify students selected for Legal Clinics; these students will be issued a permit by the Registrar’s office which will allow them to register for a clinic. Students are required to notify the clinical faculty member prior to withdrawing from a clinic.

## **WAITLISTS**

Students who are interested in a full course can add themselves to a waitlist. Students on a waitlist will receive an email if a space becomes available. **It will extremely important that students on a waitlist check their email. No reminder emails are sent. Students have a 24-hour period to enroll before the system offers the seat to the next student on the waitlist.** Students can add and remove themselves from waitlists at the same place where they register and make schedule changes in the *myMemphis* portal. Waitlisting will eliminate the need for students to repeatedly check the status of a course section to determine if there are any open spaces. [Check here](#) to learn more about waitlisting.

## **LIMITATION ON COURSES GRADED E, S, U**

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.

## **COURSE CANCELLATION**

The Law School Administration reserves the right to cancel a course.

## **DROPS/ADDS, LATE REGISTRATION, FEES AND REFUNDS DEADLINES**

Students should refer to the University and Student Business Services calendar for deadlines and fee charts for tuition information.

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

**SUMMER/FALL 2023**  
**FINANCIAL INFORMATION**

YOU are responsible for complying with the [deadlines](#) and [fees](#) information on the University and Student Business Services website. Please read before registering.

*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](#) are 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.