

Pre-Orientation Checklist for the Class of 2020

Complete by Friday, July 21, 2017

	TO DO	DUE DATE	DETAILS	QUESTIONS?
☐	Complete the Law School Pre-Orientation Survey	By Friday, July 21, 2017	Please complete the survey here to select your T-shirt size.	Kara Phillips

Pre-Orientation Checklist for the Class of 2020

Complete by Thursday, August 3, 2017

	TO DO	DUE DATE	DETAILS	QUESTIONS?
☐	RSVP to Welcome Reception	By Thursday, August 3, 2017	Please RSVP here to the Welcome Reception at the Belz Museum of Asian & Judaic Art. Cocktail attire.	Ann Onidas
☐	Complete the Student Publicity Release Form	By Thursday, August 3, 2017	Complete the Student Publicity Release Form here .	Ryan Jones
☐	Look for your first <i>On Legal Grounds</i> postings	By Thursday, August 3, 2017	<i>On Legal Grounds</i> is the law school's blog for all announcements and official law school business. We will subscribe your Memphis email address to receive automatic daily email summaries from On Legal Grounds. You can also access On Legal Grounds via the link on the bottom left side of the law school home page or here .	Abby Gardner
☐	Register for Westlaw & Lexis	By Thursday, August 3, 2017	Westlaw and Lexis are online legal research platforms that you will use throughout your time in law school. You must register for both Westlaw & Lexis. Registration Instructions: • After July 19, 2017, please e-mail Jan Stone to request your Registration Key for Westlaw and the University of Memphis Registration Code for Lexis. • Please note that it may take up to two business days for Ms. Stone to respond with the requested information. Follow the instructions for registering for Westlaw here . Follow the instructions for registering for Lexis here .	Jan Stone

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☐	Register for TWEN & Blackboard Courses	By Thursday, August 3, 2017	TWEN and Blackboard are online course platforms. For purposes of Orientation, you must register for the following TWEN Courses: • Legal Technology • Academic Success Program • Legal Methods Class For example, if you are in Professor Wilson's section, you would register for LEGAL METHODS – Wilson (Full Year 2017-2018). Your professors may also instruct you to register for additional TWEN or Blackboard Courses; review the first assignments and syllabi for your classes to determine whether you need to register for additional TWEN or Blackboard Courses. <u>Registration Instructions:</u> Instructions for registering for TWEN Courses are available here. Note that the login information that you use for Westlaw is the same login information that you will use for TWEN. Instructions for registering for Blackboard Courses are available here. Note that the login information that you use for Lexis is the same login information that you will use for Blackboard.	Jan Stone

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☐	Purchase Your Books	By Thursday, August 3, 2017	Purchase your books from the Law School bookstore. <u>You will need some of your books during Orientation week.</u> The 1L book list will be available by Monday, July 31, 2017, and you can buy books after that. Check the Orientation website for the 1L book list. The bookstore is open from 8:00 a.m. – 5:00 p.m. Monday – Friday. The University of Memphis offers a program for those students who want to use their financial aid (loan) excess money to buy books before federal aid is officially released. The program is called BAPP (Bookstore Advanced Payment Plan). BAPP is <u>ONLY</u> available to law students Monday, July 31, 2017 at 8:00 a.m. – Friday, August 4, 2016 at 4:30 p.m. at the law school bookstore. <u>Please note that BAPP closes precisely at 4:30 p.m. on August 4, so if you plan to use it, please do so by then. Otherwise, you will have to wait until your financial aid money is released to purchase your books.</u> In order to take advantage of BAPP, you must first: 1. Get your student ID made (you will need to present your student ID at the bookstore). See instructions for getting an ID made later in the checklist. 2. Complete a Title IV authorization form to be approved for BAPP (can be completed at the time of purchase). The bookstore will price match if you find a book for a cheaper price elsewhere. You will need to bring documentation of the lower price to the bookstore to receive a price match. Note: Since most 1L books are used both semesters, you save no money by renting books; you should buy them.	Abby Gardner

Pre-Orientation Checklist for the Class of 2020

Complete by Monday, August 7, 2017

	TO DO	DUE DATE	DETAILS	QUESTIONS?
☐	Prepare Required Homework for your Orientation Classes	Before Classes on Monday, August 7, 2017 – Thursday, August 10, 2017	You will have reading and homework assignments for several classes during Orientation week, including some assignments for Monday, August 7. You must complete your Orientation assignments before each class. Orientation homework assignments and materials will be posted on the Orientation website in advance of Orientation when available.	Abby Gardner
☐	Read the Academic Regulations	Before Orientation on Monday, August 7, 2017	You must thoroughly read the Academic Regulations before Monday, August 7, 2017. You will be asked to sign a document on August 10, 2017, stating that you have read and understand the Academic Regulations. Pay particular attention to the Honor Code (Rule 21). Please note that the regulations that will apply to you are the ones for Academic Year 2017 – 2018.	Katharine Schaffzin
☐	Get your University ID	Before Orientation or during lunch on August 7, 2017	During lunch on Monday, August 7, 2017, we will issue University IDs to all students who have not yet had an ID made. You will need a government-issued ID, such as a driver's license or passport. Students are encouraged to get IDs made on the main University of Memphis Campus before Orientation. Tuesday, August 1, the Tuesday before Orientation would be an excellent day to do this to avoid long lines! To have your ID made, go the Campus Card Office (now part of the Bursar's office) in 115 Wilder Tower on the main campus. The office is open from 8:00 a.m. - 4:30 p.m., Monday through Friday. <u>Please note: Students must be registered for class and have a form of photo ID to have IDs made early.</u>	Abby Gardner

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☐	Get your Parking Permit	Before Orientation on Monday, August 7, 2017	The Law School does not provide any on-campus parking for law students. Students <u>may not</u> park in the University-designated faculty/staff parking areas on Court Avenue or next to the Law School building or behind the building. Student parking for the Law School is available at all downtown parking garages and public parking venues. The University has negotiated reduced parking rates for law students at nearby garages listed here. Of course, you may choose to seek other options for parking. A good place to start is www.downtownmemphis.com. Click on the parking map link.	Contact individual garages for any questions.
☐	Connect to the University's iPrint System	Before Orientation on Monday, August 7, 2017	All University of Memphis law students have access to the University's iPrint wireless printing system. The system provides students 500 pages of free printing each semester. Additional printing over the 500 page allocation is available for an additional fee. To access and use the system, please find instructions here. Please note that the iPrint system will not accept jobs over 50 pages. <u>You will have assignments due during Orientation that you will need to be able to print, so please make sure you are set up to print before the week of Orientation.</u>	Andrew Hughes or LaVaire Lockhart
☐	RSVP to SBA Social Event	By Monday, August 7, 2017	Mark your calendar and RSVP here to the SBA Orientation Welcome Party on Friday August 11, 2017. The Student Bar Association invites you to come unwind with your new classmates and mingle with some of our returning student leaders at the coolest backyard in Downtown Memphis. Food, drink, games, and music at Loflin Yard from 6 pm to 9 pm! Check out the Facebook event page for updates and details.	Hallie Flanagan

Optional Checklist for the Class of 2020

	TO DO	DUE DATE	DETAILS	QUESTIONS?
☐	Consider Getting a Locker	Optional, Beginning Monday, August 14, 2017	Lockers are optional, and the cost is \$10/year. Instructions are here. Our student worker, Katie Goble, will be available on Monday, August 14, Wednesday, August 16, and Friday, August 18 from 11:30 a.m. to 1:00 p.m. in the basement by the lockers (underneath the book store) to assign you a locker. Please bring a copy (electronic is fine) of your payment confirmation to receive a locker. Please note that <u>lockers will not be available to rent until Monday, August 14, 2017.</u>	Chris Whitehead
☐	Sign up For ERefunds	Optional	Students who choose to receive excess loan money (i.e., money left after tuition and fees) by direct deposit will receive their funds before students who choose to receive their excess loan money by hard copy check. If you want to receive your excess loan money by direct deposit, you need to sign up for E-Refunds. To sign up • Log into your My Memphis account. • Click the Account tab. • In the “Bursar - Fees, Payments, Disbursements & Refunds” box, click on “Access TigerXpress (Direct Deposit).” You will be redirected to TigerXpress (U of M's online billing site). • Click the Refunds tab at the top. Enter your bank account information. (You'll need a check with the routing number and account number for the account you want to use).	Abby Gardner