

**Pre-Orientation Checklist for the Class of 2020**

**Complete by Friday, July 21, 2017**

	TO DO	DUE DATE	DETAILS	QUESTIONS?
<input type="checkbox"/>	<b>Complete the Law School Pre-Orientation Survey</b>	By Friday, July 21, 2017	Please complete the survey <a href="#">here</a> to select your T-shirt size.	<a href="#">Kara Phillips</a>

**Pre-Orientation Checklist for the Class of 2020**

**Complete by Thursday, August 3, 2017**

	TO DO	DUE DATE	DETAILS	QUESTIONS?
<input type="checkbox"/>	<b>RSVP to Welcome Reception</b>	By Thursday, August 3, 2017	Please <a href="#">RSVP here</a> to the <a href="#">Welcome Reception</a> at the Belz Museum of Asian & Judaic Art. Cocktail attire.	<a href="#">Ann Onidas</a>
<input type="checkbox"/>	<b>Complete the Student Publicity Release Form</b>	By Thursday, August 3, 2017	Complete the Student Publicity Release Form <a href="#">here</a> .	<a href="#">Ryan Jones</a>
<input type="checkbox"/>	<b>Look for your first <i>On Legal Grounds</i> postings</b>	By Thursday, August 3, 2017	<b><i>On Legal Grounds</i></b> 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 <a href="#">law school home page</a> or <a href="#">here</a> .	<a href="#">Abby Gardner</a>
<input type="checkbox"/>	<b>Register for Westlaw &amp; Lexis</b>	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: <ul style="list-style-type: none"> <li>• After July 19, 2017, please e-mail <a href="#">Jan Stone</a> to request your Registration Key for Westlaw and the University of Memphis Registration Code for Lexis.</li> <li>• Please note that it may take up to two business days for Ms. Stone to respond with the requested information.</li> </ul> Follow the instructions for registering for Westlaw <a href="#">here</a> . Follow the instructions for registering for Lexis <a href="#">here</a> .	<a href="#">Jan Stone</a>

	TO DO	DUE DATE	DETAILS	QUESTIONS?
<input type="checkbox"/>	<b>Register for TWEN &amp; Blackboard Courses</b>	By Thursday, August 3, 2017	<p>TWEN and Blackboard are online course platforms. For purposes of Orientation, you must register for the following TWEN Courses:</p> <ul style="list-style-type: none"> <li>• <a href="#">Legal Technology</a></li> <li>• <a href="#">Academic Success Program</a></li> <li>• Legal Methods Class</li> </ul> <p>For example, if you are in Professor Wilson's section, you would register for LEGAL METHODS – Wilson (Full Year 2017-2018).</p> <p>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.</p> <p><b><u>Registration Instructions:</u></b></p> <p>Instructions for registering for TWEN Courses are available <a href="#">here</a>. Note that the login information that you use for Westlaw is the same login information that you will use for TWEN. <u>Please note that you will not be able to register for any TWEN courses until you have registered for Westlaw.</u></p> <p>Instructions for registering for Blackboard Courses are available <a href="#">here</a>. Note that the login information that you use for Lexis is the same login information that you will use for Blackboard.</p>	<a href="#">Jan Stone</a>

	TO DO	DUE DATE	DETAILS	QUESTIONS?
<input type="checkbox"/>	<b>Purchase Your Books</b>	By Thursday, August 3, 2017	<p>Purchase your books from the Law School bookstore.</p> <p><u>You will need some of your books during Orientation week.</u></p> <p>The 1L book list will be available by Monday, July 31, 2017, and you can buy books after that. Check the <a href="#">Orientation website</a> for the 1L book list. The bookstore is open from 8:00 a.m. – 5:00 p.m. Monday – Friday.</p> <p>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 <b>BAPP</b> (<a href="#">Bookstore Advanced Payment Plan</a>).</p> <p>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.</p> <p><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></p> <p>In order to take advantage of BAPP, you must first:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Complete a Title IV authorization form to be approved for BAPP (can be completed at the time of purchase).</li> </ol> <p>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.</p> <p><b>Note: Since most 1L books are used both semesters, you save no money by renting books; you should buy them.</b></p>	<a href="#">Abby Gardner</a>

## Pre-Orientation Checklist for the Class of 2020

**Complete by Monday, August 7, 2017**

	TO DO	DUE DATE	DETAILS	QUESTIONS?
<input type="checkbox"/>	<b>Prepare Required Homework for your Orientation Classes</b>	Before Classes on Monday, August 7, 2017 – Thursday, August 10, 2017	<p>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.</p> <p>Orientation homework assignments and materials will be posted on the <a href="#">Orientation website</a> in advance of Orientation when available.</p>	<a href="#">Abby Gardner</a>
<input type="checkbox"/>	<b>Read the Academic Regulations</b>	Before Orientation on Monday, August 7, 2017	<p>You must thoroughly read the <a href="#">Academic Regulations</a> before Monday, August 7, 2017.</p> <p>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.</p>	<a href="#">Katharine Schaffzin</a>
<input type="checkbox"/>	<b>Get your University ID</b>	Before Orientation or during lunch on August 7, 2017	<p>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.</p> <p>Students are encouraged to get IDs made on the main University of Memphis Campus before Orientation. <b>Tuesday, August 1, the Tuesday before Orientation would be an excellent day to do this to avoid long lines!</b></p> <p>To have your ID made, go the <a href="#">Campus Card Office</a> (now part of the Bursar's office) in 115 <a href="#">Wilder Tower</a> on the main campus. The office is open from 8:00 a.m. - 4:30 p.m., Monday through Friday.</p> <p><b><u>Please note: Students must be registered for class and have a form of photo ID to have IDs made early.</u></b></p>	<a href="#">Abby Gardner</a>

	TO DO	DUE DATE	DETAILS	QUESTIONS?
<input type="checkbox"/>	<b>Get your Parking Permit</b>	Before Orientation on Monday, August 7, 2017	<p>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.</p> <p>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 <a href="#">here</a>. Of course, you may choose to seek other options for parking. A good place to start is <a href="http://www.downtownmemphis.com">www.downtownmemphis.com</a>. Click on the parking map link.</p>	Contact individual garages for any questions.
<input type="checkbox"/>	<b>Connect to the University's iPrint System</b>	Before Orientation on Monday, August 7, 2017	<p>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 <a href="#">here</a>.</p> <p>Please note that the iPrint system will not accept jobs over 50 pages.</p> <p><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></p>	<a href="#">Andrew Hughes</a> or <a href="#">LaVaire Lockhart</a>
<input type="checkbox"/>	<b>RSVP to SBA Social Event</b>	By Monday, August 7, 2017	<p>Mark your calendar and <a href="#">RSVP here</a> to the <a href="#">SBA Orientation Welcome Party</a> 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 <a href="#">Loflin Yard</a> from 6 pm to 9 pm! Check out the Facebook event page for updates and details.</p>	<a href="#">Hallie Flanagan</a>

**Optional Checklist for the Class of 2020**

	TO DO	DUE DATE	DETAILS	QUESTIONS?
<input type="checkbox"/>	<b>Consider Getting a Locker</b>	Optional, Beginning Monday, August 14, 2017	<p>Lockers are optional, and the cost is \$10/year. Instructions are <a href="#">here</a>.</p> <p>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.</p> <p>Please bring a copy (electronic is fine) of your payment confirmation to receive a locker.</p> <p>Please note that <u>lockers will not be available to rent until Monday, August 14, 2017.</u></p>	<a href="#">Chris Whitehead</a>
<input type="checkbox"/>	<b>Sign up For ERefunds</b>	Optional	<p>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.</p> <p>To sign up</p> <ul style="list-style-type: none"> <li>• Log into your <a href="#">My Memphis</a> account.</li> <li>• Click the Account tab.</li> <li>• In the “Bursar - Fees, Payments, Disbursements &amp; Refunds” box, click on “Access TigerXpress (Direct Deposit).” You will be redirected to TigerXpress (U of M's online billing site).</li> <li>• Click the Refunds tab at the top.</li> </ul> <p>Enter your bank account information. (You'll need a check with the routing number and account number for the account you want to use).</p>	<a href="#">Abby Gardner</a>