



## PRE-ORIENTATION CHECKLIST CLASS OF 2021

### INTRODUCTION

Welcome to Memphis Law! We are excited to have you as part of our community.

Before Orientation, there are several important tasks you need to complete. We have described these tasks below. All tasks are mandatory unless otherwise noted by an asterisk (\*).

Carefully read this list of tasks and complete each item by the date listed. Contact the person listed if you have any questions about a task. [Abby Gardner](#) and [Dean Aden](#) are also available for general questions.

### PRE-ORIENTATION SURVEYS, TESTS & FORMS

|   | <u>To Do</u>  | <u>DUE DATE</u>   | <u>QUESTIONS?</u>   |                                       |  |
|---|---|---|---|---------------------------------------|--|
| <input type="checkbox"/>  | <p><b><u>MMR &amp; CHICKEN POX-VARICELLA FORMS</u></b></p> <p>By law, unless you are exempt, we cannot register you for classes without your MMR &amp; Chicken Pox-Varicella Forms. Click <a href="#">here</a> for information and to submit your records ASAP if you have not already done so to avoid registration delays.</p>  | <p><b>SUNDAY,<br/>JULY 1</b></p>  | <p><a href="#">PENNY<br/>ROGERS</a></p>   |                                       |  |
| <input type="checkbox"/>  | <p><b><u>TRANSCRIPT</u></b></p> <p>Ask your issuing institution to submit your official transcript:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>By mail:</p> <div style="display: flex; align-items: center;"> <div> <p>The University of Memphis,<br/>Cecil C. Humphreys School of Law<br/>Law Admissions, Suite 252<br/>1 North Front Street<br/>Memphis, TN 38103</p> </div> </div> </td> <td style="width: 50%; vertical-align: top;"> <p>Electronically:</p> <p><a href="#">Credential Solutions</a> or<br/><a href="#">The National Student Clearinghouse</a></p> <p>Transcripts must come directly from the vendor to <a href="#">Penny Rogers</a>.</p> </td> </tr> </table> | <p>By mail:</p> <div style="display: flex; align-items: center;"> <div> <p>The University of Memphis,<br/>Cecil C. Humphreys School of Law<br/>Law Admissions, Suite 252<br/>1 North Front Street<br/>Memphis, TN 38103</p> </div> </div> | <p>Electronically:</p> <p><a href="#">Credential Solutions</a> or<br/><a href="#">The National Student Clearinghouse</a></p> <p>Transcripts must come directly from the vendor to <a href="#">Penny Rogers</a>.</p> | <p><b>WEDNESDAY,<br/>AUGUST 1</b></p> | <p><a href="#">Student<br/>Health<br/>Center</a><br/>@<br/>901-<br/>678-2287<br/>(PRESS ZERO<br/>FOR<br/>ASSISTANCE)</p> |
| <p>By mail:</p> <div style="display: flex; align-items: center;"> <div> <p>The University of Memphis,<br/>Cecil C. Humphreys School of Law<br/>Law Admissions, Suite 252<br/>1 North Front Street<br/>Memphis, TN 38103</p> </div> </div> | <p>Electronically:</p> <p><a href="#">Credential Solutions</a> or<br/><a href="#">The National Student Clearinghouse</a></p> <p>Transcripts must come directly from the vendor to <a href="#">Penny Rogers</a>.</p>   |   |   |                                       |  |
| <input type="checkbox"/>  | <p><b><u>PRE-ORIENTATION SURVEY</u></b></p> <p>Click <a href="#">here</a> to select your T-shirt size.</p>  | <p><b>FRIDAY,<br/>AUGUST 3</b></p>  | <p><a href="#">KARA<br/>PHILLIPS</a></p>  |                                       |  |
| <input type="checkbox"/>  | <p><b><u>STUDENT PUBLICITY RELEASE FORM</u></b></p> <p>Click <a href="#">here</a> to complete the Student Publicity Release Form.</p>   | <p><b>FRIDAY,<br/>AUGUST 3</b></p>  | <p><a href="#">RYAN<br/>JONES</a></p>   |                                       |  |

### REGISTRATION

We expect to register incoming 1Ls by Friday, August 3. We will email your Memphis.edu email address once you are registered. After registration, you will be able to see your class schedule at [myMemphis](#) (login with your Memphis username and password). Here you should see your class, professor, and section assignments.

Complete the tasks listed below as soon as you are registered. **You must be registered before you complete the following tasks. Please complete the tasks in the order listed, as some tasks are dependent on others.**


**Do not register yourself for any classes or drop yourself from any classes.**

## CAMPUS IDS, ON LEGAL GROUNDS, & SOCIAL INVITATION RSVPs

|                          | <u>To Do</u>  | <u>DUE DATE</u>       | <u>QUESTIONS?</u>             |
|--------------------------|---|-----------------------|-------------------------------|
| <input type="checkbox"/> | <p><b><u>CAMPUS ID</u></b><br/>           Upload your ID photo and complete the university's online photo ID process <a href="#">here</a>.<br/>           You will receive your campus ID at Registration for Orientation on Monday, August 13. <b>Please bring a photo ID with you to registration to get your ID card.</b></p>  | THURSDAY,<br>AUGUST 9 | <a href="#">ABBY GARDNER</a>  |
| <input type="checkbox"/> | <p><b><u>ON LEGAL GROUNDS</u></b><br/>           You will receive your first <a href="#">On Legal Grounds</a> email digest. On Legal Grounds is the school's official events and announcements blog. We will subscribe your memphis.edu email to a daily email digest from On Legal Grounds. You can also access the blog via a link on the bottom left side of the <a href="#">law school home page</a>.</p> | THURSDAY,<br>AUGUST 9 | <a href="#">ABBY GARDNER</a>  |
| <input type="checkbox"/> | <p><b><u>RSVP TO THE WELCOME RECEPTION</u></b><br/> <a href="#">RSVP</a> to the <a href="#">Welcome Reception at the Belz Museum of Asian &amp; Judaic Art</a>. We can validate parking during the reception for <a href="#">Peabody Place</a> garage.</p>  | THURSDAY,<br>AUGUST 9 | <a href="#">ANN ONIDAS</a>    |
| <input type="checkbox"/> | <p><b><u>RSVP TO THE SBA SOCIAL EVENT</u></b><br/>           RSVP to <a href="#">SBA's Welcome Party</a> on Friday, August 17.</p>  | THURSDAY,<br>AUGUST 9 | <a href="#">LAUREN HUTTON</a> |

## COURSE & CLASS INFORMATION

|                          | <u>To Do</u>  | <u>DUE DATE</u>      | <u>QUESTIONS?</u>            |
|--------------------------|---|----------------------|------------------------------|
| <input type="checkbox"/> | <p><b><u>ECOURSEWARE</u></b><br/>           Assignments for your 1L classes will be available in <a href="#">eCourseware</a> after you are registered for classes. Your classes will have <b>REQUIRED</b> assignments that you must complete before the first class, including those during Orientation. Be sure to check the syllabus for assignments.<br/>           You can also access eCourseware through the <a href="#">University of Memphis mobile app</a>.<br/>           If nothing is available, your professor has not yet added anything to the course. Check back later for more information. Note that your professor may provide a syllabus and/or schedule of assignments rather than a "first assignments" post.</p> | FRIDAY,<br>AUGUST 10 | <a href="#">ABBY GARDNER</a> |
| <input type="checkbox"/> | <p><b><u>REGISTER FOR WESTLAW &amp; LEXIS</u></b><br/>           Westlaw and Lexis are online legal research platforms that you will use during law school. You <b>must</b> register for both Westlaw &amp; Lexis.<br/>           After you are registered for classes, Jan Stone, one of our Librarians, will email you with registration codes and instructions on registering for <a href="#">Westlaw</a> and <a href="#">Lexis</a>.</p>   | FRIDAY,<br>AUGUST 10 | <a href="#">JAN STONE</a>    |
| <input type="checkbox"/> | <p><b><u>REGISTER FOR TWEN &amp; ADD YOUR COURSES, AS NEEDED</u></b><br/>           TWEN is a course management platform associated with Westlaw that many professors use to manage their classes. Follow the instructions <a href="#">here</a> to register</p>   | FRIDAY,<br>AUGUST 10 | <a href="#">JAN STONE</a>    |

| To Do  | DUE DATE             | QUESTIONS?                   |
|--|----------------------|------------------------------|
| <p>for TWEN and add courses if instructed to do so by your professor(s). <b><u>You must have your Westlaw username and password to log into TWEN.</u></b></p> <p>Before Orientation, register for <a href="#">Legal Technology</a> and <a href="#">Academic Success</a> on TWEN. <b><u>Do not</u></b> register for any other classes unless instructed to do so by your professors.</p>  |                      |                              |
| <p><input type="checkbox"/> <b><u>ADD TWEN EMAIL TO YOUR "SAFE SENDER" LIST</u></b></p> <p>Add <a href="mailto:TWEN-noreply@westlaw.com">TWEN-noreply@westlaw.com</a> to the "safe sender list" for your email account to ensure delivery of class messages. Click <a href="#">here</a> for instructions.</p>  | FRIDAY,<br>AUGUST 10 | <a href="#">JAN STONE</a>    |
| <p><input type="checkbox"/> <b><u>DOWNLOAD IClicker/REEF POLLING APP</u></b></p> <p>We will be using iClicker/REEF Polling to take attendance during Orientation and afterwards. Download the App from the App store, create an account, and add the Academic Success course for your section (11 or 12). You may also <a href="#">log in</a> using a web browser on your computer if you don't have a smart phone.</p> <p><b><u>You must add your UUID number (the number associated with your myMemphis account) to the Student ID code box, otherwise your attendance will not be recorded and you will be counted absent. Be sure to use this format: U12345678.</u></b></p>  | FRIDAY,<br>AUGUST 10 | <a href="#">ABBY GARDNER</a> |

## BOOK INFORMATION & FINANCIAL AID

| To Do   | DUE DATE                            | QUESTIONS?                   |
|---|-------------------------------------|------------------------------|
| <p><input type="checkbox"/> <b><u>PURCHASE YOUR 1L BOOKS</u></b></p> <p>We will post the 1L book list on the <a href="#">Orientation website</a> <b><u>AFTER</u></b> we register you. You have <b><u>REQUIRED</u></b> reading assignments for Orientation. We will post them on the Orientation website so you won't need to have textbooks before orientation. The law school book store hours are 8:00 a.m. – 5:00 p.m. Monday – Friday, or you can buy books <a href="#">here</a> and pick them up at the law school bookstore. You can buy books online using BAPP (see below) before your excess financial aid funds are released. You can pick your books up during Orientation with your U of M ID.</p> <p><b>Price Match</b></p> <p>The bookstore will price match books found at a cheaper price elsewhere. Bring documentation of the lower price when you buy your books or when you pick them up (if you ordered online) to receive a price match.</p> <p><b>Rental Books</b></p> <p>1L books are used both semesters, so you don't save by renting books; <b><u>you should buy them.</u></b></p> | FRIDAY,<br>AUGUST 10 @<br>4:30 P.M. | <a href="#">ABBY GARDNER</a> |
| <p><input type="checkbox"/> <b><u>E-REFUNDS*</u></b></p> <p>Students who want to receive excess loan money (money left after tuition/fees) by direct deposit will receive their funds before students who choose to receive their excess loan money by hard copy check. Click <a href="#">here</a> to sign up for E-refunds.</p>  | FRIDAY,<br>AUGUST 10                | <a href="#">ABBY GARDNER</a> |



|                          | <u>To Do</u>   | <u>DUE DATE</u>                     | <u>QUESTIONS?</u>            |
|--------------------------|--|-------------------------------------|------------------------------|
| <input type="checkbox"/> | <p><b><u>BOOKSTORE ADVANCED PAYMENT PLAN</u></b></p> <p>The University of Memphis offers <b>BAPP</b> (<a href="#">Bookstore Advanced Payment Plan</a>) for students who want to use their financial aid (loan) excess money to buy books before federal aid is officially released on August 17.</p> <p>BAPP is <b>ONLY</b> available to law students from Monday, July 30 at 8:00 a.m., through Friday, August 10 at 4:30 p.m. <b><u>BAPP closes exactly at 4:30 p.m. on August 10, 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 on August 17 to purchase your books using your excess financial aid money.</u></b></p> <p>If you would like to use BAPP, purchase your books online <a href="#">here</a> before August 10 at 4:30 p.m., and select BAPP as your method of payment. You can pick up your books at the law school bookstore during Orientation.</p> <p>You will need to show your Campus ID to pick up books purchased with BAPP.</p> | FRIDAY,<br>AUGUST 10 @<br>4:30 P.M. | <a href="#">ABBY GARDNER</a> |

## ORIENTATION HOMEWORK

|                          | <u>To Do</u>   | <u>DUE DATE</u>                               | <u>QUESTIONS?</u>                    |
|--------------------------|--|---|--------------------------------------|
| <input type="checkbox"/> | <p><b><u>PREPARE REQUIRED HOMEWORK FOR YOUR ORIENTATION CLASSES</u></b></p> <p>You will have <b>REQUIRED</b> reading and homework assignments for several classes during Orientation week, including some for Monday, August 13. We expect you to be prepared for classes during Orientation just as you will the rest of the semester.</p> <p>All materials needed to complete Orientation homework assignments will be posted on the <a href="#">Orientation website</a> when available.</p> <p><b><u>Some Orientation homework assignments will require you to have access to a printer; be sure you have a way to print (at home, iPrint (see below), or in the law school computer labs on the 2<sup>nd</sup> and 4<sup>th</sup> floors).</u></b></p> | SEE<br>ORIENTATION<br>HOMEWORK<br>ASSIGNMENTS | <a href="#">ABBY GARDNER</a>         |
| <input type="checkbox"/> | <p><b><u>COMPLETE THE WRITING CENTER PRE-TEST</u></b></p> <p>The <b>MANDATORY</b> Writing Center Pre-Test will posted on the <a href="#">Orientation website</a> when available. Complete it and bring a hard copy of it with you to Orientation. The completed Pre-Tests are due at Registration for Orientation on Monday morning, August 13 between 8:15 and 9:00 a.m. Copies will be available at the law school security desk the week before Orientation if you need to pick up a hard copy to complete.</p> <p><b><u>The Writing Center Pre-Test is a Legal Methods I course requirement.</u></b></p>   | MONDAY,<br>AUGUST 13                          | <a href="#">MARILYN DUNHAM SMITH</a> |
| <input type="checkbox"/> | <p><b><u>COMPLETE PROJECT IMPLICIT ASSESSMENT</u></b></p> <p><a href="#">Project Implicit</a> is a non-profit organization and international collaboration between researchers interested in implicit social cognition – feelings or thoughts outside of conscious awareness and control. You will have the opportunity to assess your conscious and unconscious preferences as it relates to various populations. Each assessment takes 10 -15 minutes to complete. Your results are anonymous and are <b>not</b> provided to the law school.</p>   | TUESDAY,<br>AUGUST 13                         | <a href="#">DEMETRIA FRANK</a>       |

|                          | <u>To Do</u>  | <u>DUE DATE</u>               | <u>QUESTIONS?</u>           |
|--------------------------|---|-------------------------------|-----------------------------|
|                          | Complete at least one Social Attitudes assessment from the list below prior to the Diversity & Inclusion Session on Tuesday, August 14. <ul style="list-style-type: none"> <li>• Asian IAT</li> <li>• Disability IAT</li> <li>• Race IAT</li> <li>• Age IAT</li> <li>• Gender-Career IAT</li> <li>• Weapons IAT</li> <li>• Skin Tone IAT</li> <li>• Sexuality IAT</li> <li>• Arab-Muslim IAT</li> <li>• Religion IAT</li> <li>• Native IAT</li> </ul> |                               |                             |
| <input type="checkbox"/> | <p><b><u>READ THE ACADEMIC REGULATIONS</u></b></p> <p>You must thoroughly read the 2018-2019 <a href="#">Academic Regulations</a>. You will be asked to sign a document on Tuesday, August 14, stating that you have read and understand the Academic Regulations. Pay special attention to the Honor Code (Regulation 21) and Good Standing Regulations (Regulations 14.1 and 14.3).</p>   | <b>TUESDAY,<br/>AUGUST 13</b> | <a href="#">JODI WILSON</a> |

## OPTIONAL/LOGISTICS

|                          | <u>To Do</u>  | <u>DUE DATE</u>  | <u>QUESTIONS?</u>   |
|--------------------------|---|--|---|
| <input type="checkbox"/> | <p><b><u>LOCKERS*</u></b></p> <p>Lockers are optional, and the cost is \$10/year. Rental instructions are <a href="#">here</a>. More information about renting lockers will be in your Orientation packets.</p>   |  | <a href="#">CHRIS WHITEHEAD</a>   |
| <input type="checkbox"/> | <p><b><u>CONNECT TO THE UNIVERSITY'S IPRINT SYSTEM*</u></b></p> <p>All U of M law students have access to 500 pages of free black and white printing each semester through iPrint, the University's wireless printing system. Additional pages and color printing are available for a fee. Instructions are <a href="#">here</a>. The law school's iPrint printers are located inside or just outside the computer labs on the 2<sup>nd</sup> and 4<sup>th</sup> floors.</p> <p><b><u>You will have assignments due during Orientation that require printing.</u></b></p> |  | <a href="#">ANDREW HUGHES</a><br>OR<br><a href="#">LAVAIRE LOCKHART</a> |
| <input type="checkbox"/> | <p><b><u>GET YOUR PARKING PERMIT*</u></b></p> <p>We have negotiated <a href="#">reduced parking rates</a> for law students at nearby garages. The Law School does not provide any on-campus parking for law students. Students <b>may not</b> park in the University-designated faculty/staff parking areas on Court Avenue or next to the Law School building or behind the building. <u>Please be sure you make parking arrangements prior to Orientation.</u></p>  |  | <a href="#">ABBY GARDNER</a>  |
| <input type="checkbox"/> | <p><b><u>SIGN UP FOR MAX BY ACCESSLEX*</u></b></p> <p>Memphis Law has partnered with <a href="#">AccessLex</a>, a nonprofit dedicated to helping law students make informed and thoughtful decisions about managing their student loan debt. Click <a href="#">here</a> to register and to use these debt management resources.</p>   |  | <a href="#">ABBY GARDNER</a>  |
| <input type="checkbox"/> | <p><b><u>SIGN UP FOR LIVESAFE*</u></b></p> <p>LiveSafe is the University's emergency alert app, which provides real-time alerts for weather-related closings or other emergencies. Click <a href="#">here</a> for instructions to download and use the app.</p>   | <br> | <a href="#">ABBY GARDNER</a>  |