



Fall 2019 Law Registration Manual

Web Registration Dates and Times (my.udmercy.edu):

Single JDs with 54 earned* credits or more, and Dual JDs with 72 earned* credits or more as of January 2019, March 18, 2019 @ 8:30 am - August 30, 2019 @ midnight

Single JDs with 26 to 53 earned* credits, and Dual JDs with 54 to 62 earned* credits as of January 2019, March 19, 2019 @ 8:30 am - August 30, 2019 @ midnight

Students with 3 to 25 earned* credits as of January 2019, March 21, 2019 @ 8:30 am - August 30, 2019 @ midnight

***Earned credit hours do not include credit hours students are currently registered for in Winter 2019.**

- **F1 STATUS STUDENTS MAY ENROLL IN 1 ON-LINE COURSE UP TO 3 CREDITS PER TERM** (8 CFR 214.2(f)(6)(i)(G), 5/10/2016).
- **RISING 2L SINGLE JD STUDENTS WILL BE REGISTERED INTO ALTA II, 3 CREDITS AND US CONSTITUTIONAL LAW, 4 CREDITS IN THE FALL.**
- **DUAL JD STUDENTS WILL BE REGISTERED INTO THEIR REQUIRED FALL COURSES, EXCLUDING “FLOATING REQUIRES” (I.E., CLINICS, LFP’S, ETC).**
- **CONSULT COURSE DESCRIPTIONS IN TITAN PASS FOR COURSE PRE-REQUISITES.**
- **TO AVOID EXAM CONFLICTS, CONSULT THE EXAMINATION SCHEDULE WHEN MAKING COURSE SELECTIONS.**

Academic Advising Sessions

Wednesday, March 6, 2019 – 1-2 pm, Room 326

Thursday, March 7, 2019 – 1-2 pm, Room 326

Thursday, March 7, 2019 – 5-6 pm, Room 326

Web Registration Procedures

Registration is done through Titan Pass: my.udmercy.edu. Click on “Check your Registration Status” to view any holds on your account or override permissions you have been granted. If you attempt to register before your registration time begins, you will receive a message that you cannot register at this time.

If you have a hold which prevents registration, you should contact the office indicated to resolve the issue before you attempt to register.

Select the semester for which you want to register then click on **“Add/Drop Classes”**

To register for a course **enter the 5-digit Course Reference Number (CRN)** for the section you want to select in the blocks at the bottom of the page. The CRN are located on the course schedule. Once you have selected the CRN’s of the courses you want, click on **“Submit Changes”** to register for the courses.

For further assistance, please contact the University IT Help Desk at 313 993-1500.

Holds

If you have a hold on your record, you will NOT be allowed to register or make adjustments to your schedule until the hold is removed. You can view holds by selecting the **View Holds** link and you will need to contact the department responsible for placing the hold for resolution.

Pass/No Pass Option for Elective Courses

The Pass/No Pass Option form is available on the Law Registrar web page. The form must be submitted to the Law Registrar’s Office by the last day of classes or the day before the exam, whichever comes first. Information about which elective courses will not be offered Pass/No Pass along with Pass/No Pass forms are posted on the Law Register webpage.

Directed Research

When you enroll in Directed Research you not only have to register for the course, you must also complete a Directed Research form, which is available on the Law School Registrar webpage at www.law.udmercy.edu.

The Directed Research form must be signed by the t faculty member supervising your Directed Research. If the supervising faculty member is an adjunct faculty member for more than 1 credit hour, the form must be signed by him or her and co-signed by the Associate Dean of Academic Affairs. Deadline: September 6, 2019.

Academic Eligibility

Students who intend to enroll in a consecutive Term, and are found to be in academic jeopardy at the conclusion of the current Term, will be automatically dismissed from the Law School and given a 100% refund of the consecutive Term's tuition.

Tuition and Fees

Tuition

\$1,493 per credit hour

Late Registration Fee

A \$200.00 late registration fee will be imposed upon students who register after the first day of the semester.

Student Bar Association (SBA) Dues

\$55.00 each semester for fall and winter.

Further Assistance

Students needing assistance with registration and related matters should contact the Office of the Registrar located inside of the Student Service Center, 313-596-9828, lawregistrar@udmercy.edu. Students who are seeking a waiver of a Student Handbook regulation, or wish to make a division change, should contact Associate Dean Richard Broughton, broughjr@udmercy.edu or 313-596-9845.

Financial Aid

Financial Aid includes scholarships, assistantships, grants, loans and student employment. This section includes information for U.S. students only. Canadian or other international students should consult the Financial Aid Office or the www.law.udmercy.edu website directly about aid opportunities and policies. Canadian students should contact their province's Student Aid Program for information and applications for aid to study in the U.S. Most of the time, Canadian Dual JD students receive larger awards from Canadian and provincial governments if they apply as Windsor students.

Financial Aid Application Information

Any student who has a scholarship or needs financial assistance in order to pay tuition and fees is encouraged to apply for financial aid as early as possible. **April 1 is the priority application date for applying for aid for 2019-20.** Students interested in work study are reminded that they must complete the FAFSA as early as possible (October 1, 2018 was the opening date of the 2018-19 application) and indicate on it that they wish to be considered for Work Study. Work study funds may be limited and awarded on a first come, first served basis.

Applicants for all aid programs applying after April 1 are processed in the order of completion of their files. Late financial aid applicants will be responsible for any late fees charged due to late receipt of financial aid and may not receive an award prior to the start of classes.

Students desiring aid other than an institutional scholarship must complete a Free Application for Federal Student Aid (FAFSA) for 2018-19. This form is available on line at fafsa.ed.gov or on paper by phoning the U.S. Department of Education at 1-800-433-3243. The student must submit the FAFSA to the federal processor, either by mail or on line, and have this form electronically transmitted to the Financial Aid Office.

Students are reminded that they must complete all the student FAFSA questions, paying special attention to questions regarding untaxed income and benefits. Any money received by the student or paid on the student's behalf by any other person or organization (including parents, relatives, friends and certain outside agencies) must be reported. **Any income, taxable or untaxed, should be from calendar year 2017.** Students need not report parental income, but should report any income or other monetary support (including gifts) they received from parents, friends or others in 2017 as untaxed income. Students whose marital status has changed from 2017 to the present are reminded that their 2017 income (both taxable and untaxed) should

reflect income from the student and new spouse. Assets are to be reported as of the date the student submits the FAFSA and is to include spouse's assets if there is a spouse. All other information (number in household, number in college, living arrangements, year in program, etc.) should be for the 2019-20 academic year.

Students need to pay special attention to the questions in Step 6 regarding housing plans for 2019-20. Students whose plans change from what is reported on the FAFSA must update the Financial Aid Office to receive the proper award. Students who plan to relocate to a home or apartment in the Detroit area must update their information on **my.udmercy.edu** (Titan Pass account) and with the Financial Aid Office once they have made their move.

Student Loans

Students receiving a federal student loan for the first time at UDM must complete a Direct Loan Master Promissory Note and an Entrance Interview for each type of loan requested before any federal student loan funds may be credited to their account. Students may complete online Stafford and/or Graduate PLUS Loan Master Promissory Notes and the graduate student loan entrance counseling by linking to the Direct Loan website from their award page at **my.udmercy.edu** (Titan Pass account) or by accessing studentloans.gov directly.

Federal Stafford and Graduate PLUS student loans are disbursed via electronic fund transfer (EFT) from the government to the University. This is the same for virtually all alternative loans from sources in the U.S. Students who have a loan through a different country or loans that are disbursed via paper check must appear in person to endorse their check. It is the responsibility of the student to complete Master Promissory Note(s) (MPNs) and entrance interview(s) required by the federal government and/or a private lender and to endorse paper checks in a timely fashion. Late payment fees incurred due to delayed completion of the MPN(s) or online entrance counseling or endorsement of checks will not be removed.

Work-Study and Other On-Campus Student Employment

Students may apply for a work study award by answering the FAFSA question about the student's willingness to accept work study in the affirmative. Students who answer "no" or "don't know" will not be offered work study funds. Work study awards are made based on the date of the FAFSA application and will be awarded until funds are committed, so **students who wish to receive a work study award should file their FAFSA as early as possible.**

Students who receive a work study award or who wish to work on the non-work study program may obtain a Student Employment Authorization at or after final registration if they have the proper materials to complete the I-9 form or worked for the University in the last year. Materials needed to complete the I-9 form include a U.S. Passport or a combination of a Driver's License, State or Military ID AND an original social security card or birth certificate, among others. International Students must have their visa documents. Please refer to the Law School Financial Aid forms page on our website for pre-employment forms.

Students may not begin working until they have obtained a Student Employment Authorization and have had that authorization signed by the person in their department who is authorized to make hiring decisions. For off-campus work study, the form must be

signed by a person at the agency authorized to enter into contracts with the University and authorize payment, if required. Any student hired for a student employee position must present their Social Security Card to a Financial Aid Officer in order to be paid, per Human Resources requirements.

Refunds of excess tuition and fee payments

Funds paid by the student or by a financial aid program in excess of the tuition and fee charges incurred by the student will be refunded to the student if the student is registered for the number of credit hours for which she/he applied for aid and all other information in the financial aid file is correct. Refunds may be distributed by direct deposit for students who have a checking or savings account in a banking institution in the United States or mailed from the McNichols Campus to the student's mailing or home address as listed on the **my.udmercy.edu** (Titan Pass account) records. Students should check **my.udmercy.edu** (Titan Pass account) to ensure that their bank account and address information are correct in order to receive their refund in a timely manner. Students with foreign addresses may wish to obtain a bank account or P.O. Box in the U.S. to avoid delays in the receipt of refunds.

Refunds of excess financial aid monies may be made as early as the week prior to the beginning of classes if the student is registered for the number or credit hours for which the award was made (based upon their division, past and current enrollment status, and number of credits remaining to earn their degree, and any information received from the student indicating a number differing from the range of expected hours for their division); does not have any prior past due balance; that all required documents have been submitted to the financial aid office and any conflicting information is resolved; that the student's living arrangements are the same as those reported on the FAFSA; that all promissory notes, entrance interview and credit requirements are met; and that the student is not receiving any outside assistance not reported to the Financial Aid Office. **Students who applied by the April 1 priority deadline should be financially prepared to meet, at minimum, their cost of books, supplies and living expenses (including rent) incurred during the first 2-3 weeks of the semester.** Students for whom financial aid arrives after final registration must allow 2 weeks thereafter for a refund.

Refunds may be delayed, reduced, or eliminated if the student is not enrolled for the number of credits for which she/he applied for aid; if living arrangements reported on the FAFSA were not accurate; if the student fails to complete student loan entrance counseling; if the student has not completed and returned any required promissory note(s) to their lender(s); if the student completed the financial aid application or submitted materials late; if the student's loan application is rejected or denied by the lender; if the student is not making Satisfactory Academic Progress per the Federal Satisfactory Academic Progress Policy (on the law school and university websites) or if the student receives outside aid not reported to the Financial Aid Office.

Recalculation of Aid

The award screen shows the enrollment status for which aid will be provided. Students who enroll or plan to enroll for different number of credits than what appears on the award screen are to notify the Financial Aid Office via a Request for Re-evaluation form available on-line at www.law.udmercy.edu (click on "Students" then "Financial Aid" and follow the link to the

forms page for any forms needed) or from the Financial Aid Office. This form should be done as soon as students become aware of the change, preferably before final registration. Students who register for a different enrollment status than for which they applied for aid; who receive aid or payments on their behalf from outside sources or whose residency status changes must have their financial aid package re-evaluated prior to receiving any refund. This is also true for any student who drops classes.

Upon recalculation of aid, the student will be sent an e-mail referring him/her to **my.udmercy.edu** (Titan Pass account) to view any changes required to be made. Should any refund be due to the student, it will be made within 2 weeks of the latter of the date of the revised award or the date funds are received and posted to the student's account. Students whose aid package has changed may need to re-accept their aid on the **my.udmercy.edu** (Titan Pass account) financial aid award screen.

Withdrawals

Students who receive federal student aid and who completely withdraw from classes prior to completing 60% of the semester will have their federal aid prorated accordingly. Students must complete at least 60% of the semester to earn a full semester's worth of federal aid. Withdrawal at or prior to the 60% point of the term will result in proration of financial aid, leaving the student with a debt to the school. For fall 2019, the 60% point is reached on November 1; students withdrawing on or before that date will have their aid pro-rated.

Copies of the institutional and federal refund policies are available from the financial aid office and on the financial aid website.

Satisfactory Academic Progress (SAP)

Students receiving federal or certain other types of financial aid must make satisfactory academic progress toward a degree. Satisfactory Academic Progress has 3 components: grade point, completion of classes/progressing adequately toward degree completion, and staying in good standing with the School of Law. A copy of the Federal Satisfactory Academic Progress Policy appears on the financial aid website and is provided to students in their orientation materials. Students who do not meet SAP requirements after one term are put on SAP warning; after two terms, the aid is terminated with the ability to appeal for a probationary term. Students failing to meet requirements during the probationary term may have their financial aid terminated until the point at which they meet the requirements of the SAP policy without the assistance of federal student aid (including loans). Please note that good standing for the law school requires a 2.2 grade point average. When the SAP requirements of the law school are stricter than those of the federal SAP policy, the stricter requirements prevail.

VA Benefits and Vendor Discounts

The University of Detroit Mercy School of Law participates in Veteran's Education Benefit programs, including Yellow Ribbon. Students who are eligible for Veteran's Educational benefits should contact their VA representative to obtain their paperwork and forward these to:

Ms. Diane Praet
Associate Vice President and University Registrar
University of Detroit Mercy
4001 W. McNichols
Detroit, MI 48221
Phone: 313-993-3313/Fax: 313-993-3317

Vendor discounts may be available for law students who are dependent children of, are married to, or are themselves full-time employees of certain companies, government entities or agencies with which the University does business. The discount is 25% of tuition, and is counted first before any institutional scholarship is applied. Application forms must be submitted each term and require documentation of current employment for an eligible vendor, documentation of the student's relationship to the vendor employee if not the student, and documentation of dependent status if the student's parent is the vendor's employee.

For more information, please refer to the Partnerships information on our website at:
<http://www.law.udmercy.edu/admissions/partnerships.php>

Questions

Questions about financial aid awards and policies should be directed to the Financial Aid Office at the Law School.

University of Detroit Mercy School of Law
Scholarship and Financial Aid Office
651 E. Jefferson Avenue
Detroit, Michigan 48226
Phone: 313-596-0214/Fax: 313-596-0280

Methods of Payment

1. Pay online: Students must pay online if using a debit or credit card. Students may pay online by accessing their account information through Titan Pass. Please note the following changes: A convenience fee of 2.75% will be added to all credit/debit payments. There will be no fee for payments made by check (paper or electronic) and cash.
2. Tuition Management System: interest-free, monthly payment option plan the University of Detroit Mercy offers in partnership with Tuition Management Systems (TMS). For information regarding this program, please contact TMS by phone at 1-800-722-4867, at their website: <http://www.afford.com> or by e-mail at: tmsservice@afford.com.
3. Mail your payment to:
University of Detroit Mercy
Attn: Cashier, SAO
4001 W. McNichols Rd
Detroit, MI 48221

IMPORTANT to Note! - When mailing, remember to write your student ID number on your check, and to allow at least 8 business days for the payment to be processed to your account.

4. Pay in person: at the Student Account Office- Fisher Building, McNichols Campus or at the Law School Student Service Center.
5. Employer Reimbursement Forms should be submitted to the University Student Accounting Office before the first day of classes each semester.

University Tuition Policy

A student who is in debt to the University at the end of any term is NOT entitled to re-register, to receive an official transcript of his/her credits from the Registrar or to receive his/her diploma until his/her indebtedness has been discharged. A fee of 1.5% per month will be charged on the unpaid balance of any delinquent account.

Student Parking

Year Long: \$400

Semester: Fall or Winter \$200, Summer \$34

Students that register and pay for both terms at the beginning of the Fall term, will not be required to pay for Summer term. Only upper-class students will be permitted to park in the law school's student parking lot on Larned Street Mondays through Thursdays with the overflow being at Christ Church. First year students are allowed to park in the Larned Lot on Fridays and weekends, otherwise 1L law student are to park at the Christ Church parking lot.

All UDM Law Students can register for a parking permit by going online to lawschool.udmercy.edu/parking.

After you have filled out and submitted the online request form, please note the following:

1. You must come into the Student Service Center to pick up your parking tag hanger.
2. **CARPOOLERS:** If you are carpooling, **ALL MEMBERS** of the carpool must come in together as a group and each member must present their student ID and their vehicle registration if they will be using their vehicle as part of the car pool. There will be only one parking hanger issued per carpool group.
3. When picking up your parking permit you must bring the following:
 - A. Your Student ID Card.
 - B. Your current parking tag hanger (one already assigned from a previous term).
 - C. The vehicle registration for any/every vehicle that will be in the car pool.

If you have any questions about this new process, please contact the Student Service Center.

There is a \$10.00 replacement fee for a reissued parking hanger.

Student ID Cards

If you need a new card or to revalidate your UDM Student ID card, please visit the Student Services Center at the Law School. If your card is lost or stolen there is a \$20.00 fee imposed upon the student by the University Parking & ID Officials for a replacement card.

Application for Graduation

Students apply to graduate on Titan Pass during Term I of their last year in law school. The graduation fee of \$135 is assessed to each student's account once s/he applies. Deadline for the Class of 2020: September 27, 2019.

Immigration Information for Foreign Students

A Designated School Officer's (DSO) signature on every F-1 student's Form I-20 is valid for one year from the last time it was signed by the DSO. Therefore, it is highly recommended that F-1 students pay close attention to the DSO's signature date on page 2 of his/her Form I-20. If the signature date is close to expiring, please stop by the Student Service Center, Room 126 for another signature.

F1 students interested in enrolling in an Externship should contact Anne Yantus, Director of the Clinics (yantusam@udmercy.edu), for an application and information on Curricular Practical Training (CPT).

Application forms and related information for SEVIS Form I-20 for FI Visa students are available through the University International Services Office at www.udmercy.edu/ISO.

For additional information, please contact the School of Law Student Service Center.

Academic Calendar

Term I	
First-year Orientation	August 20-22
Saturday Classes Begin	August 24
Term I Weekday Classes Begin	August 26
Course Add/Drop	
100 Percent Refund	March 18 - August 30
50 Percent Refund	August 31 - September 6
Labor Day Holiday	September 2
Directed Research Form Deadline	September 6
Red Mass	September 24
Application for Graduation Deadline	September 27
Student Advising Sessions	Week of October 21 TBD
Term II Priority Registration	November 4 (8:30 a.m.)
Thanksgiving Holiday	November 28 – December 1
Term I Classes End	December 4
Pass/No Pass Option Deadline**	
Term I Review/Make-up Period	December 5 – December 8
Term I Final Examination Period	December 9 – December 20
University Closed	December 24 – January 1
All Term I grades posted	February 1

End-of-Term Chart 2019-20

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Term I 2019-20	December 2 Last Monday (Labor Day)	December 3 Last Thursday (US Thanksgiving)	December 4 Last Friday (Day after Thanksgiving)			

(CDN Thanksgiving: Monday, October 14, 2019. DML classes are scheduled to meet this day.)

**The decision to take an elective on a pass/no pass basis, or to revoke the decision, must be communicated to the Law School Registrar, in writing, by the last day of classes or the day before the exam is administered, whichever comes first.



Titan Pass Screens

[Need Help with Your User ID or Password?](#)

- You can reset your password by clicking on "Forgot Password?" in the login box
- If you have been locked out of your account, contact the IT Helpdesk at (313) 993-1500 for IT to reset your Password

[Register for Classes with CRNs](#)

- Log into Titan Pass with User ID and Password
- Click Titan Pass Self Service
- Click "Student"
- Click "Registration"
- Click "Add/Drop Classes"
- Select Term
- Input 5-digit CRN (ex: 12345) for each course in the boxes on the worksheet
- Click Submit Changes

Note any Registration Add Errors and correct if necessary.

[Register for Classes without CRNs](#)

- Log into Titan Pass with User ID and Password
- Click Titan Pass Self Service
- Click "Student"
- Click "Registration"
- Click "Look Up Classes"
- Select Term
- Highlight the subject, scroll to the bottom of the page and click "Class Search"
- Register by clicking box to the left of the class
- Click "Register"

Note any Registration Add Errors and correct if necessary.

[Print Your Class Schedule](#)

- Log into Titan Pass with User ID and Password
- Click Titan Pass Self Service
- Click "Student"
- Click "Registration"
- Select Term
- Click "Student Detail Schedule" or "Week at a Glance"

[View Holds on Your Account](#)

- Log into Titan Pass with User ID and Password
- Click Titan Pass Self Service
- Click "Student"
- Click "Student Records"
- Click "View Holds"
- Contact the appropriate office to resolve the issue

[Search Class Schedule](#)

- Go to udmercy.edu
- Click on Quicklinks
- Click on Class Schedules
- Select Term
- Highlight the subject, scroll to the bottom of the page and click "Class Search"

OR

- Log into Titan Pass with User ID and Password
- Click Titan Pass Self Service
- Click "Student"
- Click "Registration"
- Click "Look Up Classes"
- Select Term
- Click "Course Search"
- Click "View Sections"

You can select any of the advanced search attributes, but keep in mind that the more information you request the fewer results you will obtain.

[To View the UDM Catalog](#)

- Go to udmercy.edu
 - Click on Quicklinks
 - Click on Catalogs
 - Select Student Level and Year
 - Choose the area you wish to investigate further
- OR
- Log into Titan Pass with User ID and Password
 - Click Titan Pass Self Service
 - Click "Student"
 - Click "Registration"
 - Click "Course Catalog"
 - Select Term
 - Highlight the subject, scroll to the bottom of the page and click "Get Courses"

To Order Transcripts Online

- Log into Titan Pass with User ID and Password
- Click Titan Pass Self Service
- Click “Student”
- Click “Student Records”
- Click “National Student Clearinghouse”
- Click “Start”

Print Enrollment Verification Certificate

- Log into Titan Pass with User ID and Password
- Click Titan Pass Self Service
- Click “Student”
- Click “Student Records”
- Click “National Student Clearinghouse”
- Select Current, All Enrollment, or Advance Registration
- Click “Obtain Enrollment Certificate”

To Run a Degree Evaluation

- Log into Titan Pass with User ID and Password
- Click Titan Pass Self Service
- Click “Student”
- Click “Student Records”
- Click on “Degree Evaluation” to either “Generate New Evaluation” of your current program or click on “What-if Analysis” to evaluate your credits within a program you are considering
- Follow directions or click on “Review How-To Videos” to learn more about this tool

Other Enrollment, Deferment or Loan Information

- Log into Titan Pass with User ID and Password
- Click Titan Pass Self Service
- Click “Student”
- Click “Student Records”
- Click “National Student Clearinghouse”
- Click on whichever option you desire
 - Enrollment information on file
 - See student loan deferment notifications sent to others
 - See proofs of enrollment sent to others
 - View loan information

View/Print Academic History

- Log into Titan Pass with User ID and Password
- Click Titan Pass Self Service
- Click “Student”
- Click “Student Records”
- Click “Academic History”
- Click “Submit” to view Academic History
- Click File, Print to print Academic History

Access Midterm or Final PIN

- Log into Titan Pass with User ID and Password
- Click Titan Pass Self Service
- Click “Student”
- Click “Registration”
- Click “Registration Status”
- Click “Select Term” and select the current term
- Midterm PINs are three digits
- Final PINs are four digits

Updating Address or Other Personal Information

- Log into Titan Pass with User ID and Password
- Click Titan Pass Self Service
- Click “Personal Information”
- Click on “Update Address and Phones” or “Update Email” or “Update Emergency Contact”
- For addresses, select the type of address to update
- Click “Submit”
- Follow instructions to update information

To View Academic and Advisor Information

- Log into Titan Pass with User ID and Password
- Click Titan Pass Self Service
- Click “Student”
- Click “Student Records”
- Click “View Academic Information and Advisor”
- Here you can view your registration status, class, academic standing, advisor and curriculum information