

Fall 2020 Registration Manual

Web Registration

Students can access the online registration system at my.udmercy.edu (My Portal).

Priority Registration begins online on **Monday, March 23, 2020 at 8:30 a.m.** and continues through **Friday, September 4, 2020 at 11:59 p.m.** via My Portal Self-Service as follows:

Single JDs with **53 earned*** credits or more, and Dual JDs with **74 earned*** credits or more as of January 2020, **March 23, 2020** @ 8:30 a.m.

Single JDs with **24 to 52 earned*** credits, and Dual JDs with **54 to 64 earned*** credits as of January 2020, **March 24, 2020** @ 8:30 a.m.

Students with **3 to 23 earned*** credits as of January 2020, **March 26, 2020** @ 8:30 a.m.

*Earned credit hours do not include Winter 2020 course credit hours as they are not earned to date.

- **Rising 2L JD students will be registered into ALTA II (3 credits) and U.S. Constitutional Law (4 credits) by Detroit Mercy Law's Office of the Registrar.**
- **Rising 2L Dual JD students will be registered into Canadian and U.S. Professional Responsibility (4 credits) and Canadian and U.S. Torts (5 credits) by Detroit Mercy Law's Office of the Registrar.**
- **F-1 status students may enroll in 1 online course up to 3 credits per Term.**
- **Students need to be enrolled in a minimum of 6 credit hours to be eligible for Financial Aid.**
- **Consult course descriptions in My Portal for course pre-requisites.**
- **To avoid exam conflicts, consult the examination schedule when making course selections.**

Academic Advising Sessions

Dual JD - Tuesday, March 3, 2020 – 1-2pm, Room 326

JD - Thursday, March 5, 2020 – 1-2pm, Room 326

Login into My Portal Self-Service

Students log in to the My Portal using their Detroit Mercy username and password. For assistance please contact the University IT Help Desk at (313) 993-1500, M-F 8:30 a.m. – 4:30 p.m.

Hold

Students who possess a **HOLD** on their record will **NOT** be allowed to register or make adjustments to their schedule until the hold is removed. Students who have a hold must contact the office that placed the hold on their account, and meet the conditions of the hold. Please allow sufficient time for the hold to be removed before the registration period begins. Students can view holds by clicking on **Student Profile**. The Student Profile link is under ‘Self-Service – Student’ in My Portal (my.udmercy.edu). Then click on **Student Account**, then **View Holds**.

To Register

Log in to the My Portal (my.udmercy.edu)

Click “Registration” under “Self-Service – Student”

Click “Register for Classes”

Select the term

If you or your advisor created a plan using the “Plan Ahead” tool, click on the “Plans” tab and select “Add All.”

If you have CRNs, click on the “Enter CRNs” tab. Enter your CRNs and select “Add to Summary.”

If you have not created a plan and/or do not have CRNs, click on the “Find Classes” to search and add your classes.

Pass/No Pass Option for Elective Courses

The Pass/No Pass Option form is available on the Detroit Mercy Law’s Office of the Registrar web page. Students must turn in the Pass/No Pass Option form to the Detroit Mercy Law’s Office of the Registrar by the last day of classes or the day before the scheduled exam, whichever comes first. See the [Student Handbook](#) or the Pass/No Pass Option form for more information regarding enrolling in an elective course on a Pass/No Pass basis. Information about which elective courses will not be offered Pass/No Pass will be posted on the Detroit Mercy Law’s Office of the Registrar webpage at www.law.udmercy.edu shortly before classes for the Term begin.

Directed Research

Students who enroll in Directed Research must also complete a Directed Research form, which is available on the Detroit Mercy Law’s Office of the Registrar webpage at www.law.udmercy.edu.

The Directed Research form must be signed by the resident faculty member supervising the Directed Research.

If the supervising faculty member is an adjunct faculty member, and the project is more than one credit hour, the form must be signed by him or her and co-signed by the Associate Dean for Academic Affairs. See the [Student Handbook](#) for details. Students must turn in the Directed

Research form in to the Detroit Mercy Law's Office of the Registrar by the end of the second week of class to be registered.

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

See Cost of Attendance on the Financial Aid webpage at <https://law.udmercy.edu/students/financial-aid1/tuition-cost-of-attendance.php>

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 for Fall term applied to all students' accounts.

Graduation Fee

\$135 graduation fee is assessed to each student's account once they apply to graduate.

Further Assistance

Students needing assistance with registration and related matters should contact the Detroit Mercy Law's Office of the Registrar located inside of the Student Service Center, 313-596-0212, 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 Megan Jennings at 313-596-0209 or jenninmf@udmercy.edu. Students who wish to request a credit override in order to enroll in more credit hours than is permitted by their division should contact Dean Broughton at 313-596-9845 or broughjr@udmercy.edu.

University Tuition Policy

A student who is in debt to the University at the end of any term is NOT entitled to 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.

Students who have an outstanding balance of \$3500 or greater at the end of the eighth week of the fall semester will be administratively withdrawn from their current Detroit Mercy Law coursework. Students will not earn credit for these courses, will not be permitted to sit for the final exam, and will receive a grade of "AW" on their transcript for all withdrawn classes.

Financial Aid

Financial Aid includes scholarships, assistantships, loans and student employment. This section includes information for U.S. citizens and eligible non-citizens. 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.

U.S. Federal 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 2020-21. **October 1, 2019 was the opening date of the 2020-21 application.**

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 Federal (loans + work-study) must complete a Free Application for Federal Student Aid (FAFSA) for 2020-21. This form is available on line at studentaid.gov.

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 2018.** 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 2018 as untaxed income. Students whose marital status has changed from 2018 to the present are reminded that their 2018 income (both taxable and untaxed) should reflect income from the student and spouse if one is present. 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 2020-21 academic year.

U.S. Student Loans

Students receiving a federal student loan for the first time at Detroit Mercy must complete a Direct Loan Master Promissory Note and an Entrance Counseling for each type of loan requested before any federal student loan funds may be credited to their account. Students may complete on-line Stafford and/or Graduate PLUS Loan Master Promissory Notes and the graduate student loan entrance counseling by accessing studentaid.gov.

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 counseling 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. Most international students may not work on any student employment program. Please refer to the Law School Financial Aid Resources 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 they 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 Portal records. Students should check My Portal 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 of 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 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 week 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 they applied for aid; 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 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 them to My Portal 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 Portal financial aid award screen.

Withdrawals

Students who receive US 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 2020, the 60% date is November 5, 2020. Students withdrawing on or before that date will have their aid prorated.

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

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

Vendor discounts may be available for law students who are dependent children of (under the age of 25), 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 aid 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.

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
Email: lawfinaid@udmercy.edu

Methods of Payment

1. Pay online: Credit and debit card payments can only be made online through My Portal and a processing fee of 2.75% will be added to all credit/debit payments. There is no fee for e-checks.
2. University Payment Plan: interest-free, monthly payment option. For information regarding this program, see the Student Accounting page at: <https://www.udmercy.edu/current-students/accounting/>
3. Mail your payment to the School of Law Student Services Center or the Cashier's Office at the McNichols Campus.

IMPORTANT - When mailing, remember to write your Detroit Mercy Student Number (TNumber) 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 Law School Student Service Center (checks and cash only).

5. Employer Reimbursement Forms should be submitted to the University Student Accounting Office before the first day of classes each semester.

Student ID Cards

New ID Cards or revalidations for Student ID cards will be conducted during the dates, times and location Term I parking decals are being distributed. NOTE: If a student's ID card is lost or stolen, there is a \$25.00 fee imposed upon the student by the University Parking & ID Officials for a replacement card.

Application for Graduation

Students planning to graduate submit an application in My Portal during their last year in school. The graduation fee is assessed to each student's account once he/she applies to graduate. The application deadline for the Class of 2021 is September 25, 2020.

Immigration Information for Foreign Students

Current F-1 students must pay close attention to the DSO's signature and date on page 2 of their Form I-20. If the signature and date are close to expiring, please stop by the Student Service Center for another signature.

F-1 status students no longer enrolled in the school, and not engaged in Optional Practical Training (OPT) MUST surrender their I-94 card to the US Customs Official at the CDN border the last time they leave the US. Please read the back of the I-94 card for detailed instructions. Failure to do this will result in problems for those individuals trying to re-enter the US.

Fall 2020 Academic Calendar

Term I	
Professional Development Day	August 21
First-year Orientation	August 24 - 26
Saturday Classes Begin	August 29
Term I Weekday Classes Begin	August 31
Add or Drop a course 100 Percent Refund + no W grade	March 16 – September 4
Drop a course 50 Percent Refund + W grade	September 5 - September 11
Labor Day Holiday (class makeup scheduled for Fridays at 2pm)	September 7
Directed Research Form Deadline	September 4
Red Mass	September 22
Application for Graduation Deadline	September 25
Student Advising Sessions	Week of October 19 TBD
Term II Priority Registration	November 2 (8:30 a.m.)
Thanksgiving Holiday (Class makeups scheduled for Fridays at 2 pm)	November 26 – 29
Term I Classes End Pass/No Pass Option Deadline*	December 4
Term I Review Period	December 5 – December 8
Term I Final Examination Period	December 9 – December 21
University Closed	December 24 – January 1
All Term I grades posted	February 1

*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.