

# UNIVERSITY OF MIAMI SCHOOL OF LAW REGISTRATION INFORMATION

## You Will Be Able to Find on the Law Registrar's Website:

- Course Descriptions
- Alpha Listing of courses being offered
- Schedule Grid – courses by day and time

## IMPORTANT NOTICES

***Rescheduling or Cancellation:*** The Law School reserves the right to reschedule or cancel any course, seminar or workshop due to unforeseen changes in faculty responsibilities or where fewer than ten students have registered for that class. Students should check the website frequently during the registration period for any corrections, additions and deletions affecting the schedule.

***Students on Academic Probation:*** Students on Academic Probation **must** have their schedules approved in advance by Joanne Harvest Koren, Director, Academic Achievement Program. Students will not be able to register on **myUM**.

***Students on Academic Oversight:*** Students are subject to Academic Oversight if they either:

- (i) Have a cumulative GPA of less than 2.5 **OR**
- (ii) Achieved a Term GPA of 2.5 or less in the previous semester.

Students in this category should refer to the information regarding oversight posted on this link:

[http://www.law.miami.edu/registrar/oversight\\_registration.php?op=4](http://www.law.miami.edu/registrar/oversight_registration.php?op=4)

## REGISTRATION PROCEDURES

**It is the Student's Responsibility to Learn and Follow Registration Procedures.** Upper level students who intend to enroll in classes must complete registration in accordance with the procedures described here. **Absent documented system-wide problems, a student's failure to properly register for one or more classes must be assumed to be due to the student's own failure to understand or follow directions. Those students who have not complied with the registration procedures risk being limited to courses in which space is still available at the end of the regular registration process. To protect yourself, you should:**

- Read these instructions carefully.

- If any of the instructions are unclear, ask for clarification from the Registrar's Office by e-mail [lawreg@law.miami.edu](mailto:lawreg@law.miami.edu) , by phone 305-284-4825 or in person **before you Register**
- If you encounter problems while registering online, report them to the Registrar's Office *immediately*. We are happy to help you solve problems, but cannot do so if we are not informed in a timely manner.

**Overview of Basic Registration Procedures:** Students will use the university's web based **myUM** system first to find out their registration appointment time and then to select their courses. Students do not register in person except for those students on Academic Probation. To access **myUM** go to the law school home page, use the pull-down destination box and click on **myUM**. Students must use their Cane ID and password. Students who have not completed financial registration for the current semester, have stops, are on academic probation or academic oversight will not be allowed to register using **myUM**.

**Finding Your Appointment Time:** Your appointment time can be found on **myUM** at the **MY STUDENT MENU** tab. Your appointment time was randomly assigned within your student priority group (year in school). LLMs and third-year students are scheduled first, followed by second-year students and lastly first year students. If you feel that you have received late appointment times for a second consecutive semester, please come to Registrar's Office and request a change of appointment time. Appointment time records have been kept for past semesters (including any changes); your request will be approved if the records substantiate your claim.

*Note for Students on Academic Probation:* Please be aware that the system will assign you an appointment time even though you are **not** eligible to use **myUM** to register. Please follow the separate registration procedures you have been given and do not attempt to register online at the time you are assigned. If you are in doubt please check with your advisor, Joanne Harvest Koren, Director, Academic Achievement Program.

- **Schedule Planning:** You should have your schedule planned out before you go online to register. A full-time day student wishing to take more than 16 credits must get approval. Please complete the form on the Law Registrar's web page "Request to take 17 credits". Once you are registered for 17 credits you will need to manually register with the Office of the Law Registrar for the extra credit(s) when you drop and add.

**Registering for Courses on myUM:** Once you have completed planning your schedule, you may log on to **myUM** to register at or after your scheduled appointment time. You will be asked to enter your Cane ID and password. You can then register for the classes you want, so long as they are not already filled. If you should select a course that is full, you will have the option of being placed on a wait-list. ***If you wish to be placed on a wait-list, you must do so during the initial registration period you cannot be added afterward.***

***Note that the system will not let you register or even be placed on a wait-list for a class if you are already scheduled for another class that meets at the same time or for another section of the same course.*** If you wish to register for a course, but be wait-listed for another course at the same time or another section of the course, you need to put yourself on the relevant wait-list **before** registering for the conflicting alternative. For example, if you registered for LAW208B but want to be waitlisted for LAW208A you would have to drop LAW208B, and then put yourself on the wait list for LAW208A, and then add LAW208B again. **myUM will not let you wait-list for a**

**course if you select the course from the list of courses. From the “Register for courses page” you must actually type in the course number and section, for example LAW110 A.**

Wait-listed do not count toward total enrollment credits. The wait-list only guarantees that if a seat becomes open in a course those students on the wait-list will have an opportunity to add the course before students who are not on the wait-list.

**Verification of Registration.** In the past, some students have not followed the proper procedures to finish the online registration process and have found out after the fact that part or all of their registration was not recorded by the system. To verify that your registration was successfully completed, check the class schedule found under MY STUDENT MENU/ Academic/Class Schedule on *myUM*. Print and keep a copy of the schedule as proof that you have in fact registered for all the classes you chose. This is the only location that will show the classes you registered for as well as any wait listed classes. Once you have verified your schedule, class registration is complete if you do not wish to make subsequent changes in your assigned schedule.

**Schedule Change Period and the Operation of the Wait Lists:** Once all students have had the opportunity to register you can drop and add courses with open seats through the first week of classes for courses, LAW100, 200, 300, 400, 500 level as well 900 level LLM classes. Drop Add or 600 - 800 level courses continues through the second week of classes. After you add or drop, you should again verify that your choices have been properly entered by checking the class schedule found under MY STUDENT MENU on *myUM*. The *myUM* system is generally available 24/7. It may however be down for maintenance periodically but no set schedule is available.

The procedures for moving from the wait-list on to the class rolls are outlined below. Wait-listed classes **MAY NOT** be added using the *myUM* system. Moreover, a faculty member **may not** sign a student into a wait-listed course or a course with 0 seats without consulting with the Registrar. Thus, students should deal with the Registrar on matters regarding a closed class and wait lists to avoid taking the time of the faculty

Wait-lists will be posted on the Law Registrar’s web site on April 12<sup>th</sup>. They will be updated daily by 10:30 am April 13<sup>th</sup> through the 16<sup>th</sup>. Those students approved to add a wait-listed course will have an O.K. and the date marked in red next to their student ID number. These spaces will be reserved for the corresponding number of approved students on the wait-list until close of business on the date that the student is approved to add the course. Approved students must complete the “Request to add an approved wait listed class” on the Law Registrar’s web page. If you cannot access the web page the day you are approved, please contact our office by e-mail, [lawreg@law.miami.edu](mailto:lawreg@law.miami.edu) or phone, 305-284-4825. If you email please include your C#, the course number and section, as well as the course name and faculty member’s name. Students who do not register for the wait-listed class on the date they are approved will be deleted from the wait-list and their space will become available to the next person on the wait-list the following day.

Wait-lists will be re-posted May 23<sup>rd</sup> and updated weekly throughout the summer. Approved students will have until midnight on the approval date to add the class. Students should follow the same procedures outlined above for adding the approved class. Students may continue to drop and add courses with open seats through the end of the first week of classes. Seminars and workshops with open seats may be dropped or added through the second week of classes.