

Winter 2019 Registration Manual

Web Registration

Students can access the online system from on or off campus through the UDM Homepage. From the homepage (www.udmercy.edu) select TitanConnect from the Quicklinks drop down box.

Priority Registration begins on **Monday, November 5, 2018 at 8:30 am** and continues through **Sunday, January 13, 2019 at midnight** on-line through TITANCONNECT as follows:

55 credits or more credits earned*, November 5, 2018 at 8:30 am through January 13, 2019 at midnight

30-54 credits earned*, November 12, 2018 at 8:30 am through January 13, 2019 at midnight.

11-29 credits earned*, November 15, 2018 at 8:30 am through January 13, 2019 at midnight

***EARNED CREDIT HOURS DO NOT INCLUDE FALL 2018 COURSE CREDIT HOURS AS THEY ARE NOT EARNED TO DATE.**

- **ALL FIRST YEAR & UPPERCLASS DUAL JD STUDENTS** will be registered into their required courses by the Law School Registrar's Office staff. Second year part-time students should register themselves into Property and, if applicable, Criminal Law. All second year students are required to enroll themselves into Evidence if they haven't already taken it or aren't currently enrolled in it.

Login into TitanConnect Self Service

Students login to the portal using their UDM username and password. For assistance please contact the University IT Help Desk at 313 993-1500, M-F 8:30 am – 4:30 pm.

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 their registration period begins. Students can view holds by selecting the **View Holds** link in TitanConnect.

Pass/No Pass Option

The Pass/No Pass Option form is available on the Office of the Law School Registrar web page. Students must turn in the Pass/No Pass Option form to the Office of the Law School Registrar by the last day of class 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 Office of the Law School 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 Law School 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 Law School Registrar's Office by the end of the second week of class. Failure to turn in the form may result in an automatic drop from this course.

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

\$1,457 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, \$25.00 for summer.

Further Assistance

Students needing assistance with registration and related matters should contact the Office of the Law School 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.

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.



TitanConnect 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 TitanConnect with User ID and Password
- Click TitanConnect 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 TitanConnect with User ID and Password
- Click TitanConnect 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 TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click “Student”
- Click “Registration”
- Select Term
- Click “Student Detail Schedule” or “Week at a Glance”

[View Holds on Your Account](#)

- Log into TitanConnect with User ID and Password
- Click TitanConnect 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 TitanConnect with User ID and Password
- Click TitanConnect 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 TitanConnect with User ID and Password
- Click TitanConnect 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 TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click “Student”
- Click “Student Records”

- Click “National Student Clearinghouse”
- Click “Start”

Print Enrollment Verification Certificate

- Log into TitanConnect with User ID and Password
- Click TitanConnect 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 TitanConnect with User ID and Password
- Click TitanConnect 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 TitanConnect with User ID and Password
- Click TitanConnect 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 TitanConnect with User ID and Password
- Click TitanConnect 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 TitanConnect with User ID and Password
- Click TitanConnect 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 TitanConnect with User ID and Password
- Click TitanConnect 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 TitanConnect with User ID and Password
- Click TitanConnect 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

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 2018-19. **Students interested in work study are reminded that they must complete the FAFSA as early as possible (October 1, 2017 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 2016.** 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 2016 as untaxed income. Students whose marital status has changed from 2016 to the present are reminded that their 2016 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 2018-19 academic year.

Students need to pay special attention to the questions in Step 6 regarding housing plans for 2018-19. 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 TitanConnect 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 on-line 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 in TitanConnect 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. Most international students may not work on any student employment program. 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 TitanConnect records. Students should check TitanConnect 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 TitanConnect 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 TitanConnect 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 Winter 2019, the 60% date is March 24. 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: Credit and debit card payments can only be made online through TitanConnect and a processing fee of 2.75% will be added to all credit/debit payments.
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 - When mailing, remember to write your UDM Student 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 Law School Student Service Center (checks only).
5. Employer Reimbursement Forms should be submitted to the University Student Accounting Office before the first day of classes each semester.

Student Parking

Year Long: \$400

Semester: Fall or Winter \$200, Summer \$31

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 students are to park at the Christ Church parking lot.

Law Students can register for a parking permit by going online to <http://udml.net/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. Please allow at least one hour for processing time after you have submitted your form electronically.
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 UDM Student ID Card.
 - b. Your current parking tag hanger
 - c. The vehicle registration for any/every vehicle that will be in the car pool.

You need to come to the Student Service Center beginning the week before fall classes start, during posted business hours, to have your parking hanger renewed or purchase a new hanger. Parking tickets and/or violation stickers will be issued to students who illegally park (no valid decal or wrong lot) in the student lots beginning January 7, 2019.

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

Student ID Cards

New ID Cards or revalidations for Student ID cards will be conducted during the dates, times and location Term II parking decals are being distributed. NOTE: If a student's ID 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

Seniors apply to graduate in TitanConnect 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 2019 was September 28, 2018.

Immigration Information for Foreign Students

Information for SEVIS Form I-20 for FI status students is available through the Law School Registrar's web page at www.law.udmercy.edu. 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 1-94 card to the US Customs Official at the CDN border the last time they leave the US. Please read the back of the 1-94 card for detailed instructions. Failure to do this will result in problems for those individuals trying to re-enter the US.

Directory Information

In compliance with the Family Education Rights and Privacy Act of 1974, As Amended (FERPA), the following pieces of information are considered "Directory Information" by the University of Detroit Mercy School of Law: a student's name, address, telephone number, date and place of birth, dates of attendance, most recent previous school attended and degree earned, e-mail address, photograph, school division (i.e., full-time, extended program, JD/MBA Program, Dual JD Program etc.), participation in officially recognized activities and sports, and degree and awards received from the University of Detroit Mercy School of Law.

Students, who do not wish their Directory Information be disclosed to non-official University personnel in accordance with FERPA, need to complete, sign and turn in, to the Law School Registrar's Office, a "Request to Prevent Disclosure of Directory Information" form. These forms are obtained from the Office of the Law School Registrar located inside the Student Service Center, and should be turned back in during the first two weeks of any Law School term to the Office of the Law School Registrar.

Academic Calendar

Term II	
Term II Saturday Classes Begin	January 5
Term II Weekday Classes Begin	January 7
Course Add/Drop	
100 Percent Refund	November 5 - January 13
50 Percent Refund	January 14 - January 20
Directed Research Form Deadline	January 18
Martin Luther King Jr. Holiday	January 21
Winter Break	February 17 – February 24 <i>Saturday classes meet on February 16 and do not meet on February 23. 13 Saturday classes</i>
Student Advising Sessions	Week of March 4 TBD
Term III Priority Registration	March 11 (8:30 a.m.)
Term I Priority Registration	March 18 (8:30 a.m.)
Faculty Development Day	April 18
Easter Holiday	April 19 - 21
Term II Classes End	
Pass/No Pass Option Deadline*	April 24
Term II Review/Make-up Period	April 25 - April 28
Term II Final Examination Period	April 29 – May 9 (<i>Exams conclude by noon on 5/9</i>)
Baccalaureate	May 9
Graduation	May 10
All Term II grades posted	July 1

* Students must turn in the Pass/No Pass Option form to the Office of the Law School Registrar by the last day of class or the day before the scheduled exam, whichever comes first.