

# Summer 2017 Registration Manual

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## Web Registration through TitanConnect (tc.udmercy.edu):

Students with **25 earned\*** credits and above as of January 2017, March 13, 2017 @ 8:30 a.m. – June 2, 2017 @ midnight

Students with **5–24 earned\*** credits as of January 2017, March 15, 2017 @ 8:30 a.m. – June 2, 2017 @ midnight

**\*Earned credit hours do not include credit hours students are currently registered for as this term's credits are not earned to date.**

- **STUDENTS ARE RESTRICTED TO NO MORE THAN 9 CREDITS IN THE COMBINED INTERSESSION AND SUMMER SESSIONS, OTHERWISE 7 CREDITS IN THE SUMMER SESSION. STUDENTS NEED TO BE ENROLLED IN AT LEAST 2 CREDITS TO BE ELIGIBLE FOR FINANCIAL AID.**
- **STUDENTS WHO WISH TO BE PLACED ON A WAIT-LIST FOR ANY COURSE MUST COMPLETE AND SUBMIT THE WAIT-LIST FORM LOCATED ON THE LAW REGISTRAR'S TWEN COURSE PAGE.**
- **COURSE CAPACITIES ARE LIMITED TO ROOM SIZE, PROJECTED ROOM ASSIGNMENT SIZE AND/OR STUDENT HANDBOOK REGULATIONS.**
- **CONSULT COURSE DESCRIPTIONS FOR COURSE PRE-REQUISITES. COURSE DESCRIPTIONS ARE LISTED ON THE LAW SCHOOL WEBPAGE OR IN TITANCONNECT.**
- **TO AVOID EXAM CONFLICTS, CONSULT THE EXAMINATION SCHEDULE WHEN MAKING COURSE SELECTIONS.**

## Faculty Advisor & Academic Advising Sessions

Advising sessions for the summer semester will be in the Atrium March 6 and 7, 4:00 pm – 7:00 pm., March 8, 11:00 am – 2:00 pm, 2017.

Although highly encouraged, students are not required to meet with an advisor for Summer 2017 registration.

## Web Registration Procedures

You can access the online system from on or off campus through the UDM Homepage. From the homepage ([www.udmercy.edu](http://www.udmercy.edu)) select TitanConnect from the Quicklinks drop down box.

## Login to TitanConnect Self Service

Login to the portal using your UDM username and password. If this is your first time logging in, your username is the name portion of your email address and your password is 77####. #### is the last 4 digits of your social security number. If you do not have a social security number, #### is your birth month and day. The first time you sign in you will be prompted to change your password and establish two security questions and answers. 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. If you have a hold, you must contact the office that placed the hold on your account, and meet the conditions of the hold. Please allow sufficient time for your hold to be removed before your registration period begins. You can view holds by selecting the **View Holds** link.

## Pass/No Pass Option

The Pass/No Pass Option form is available on the Law Registrar TWEN page. The form must be submitted to the Law Registrar's Office May 15, 2017 for the Intersession Term and by June 2, 2017 for the regular Summer Term. See the Student Handbook or 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 along with Pass/No Pass forms are posted on the Law Registrar TWEN page.

## 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](http://www.law.udmercy.edu).

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

If the supervising faculty member is an adjunct faculty member, the form must be signed by him or her and co-signed by a resident faculty member. You must turn in the Directed Research form to the Law Registrar's Office by June 2, 2017. 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

\$1,347.40 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.

### Late Add Fee

There is a \$5.00 late add fee per credit hour is charged to those students who add courses after the 100% Add/Drop Period.

### Student Bar Association (SBA) Dues

\$55.00 each Term for Fall and Winter, \$25.00 for the Summer Term.

## Further Assistance

Students needing assistance with registration and related matters should contact the Office of the Registrar located inside of the Student Service Center, Room 126, 313-596-0212, [lawregistrar@udmercy.edu](mailto: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, 313-596-9845 or [broughjr@udmercy.edu](mailto:broughjr@udmercy.edu).

## 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](http://www.law.udmercy.edu) website directly about aid opportunities and policies.

### 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 2016-17. **Students interested in work study are reminded that they must complete the FAFSA on time and indicate on it that they wish to be considered for Work Study, as work study funds are limited and awarded on a first come, first served basis.** Applicants 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.

Students desiring aid other than an institutional scholarship must complete a Free Application for Federal Student Aid (FAFSA). This form is available on line at [www.fafsa.ed.gov](http://www.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 question 44j, where 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. Also students need to pay special attention to the questions in Step 6 regarding housing plans for 2016-17. Students whose plans change from what is reported on the FAFSA must update the Financial Aid Office to receive the proper award. In addition, students using estimated income to complete the FAFSA are reminded that they must update their data if actual income and tax information differ from what appears on the FAFSA. Failure to report or correct the items above may result in loss of aid and a debt to the school. Students need not report parental income.

Any verification, tax transcripts, asset and other forms requested by the Financial Aid Office or demanded by the SAR (the FAFSA output document) are to be submitted directly to the Financial Aid Office. Students desiring alternative loans must complete the alternative loan application of their choice and notify the Financial Aid Office of the lender and the amount of the loan requested.

## 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 Note and entrance interview by linking to the Direct Loan website from their award page in TitanConnect or accessing [www.studentloans.gov](http://www.studentloans.gov) directly.

Federal Stafford and Graduate PLUS student loans are disbursed via electronic fund transfer (EFT) from the government to the University. However, a few alternative loan lenders still disburse via paper check. Students whose loans 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) (MPN) and entrance interview(s) and to endorse paper checks in a timely fashion. Late payment fees incurred due to delayed completion of the MPN(s), entrance interview(s) or endorsement of checks will not be removed.

**Due to a recent act of Congress, the federal government will be phasing out the Carl Perkins Loan Program with 2016-17 as the last year the program is authorized for graduate and professional students. Only students who have had Perkins Loans to attend the University of Detroit Mercy School of Law may receive Perkins Loans, and only if their need exceeds their Stafford Loan eligibility.**

## Work-Study and Other On-Campus Student Employment

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. These documents 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. 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 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 the number listed on their UDM Scholarship and Financial Aid Application); does not have any prior past due balance; 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 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 an entrance interview; 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 materials late; 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 a different enrollment status are to notify the Financial Aid Office via a Request for Re-evaluation form available on-line at [www.law.udmercy.edu](http://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.

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

## Satisfactory Academic Progress

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.

## 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, Room 126  
Detroit, Michigan 48226  
Phone: 313-596-0214/Fax: 313-596-9837

## 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 TitanConnect. Please note the following changes: A convenience fee of 2.75% will be added to all credit/debit payments. We will no longer be able to accept payments made over the phone. We are able to accept Mastercard, Discover, American Express and Visa. There will be no fee for payments made by check (paper or electronic) and cash. All credit/debit payments must be made online.
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](mailto: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 account 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 (cash and checks) or 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.

## University Tuition Policy

A student who is in debt to the University at the end of any term is NOT entitled to reregister; 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 (pricing subject to change)

**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.

All UDM Law Students can register for a parking permit by going online to [lawschool.udmercy.edu/parking](http://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. 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 Student ID Card.
  - B. Your current parking tag hanger (if you have 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.

Students need to come to the Student Service Center beginning the week before summer classes start, during posted business hours, to have their 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 September 1.

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

## Student ID Cards

New ID Cards or Revalidations for UDM Student ID cards will be conducted during the dates, times and location Term III 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**

Students apply to graduate on TitanConnect during their final year in school. The \$135 graduation fee is assessed to the student's account once they apply. The Class of 2017 applications to graduate were due September 2016.

## **Immigration Information for Foreign Students**

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](http://www.udmercy.edu/ISO).

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

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

## **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 Student Services and Registrar's Office, a "Request to Prevent Disclosure of Directory Information" form. These forms are obtained from the Office of the Registrar located inside the Student Service Center, room 126, and should be turned back in during the first two weeks of any Law School term to the Office of the Registrar.

## TitanConnect Screens

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### [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](http://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](http://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”

→ View loan information

### [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/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

## Summer 2017 Academic Calendar

<b>Intersession</b>	
Intersession Classes Begin	May 15
Intersession Classes End	May 27
<b>Term III</b>	
Term III Priority Registration	March 13 (8:30 a.m.)
Memorial Day Holiday	May 29
Term III Classes Begin	May 30
Course Add/Drop 100 Percent Refund 50 Percent Refund	March 13 – June 2 June 3 – June 9
Pass/No Pass Option Deadline Directed Research Form Deadline	June 2
Fireworks (Evening Classes Cancelled)	June 26
Fourth of July Holiday	July 4 (Tuesday)
Term III Classes End	July 17
Term III Review/Make-up Period	July 18 – 21
Term III Final Examination Period	July 24 – 27
All Intersession & Term III grades posted	August 31