

Summer 2018 Registration Manual

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

Students with **23 earned*** credits and above as of January 2018, March 12, 2018 @ 8:30 a.m. – June 3, 2018 @ midnight

Students with **1–22 earned*** credits as of January 2018, March 14, 2018 @ 8:30 a.m. – June 3, 2018 @ midnight

***Earned credit hours do not include credit hours students are currently enrolled in for the Winter 2018 term.**

- **STUDENTS ARE RESTRICTED TO NO MORE THAN 9 CREDITS IN THE COMBINED INTERSESSION AND SUMMER SESSIONS, OTHERWISE 7 CREDITS IN THE SUMMER SESSION.**
- **STUDENTS MAY NOT ENROLL IN ON-LINE COURSES UNLESS THEY HAVE EARNED* AT LEAST 28 CREDIT HOURS. ALSO, F1 STATUS STUDENTS MAY ENROLL IN 1 ON-LINE COURSE UP TO 3 CREDITS PER TERM. NO STUDENT MAY EXCEED 15 CREDITS OF ON-LINE COURSES TOWARDS GRADUATION.**
- **CONSULT COURSE DESCRIPTIONS IN TITAN CONNECT FOR COURSE PRE-REQUISITES.**
- **TO AVOID EXAM CONFLICTS, CONSULT THE EXAMINATION SCHEDULE WHEN MAKING COURSE SELECTIONS.**

Academic Advising Sessions

Wednesday, March 7, 2018 – 1-2 pm, Room 326

Wednesday, March 7, 2018 – 5-6 pm, Room 347

Friday, March 9, 2018 – Noon-1 pm, Room 326

Web Registration

Registration is done through TitanConnect: tc.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.

The sections that you were able to register for will appear and will be listed as “Web Registered” with the date.

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

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 May 14, 2018 for the Intersession Term and by June 3, 2018 for the regular Summer Term. 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 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.

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

\$1401 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

\$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, 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, 313-596-9845 or 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 students who are enrolled in the regular J.D. program and are receiving aid/loans through their province or Canada Student Loans directly should obtain forms for certification of summer enrollment from the entity which processed their fall/winter aid and submit those to the Financial Aid Office for processing. Canadian students who will attend the summer intersession only must submit their confirmation of enrolment or similar form by March 1, 2018.

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, 2017 was the priority application date for applying for aid for 2017-18, but a student may apply by June 30, 2018 and receive funding as long as they are still enrolled at least half time as of the date the accepted loan application is processed. 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 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 2017-18. 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 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.

Work-Study and Other On-Campus Student Employment

Students who had a work-study award for fall and winter 2017-18 are advised that there are currently no funds expected for summer 2018 in the work study program. Those who wish to work on the non-work-study program may obtain a Student Employment Authorization at or after final registration, but may only work in the summer if their supervisor has secured non-work study funding from the University or an outside source. New students may obtain a Student Employment Authorization 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.

Any student hired for any 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

Students are awarded based upon the number of credits and period for each session enrolled over the summer period. Awards are not made until the student's enrollment meets the information on the student's summer financial aid application. The summer period includes the Intersession, Summer Law Session, Summer 1 and Summer 2 sessions on the McNichols campus, and actual dates for summer for any approved summer study abroad or consortium school programs. Students who enroll or plan to enroll for a different enrollment status than they indicated on the summer financial aid application are to notify the Financial Aid Office via a Request for Re-evaluation form available on-line at www.law.udmercy.edu or from the Financial Aid Office, or by filing an Amended Summer Financial Aid Application. This should be done as soon as the student becomes 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. Students who are administratively withdrawn from classes or who drop all classes prior to the start of the term may have their summer aid cancelled and need to return 100% of any refund received

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 period will have their federal aid prorated accordingly. Students must complete at least 60% of the loan period 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. The 60% date will be determined based on the student's summer enrollment period. 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: 313-596-0280

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 TitanConnect. A convenience fee of 2.75% will be added to all credit/debit payments. There is not a fee for check or cash 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 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 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 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

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.

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 (if one 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 ID card or to revalidate your UDM Student ID cards, please visit the Student Services Center at the Law School. If your 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 s/he applies.

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.

Summer 2018 Academic Calendar

Intersession	
Intersession Begins	May 14
Intersession Ends	May 26
Term III	
Memorial Day Holiday	May 28
Term III Classes Begin	May 29
Course Add/Drop	
100 Percent Refund	March 12 – June 3
50 Percent Refund	June 4 – June 10
Pass/No Pass Option Deadline	
Directed Research Form Deadline	June 3
Fireworks (Evening Classes Cancelled)	TBD
Fourth of July Holiday	July 4 (Wednesday)
Term III Classes End	July 18
Term III Review/Make-up Period	July 19-July 22
Term III Final Examination Period	July 23 – 27
All Intersession & Term III grades posted	August 31

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