

2020- 2021

REGISTRATION & ENROLLMENT GUIDE



Registration Information & Resources

UMass School of Law - Dartmouth students are encouraged to be well-informed regarding the Law School's academic rules, procedures and degree requirements.

The Law Enrollment Center (LEC) recommends that all students become familiar with the information provided below for academic planning and registration.

Graduation Requirements: The Juris Doctor degree is awarded to students who have completed 90 credit hours, at least 65 of which were earned in regularly scheduled class sessions, with a minimum cumulative grade point average of 2.3, received a passing grade in all required courses, and satisfied all other curricular requirements, all applicable probationary or supervisory conditions, and all financial obligations to the university.

If a student's cumulative grade point average after 90 credit hours is below 2.3, the student may be continued in courses for an additional semester on such conditions as are determined by the faculty.

Academic Planning: Your academic path is more productive when you make informed and intentional choices throughout your time at UMass Law. To assist you with those choices use the following resources:

The [Curriculum Guide](#) provides a semester by semester program of study for full-time and part-time programs. This guide describes the sequencing of courses and a degree checklist can be used to confirm you have met all graduation requirements.

The [Course Schedule](#) provides semester class offerings by day, time, and with course designations (R-Required, E- Elective, C-Code, F-Foundation, U-Upper Level Writing, P-Practice and B-Bar Tested).

The [Final Exam Schedule](#) provides an opportunity to select courses in light of the schedule of final exams.

The [Future Course Offerings](#) and the [Regularized Rotation of Courses](#) provides details on when courses will typically be offered in future semesters by program. If you choose these courses carefully, you can maximize your ability to take the courses that interest you most during law school by use of the [Pre-requisite and Co-requisite Planning Guide](#). Anticipated elective course offerings are noted but remain subject to change.

Academic advising: Every student has been assigned a faculty academic advisor. Please consider contacting your faculty academic advisor to assist in your selection of courses in light of your degree requirements and academic and career objectives. Please also feel free to contact other members of the faculty and staff at the Law School with questions on course selection.

Courses that require a registration form include:

- Law 599 Co-Curricular Immersion
- Law 695 Independent Legal Research (ILR)
- Law 630 Moot Court
- Law XXX Upper Level Writing

Courses that require an application form include:

- Clinic Courses
- Field Placement Courses
- Practice Courses

Each clinic has unique policies and procedures. Students interested in registering for a clinic or field placement should visit [Clinics, Field Placement & Pro Bono](#).

Priority registration is used for enrollment in Clinic, Field Placement and Practice Courses. To be considered for priority registration, your application must be submitted by the close of priority registration.

All course registration forms are available in the LEC and online at [Course registration and enrollments forms](#)

Law Enrollment Center (LEC)

The Law Enrollment Center (LEC) maintains the academic records of the University of Massachusetts School of Law-Dartmouth and monitors and enforces many of the academic procedures and policies of the law school. Students should review the [UMass Law Student Handbook](#) for requirements and policies. Law students are also subject to the [University's Student Code of Conduct](#) and the [Academic Integrity Policy](#).

The LEC manages enrollment and registration, classes and classrooms, exams, grades, degree audits, degree certification and transcripts. Additionally, all Bar Certifications must be submitted through the Law Enrollment Center. [See Course registration and enrollments forms](#) for assistance.

Contact

Phone: 508-985-1100

Fax: 508-985-1104

Lec@umassd.edu

Staying Connected

[myUMassD](#) portal provides a single sign-on access to UMass Dartmouth email and COIN, as well as additional web tools.

There are a number of methods available to keep students informed of class room changes, cancellations, and law school events during the school year. Among them:

UMass Email account

Display monitors throughout the building

Law School Events Calendar

[UMass myAlert](#)

Law School Financial Aid Services (FA)

The University of Massachusetts School of Law-Dartmouth offers scholarships, loan programs, and payment plans to help students and their families with educational expenses. Our financial aid staff is prepared to assist you in learning what is available and how to access needed funding for your studies. Please do not hesitate to contact us.

Contact

Phone: 508-985-1187

Fax: 508-985-1104

Law-financialaid@umassd.edu

Financial Aid Options

<http://www.umassd.edu/law/admissions/financial-aid/>

Applicable Scholarships

- Federal Direct Unsubsidized Loan (\$20,500 annual maximum)
- Federal Direct Graduate Plus Loan (up to Cost of Attendance- available via your COIN account)
- Private Educational Loan

Summer Session: You will get a separate additional Cost of Attendance Budget for Summer Session. You may access any remaining Unsubsidized Loan eligibility not used for Fall/Spring enrollment before applying for Graduate Plus Loan funds.

Financial Aid Eligibility

- Enrolled at least half-time (6 credits for Fall or Spring – 3 credits for Summer Session)
- Completed FAFSA for the current academic year

Reminder: Master Promissory Notes and Entrance Counseling are required for disbursement of Federal Direct Unsubsidized and Graduate Plus Loans. Incomplete items will appear on your TO DO list in your COIN account with directions for submitting.

Refund Policy

Dropping a course after classes have commenced carries tuition responsibilities. Information about the Law School's Refund Policy is available on the [Tuition and Fees](#) page.

Refer to the [academic calendar](#) for the last day to drop a course without a "W" appearing on a transcript.

Books and Materials

The Campus Store is a hybrid store. It carries all required and recommended textbooks and course materials.

All books must be **ordered in advance** of the start of the semester. See [Campus Text Books](#).

COIN-Student Center at Dartmouth**What to do in Advance of Course Enrollment**

When you log into COIN, please view and address items on your “**Holds**” and “**To Do List**” (located on the right side of your Student Center homepage). Also on this page you will find your assigned faculty advisor and enrollment appointment.

- Confirm your enrollment appointment
- Contact your faculty advisor
- Confirm that there are no service holds on your account
- Check your “To do list”
- See **My Academics**
(Search for classes by semester and year. Use the Student Planner to add any/all potential classes to your Shopping Cart, placing courses in your shopping cart does not enroll you in these classes).
- For COIN Student Help click [COIN for Students](#).

Below is information on holds you will see often on your account.

Online Health Insurance Form (HIC) – Every year you need to enroll or waive the school health insurance. Students who **have not enrolled in or waived** the insurance will have a hold on their account, which may be self- released upon completion. The cost of health insurance is automatically charged; view your Account Summary to see this charge and/or to confirm that the health insurance has been waived.

Advising Hold (ADV) This hold will be removed during the open enrollment period by the LEC. The ADV hold secures your course enrollment. After the open enrollment period the ADV hold will be placed on your student account. Students may adjust their course schedules through the published add/drop date in the LEC.

All other Holds on your account require your attention to remove them - these are not holds that the Law Enrollment Center (LEC) can remove.

Every **fall** and **spring** semester you need to provide or verify your **Emergency Contact Hold (EMC)** and **Law Employment Certification (EMP)**. These holds will prevent all Registration activities - Add/Drop/Swap - until you take action to **provide or verify** your information. Students will be able to release this hold themselves by following the steps.

Emergency Contact (EMC) - UMass Dartmouth requires students to provide and/or verify their Emergency Contact information on a **regular** basis. Once you have entered the information, you simply have to verify that it has not changed and the hold is automatically released. It's easy and helps us protect you in the case of an emergency. Students who **have not completed or verified** this information will have a hold on their account, which may be self- released upon completion.

Law Employment Certification (EMP) - A student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than twelve class hours., **all students** enrolled in the Law School must confirm their program status and employer information at the beginning of their enrollment at the Law School and before any subsequent semester (excluding Summer Session). Once you have entered the information, you simply have to verify that it has not changed and the hold is automatically released. Students who **have not completed or verified** this information will have a hold on their account, which may be self- released upon completion.

In addition to your holds, view the “**To do list**”, this will keep you up to date on any missing documents or obligations.

What to do during your Enrollment Appointment

- Enrollment is done via Student Service Center
- Access your shopping cart, finish enrolling, or
- Click enrollment and add the classes in which you wish to enroll
- Confirm your class enrollment – view my schedule
- Students may adjust their schedules during the published enrollment period, after this period please contact the LEC