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 satisfied the following graduation requirements: completion of 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; passing grades in all required courses; satisfaction of the Code, Foundation, Practice, and Upper-Level Writing requirements identified in the UMass Law Curriculum (https://www.umassd.edu/umassdartmouth/school-of-law/academics/curriculum/UMass-Law-Curriculum-Current-Curriculum-02.24.20.docx.pdf); satisfaction of all applicable probationary or supervisory conditions; satisfaction of all financial obligations to the university; completion of the pro bono requirement (https://www.umassd.edu/law/clinics/pro-bono/); completion of the career counseling requirements (https://www.umassd.edu/law/careers/students/); resolution of any complaints filed or conditions imposed by the Office of Student Conduct and Dispute Resolution; and completion of financial aid exit counseling, if applicable, as directed by UMass Law financial aid staff.

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 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 considering 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 considering your degree requirements, success on bar 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 Agreement Form

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, 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 classroom 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)

UMass Law 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/

- Scholarships & Fellowships
- Federal Direct Unsubsidized Loan ($20,500 annual maximum)
- Federal Direct Graduate Plus Loan (up to your Cost of Attendance)
- 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 halftime (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 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.

Emergency Contact Verification Hold (EMC)

The University requires all registered students to provide and verify their emergency contact and personal information (including address, phone number, etc.) annually in COIN. This information will be used to contact you and your designated individuals in the event of an emergency. The hold prevents registration activity (Add, Drop, Swap) until you provide and/or verify your Emergency Contact and Address information.

Removing the hold is a two-step process. You must complete both steps to remove the hold.

1. In COIN using Mobile view, under Personal Information, select Emergency Contacts.

Review and edit your emergency contacts as appropriate and then check the box to certify.

2. Then, also under Personal Information, select Addresses. If you have a local address that is different than your permanent address or a campus residence hall, please verify or add that information as appropriate and then check the box to certify.

The EMC hold will only be removed when you have reviewed and certified both your emergency contact and address information.

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).

1. In COIN using Mobile view, under Personal Information, select Employment. Once you have entered the information, you simply must verify that it has not changed.

The EMP hold will only be removed when you have reviewed and certified your employment.

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