

Summer 2022 Registration Manual

Web Registration

Students can access the online registration system at **my.udmercy.edu** (My Portal).

Priority Registration begins online on **Monday, March 14, 2022 at 8:30 a.m.** and ends on **Monday, June 6, 2022 at 11:59 p.m.**⁺ via My Portal Self-Service. Registration opens for students based on their number of earned credit hours as follows:

⁺ For the Intersession, the last day to add or drop a course (100 percent refund + no W grade) is **May 16**.

March 14, 2022 @ 8:30 a.m.

68 earned* credits or more

March 15, 2022 @ 8:30 a.m.

30 to 67 earned* credits

March 16, 2022 @ 8:30 a.m.

1 to 29 earned* credits

*Earned credit hours do not include Winter 2022 course credit hours as they are not earned to date.

- **Rising 2L Dual JD students will be registered into U.S. Civil Procedure and U.S. Constitutional Law by Detroit Mercy Law's Office of the Registrar. These courses are only available to rising 2L Dual JD students.**
- **JD students are restricted to no more than 9 credits and Dual JD students are restricted to no more than 10 credits in the combined intersession and summer sessions.**
- **Students need to be enrolled in a minimum of 3 credit hours to be eligible for U.S. Federal Financial Aid.**
- **Consult course descriptions in My Portal for course pre-requisites. To avoid exam conflicts, consult the examination schedule when making course selections.**

Academic Advising Session

Thursday, March 10, 2022 – 1:00 to 1:50 p.m. (online) – <https://udmercy-edu.zoom.us/j/93951624710>

Log in to My Portal Self-Service

Students log in to the My Portal using their Detroit Mercy username and password. For assistance, please contact the University IT Help Desk at (313) 993-1500, M-F 8:30 a.m. – 5:00 p.m.

Holds

Students who possess a **HOLD** on their record will **NOT** be allowed to register or adjust 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 the registration period begins. Students can view holds by clicking on **Student Profile**. The Student Profile link is under ‘Self-Service – Student’ in My Portal (my.udmercy.edu). Then click on **Student Account**, then **View Holds**.

To Register

Log in to the My Portal (my.udmercy.edu)

Click “Registration” under “Self-Service – Student”

Click “Register for Classes”

Select the term

If you or your advisor created a plan using the “Plan Ahead” tool, click on the “Plans” tab and select “Add All.”

If you have CRNs, click on the “Enter CRNs” tab. Enter your CRNs and select “Add to Summary.”

If you have not created a plan and/or do not have CRNs, click on the “Find Classes” to search and add your classes.

Pass/No Pass Option for Elective Courses

The Pass/No Pass Option form is available on the Detroit Mercy Law’s Office of the Registrar web page. Students must turn in the Pass/No Pass Option form to the Detroit Mercy Law’s Office of the Registrar by the last day of classes 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 Detroit Mercy Law’s Office of the Registrar webpage at www.law.udmercy.edu before registration for the Term.

Directed Research

Students who enroll in Directed Research must also complete a Directed Research form, which is available on the Detroit Mercy Law’s Office of the 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 Detroit Mercy Law’s Office of the Registrar by the end of the first week of class to be registered.

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

See Cost of Attendance on the Financial Aid webpage at:
<https://law.udmercy.edu/students/financial-aid1/index.php>

Late Registration Fee

A \$200.00 late registration fee will be imposed upon students who register after the first day of the Term.

Further Assistance

Students needing assistance with registration and related matters should contact the Detroit Mercy Law’s Office of the Registrar at 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 Julia Belian at belianju@udmercy.edu. Students who wish to request a credit override in order to enroll in more credit hours than is permitted by their division should contact Associate Dean Henning at henninkm@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.

Students who have an outstanding balance of \$3500 or greater at the end of the fifth week of the summer semester, may be administratively withdrawn from their current Detroit Mercy Law coursework. Students will not earn credit for these courses, will not be permitted to sit for the final exam, and will receive a grade of “AW” on their transcript for all withdrawn classes.

Financial Aid

Financial Aid includes scholarships, assistantships, loans, and student employment. Most of this section includes information for students using U.S. federal financial aid. Canadian students should contact their province's Student Aid Program for information and applications for aid to study in the U.S.

U.S. Federal Financial Aid Application Information

Students desiring Federal Aid (loans + work-study) must complete a Free Application for Federal Student Aid (FAFSA) for 2021-22. This form is available online at studentaid.gov. Any student who needs financial assistance in order to pay direct expenses (tuition & fees) and/or indirect expenses is encouraged to apply for federal financial aid as early as possible. April 1 is the priority application date for applying for aid for 2021-22. **October 1, 2020 was the opening date of the 2021-22 application.** The 2021-22 FAFSA will be used for the following terms: Fall 2021, Winter 2022, Summer 2022.

Students are reminded that they must complete all the student FAFSA questions. 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 2019 as untaxed income. Students whose marital status has changed from 2019 to the present are reminded that their 2019 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 2021-22 academic year.

U.S. Student Loans

Students receiving a federal student loan for the first time at Detroit Mercy Law must complete Entrance Counseling and a Direct Loan Master Promissory Note (MPN) 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 accessing studentaid.gov.

Federal Direct Unsubsidized 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 MPNs and entrance counseling(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), online entrance counseling or endorsement of checks will not be removed.

Refunds of excess tuition and fee payments

Funds paid by a financial aid program in excess of the tuition and fee charges will be refunded to the student if the student is registered for the number of credit hours for which they were enrolled in at the time of packaging 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 U.S. or mailed from the McNichols Campus to the student's mailing address as listed on the My Portal records. Students should check the **my udmercy** portal 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 U.S. 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 of credit hours for which the award was made; 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 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 have accepted financial aid for indirect funds should be financially prepared to meet, at minimum, their cost of books, supplies, and living expenses (including rent) incurred during the weeks prior to the start of the term and the first week of the semester.** Students who apply for financial aid after the first day of classes 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 they were initially packaged; if the student fails to complete student loan entrance counseling; if the student has not completed any required promissory note(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 or if the student receives outside aid not reported to the Financial Aid Office.

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 once they have completed the proper materials provided by Financial Aid Office.

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 contracts with the University and authorize payment, if required.

Withdrawals

Students who receive US 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 Intersession 2022 and Summer 2022 combined, the 60% date is **June 27, 2022**. For Summer 2022, the 60% date is **July 5, 2022**. Students withdrawing on or before these dates (dependent on their enrollment) will have their aid pro-rated. This is a federal regulation and is not at the

discretion of the School of Law.

Satisfactory Academic Progress (SAP)

Students receiving federal financial aid must make satisfactory academic progress toward a degree. Satisfactory Academic Progress has 3 components:

1. grade point,
2. completion of classes/progressing adequately toward degree completion,
3. 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

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

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
Email: lawfinaid@udmercy.edu

Methods of Payment

1. Pay online: Credit and debit card payments can only be made online through [My Portal](#). A processing fee of 2.75% will be added to all credit/debit card payments. There is no processing fee for electronic checks.
2. University Payment Plan: an interest-free, monthly payment option. For information regarding this program, see the Student Accounting page at: <https://www.udmercy.edu/current-students/accounting/>.
3. Mail your payment to the School of Law Student Service Center at the Riverfront Campus or the Cashier's Office at the McNichols Campus.

IMPORTANT - When mailing, remember to write your Detroit Mercy student number (T-Number) on your check, and to allow at least eight business days for the payment to be processed and posted to your account.

4. Pay in person: at the Law School Student Service Center (checks and cash only).
5. Employer reimbursement forms should be submitted to the University Student Accounting Office before the first day of classes each semester.
6. International payments through Flywire: go to <https://www.flywire.com/select-institution> and select University of Detroit Mercy from the drop-down menu. Then select the country of origin for your payment and the amount in U.S. dollars (USD) that Detroit Mercy should receive. On the next page, select your payment method from the options listed; amounts will display the cost in your currency.

Student Parking

| | |
|---------------------------------|-----------------|
| Academic Year | \$515 |
| Fall or Winter Term only | \$257.50 |
| Summer Term only | \$50 |

Students that register and pay for both terms at the beginning of the Fall term will not be required to pay for the summer term. Only upper-class students will be permitted to park in the law school's student parking lot on Larned Street Monday through Thursday. First year students are allowed to park in the Larned Street lot on Fridays and weekends; otherwise 1L law student are to park in the Blue Cross Blue Shield parking lot or structure, located at Congress and St Antoine. 1L law students must register for parking at the law school to receive an access pass for Blue Cross Blue Shield parking.

All Detroit Mercy 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.

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 carpool. There will be only one parking tag 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 was already assigned from a previous term).
 - C. The vehicle registration for any/every vehicle that will be in the carpool.

If you have any questions about this new process, please contact the Student Service Center.

NOTE: There is a \$10.00 replacement fee for a reissued parking tag hanger or replacement access cards.

Student ID Cards

New ID Cards or revalidations for Student ID cards are available at the Student Service Center. You may stop in to take a photo or submit a photo through the GET Mobile app. Look for the *GET Mobile: ID Card Management* app in your phone's app store. Select 'University of Detroit Mercy' and then log in with your school credentials. If you need assistance, please email Yvette Chapman, Administrative Assistant, at chapmayv@udmercy.edu.

NOTE: If a student's ID card is lost or stolen, there is a \$25.00 fee imposed upon the student by the Titan Information Center for a replacement card.

Summer 2022 Academic Calendar

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|---|---|
| Intersession | |
| Last Day to waitlist for a course | May 15 |
| Intersession Classes Begin | May 16 |
| Intersession Classes End | May 25 (<i>Intersession Exams May 27</i>) |
| Term III | |
| Memorial Day Holiday (class makeup scheduled for July 18) | May 30 |
| Last Day to Waitlist for a course | May 30 |
| Term III Classes Begin | May 31 |
| Last Day to Add or Drop a course - 100 Percent Refund + no W grade | June 6 |
| Directed Research Form Deadline | June 6 |
| Drop a course - 50 Percent Refund + W grade | June 7 – June 13 |
| Fireworks (Evening Classes Cancelled) (class makeup scheduled for July 19) | Tentative June 20 |
| Fourth of July Holiday (class makeup scheduled for July 20) | July 4 |
| Makeup Day for Memorial Day Holiday (Monday Classes) | July 18 |
| Makeup Day for Fireworks (Monday Classes) | July 19 |
| Makeup Day for July 4 Holiday (Monday Classes) | July 20 |
| Term III Classes End Pass/No Pass Option Deadline* | July 20 |
| Term III Review Period | July 21 – July 24 |
| Term III Final Examination Period | July 25 – 28 |
| All Intersession & Term III grades posted | August 31 |

*The decision to take an elective on a pass/no pass basis, or to revoke the decision, must be communicated to the Law School Registrar, in writing, by the last day of classes or the day before the exam is administered, whichever comes first.