

Fall 2022 Registration Manual

Web Registration

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

Priority Registration begins online on **Monday, July 11, 2022 at 8:30 a.m.** and ends on **Friday, September 2, 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:

July 11, 2022 @ 8:30 a.m.

JD with 72 earned credits or more

JD/MBA with 69 earned credits or more

July 12, 2022 @ 8:30 a.m.

JD with 31 to 71 earned credits

JD/MBA with 31 to 68 earned credits

Dual JD with 36 earned credits or more

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

JD with 14 to 30 earned credits

Dual JD with 10 to 35 earned credits

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

- **Rising 2L JD students will be registered into U.S. Constitutional Law (4 credits) by Detroit Mercy Law's Office of the Registrar.**
- **Rising 2L Dual JD students will be registered into Canadian and U.S. Professional Responsibility (4 credits) and Canadian and U.S. Torts (5 credits) by Detroit Mercy Law's Office of the Registrar.**
- **Students need to be enrolled in a minimum of 6 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.**

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.

Hold

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 second 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/tuition-cost-of-attendance.php>

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

\$67.00 for Fall Term applied to all enrolled students' accounts.

Graduation Fee

\$135 graduation fee is assessed to each student's account once they apply to graduate.

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 their credits from the Registrar, or to receive their diploma until their 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 eighth week of the fall 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, 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 wanting Federal Aid (loans + work-study) must complete a Free Application for Federal Student Aid (FAFSA) for 2022-23. This form is available online at studentaid.gov. Any student who needs financial aid 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 2022-23. **October 1, 2021, was the opening date of the 2022-23 application.** The 2023-23 FAFSA will be used for the following terms: Fall 2022, Winter 2023, Summer 2023.

Students are reminded that they must complete all the questions on the FAFSA form. 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 2020 as untaxed income. Students whose marital status has changed from 2020 to the present are reminded that their 2020 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 2022-23 academic year.

U.S. Student Loans

Students receiving a federal student loan for the first time at Detroit Mercy 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. These are completed online by logging into 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 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. Past due 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 My Portal to ensure that their bank account and address information are correct 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 two 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 the 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, potentially leaving the student with a debt to the school.

For Fall 2022 the 60% date is **October 28, 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: 313-596-0213
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 and a processing fee of 2.75% will be added to all credit/debit payments. There is no fee for e-checks.
2. **University Payment Plan:** 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 Services Center 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 8 business days for the payment to be processed 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 payment through Flywire:** go to flywire.com/pay/udmercy. Then select the country of origin for your payment and the amount in USD that Detroit Mercy should receive. On the next page you will select your payment method from the options listed; amounts will show the cost in your currency.

Student Parking

Academic Year (Fall, Winter, Summer)	\$515
Fall or Winter Term only	\$257.50
Summer Term only	\$50

Only upper-class students will be permitted to park in the law school's student parking lot on Larned Street Mondays through Thursdays. First-year students are allowed to park in the Larned Lot on Fridays and weekends only. Otherwise, 1L law students are to park in the Blue Cross parking structure or surface lot, 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 parking lot access.

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 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 (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 process, please contact the Student Service Center.

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

Student ID Cards

New ID Cards or revalidations for Student ID cards will be handled during regular Student Service Center hours. The Student Service Center is open from 8:30 a.m. until 5:00 p.m. Monday through Friday. NOTE: If a student's ID card is lost or stolen, there is a \$25.00 fee imposed upon the student by the University Parking & ID Officials for a replacement card.

Application for Graduation

Students planning to graduate must submit an application in My Portal during their last year in school. The graduation fee is assessed to each student's account once he/she applies to graduate. The application deadline for the Class of 2023 is September 23, 2022.

Immigration Information for International Students

Current F-1 students who will take courses in person in the Fall term must pay close attention to the DSO's signature and date on page 2 of their Form I-20. If the signature and date are close to expiring, please stop by the Student Service Center for another signature.

F-1 status students no longer enrolled in the school, and not engaged in Optional Practical Training (OPT) MUST surrender their 1-94 card to the US Customs Official at the CDN border the last time they leave the US. Please read the back of the 1-94 card for detailed instructions. Failure to do this will result in problems for those individuals trying to re-enter the US.

Fall 2022 Academic Calendar

Term I	
First-year Orientation	August 16 - 18
Last Day to Waitlist for a course	August 19
Saturday Classes Begin	August 20
Term I Weekday Classes Begin	August 22
Last Day to Add or Drop a course - 100 Percent Refund + no W grade	September 2
Directed Research Form Deadline	September 2
Labor Day Holiday (class makeup scheduled for Fridays at 2pm)	September 5
Red Mass	September 20
Application for Graduation Deadline	September 23
Student Advising Sessions	Week of October 18 TBD
Term II Priority Registration Begins	Week of October 31
Thanksgiving Holiday (Class makeups scheduled for Fridays at 2 pm)	November 24 – 27
Term I Classes End Pass/No Pass Option Deadline*	November 23
Term I Review Period	November 28 – November 30
Term I Final Examination Period	December 1 – December 13
University Closed	December 24 – January 2
All Term I grades posted	February 1

*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.