

## **Helpful Information and Best Practices for Spring 2022 Course Registration**

- 1) **Class Schedule and Course Selection Guides** are located on the School of Law website at <https://law.olemiss.edu/current-students/schedule-and-catalog-information/course-class-information/>

The updated Spring 2022 class schedule documents are available. **Priority Registration to add your Spring Classes to your schedule will begin on Monday October 25<sup>th</sup> as the schedule below lists.**

Today you should be able to view the schedule in myolemiss for classes that you would like to take for the Spring. Time windows are according to the schedule listed on the Law Academic Calendar:

Mon. Oct. 25th 12 pm Accom. Students/special status

Tue. Oct. 26th 12 pm 3L and 2L students (100% Evals)

Wed. Oct. 27th 12 pm 2L students without completed Evals

1L students will be registered for their classes and should see their schedules in the upcoming weeks

You should be able to add the courses you wish to enroll for Spring 2022 into your Favorites via [myOleMiss](#).

If you did not attend the University of Mississippi prior to law school, I highly encourage you to review the “How to Register” instructions in [myOleMiss](#) located in the “Course Registration” application folder.

To find your Registration Window, log into [myOleMiss](#) and select “Check Registration Window” from the “Course Registration” application folder.

### **2) What will prevent you from registering?**

- a) You have a hold(s) on your student record.

To check whether you have any holds, log into [myOleMiss](#) and select “Check Holds” from the “Course Registration” application folder.

- b) You do not have an Emergency Contact on your student record.

To check whether you have an Emergency Contact, log into [myOleMiss](#) and select “Access for Relatives / Guardians” from the “My Profile” application folder. At least one of your related person must show “yes” next to Emergency Contact. Click on the change button below the appropriate relative/guardian to fix this issue. See screen shot below:

**level of access**    Emergency Contact: **no**  
myOleMiss Access: **no**  
View My Academics: **not specified**  
View My Financial Aid: **not specified**  
View / Pay Bills: **not specified**

**Change**

3) **What issues you may encounter when registering?**

a) Many law courses are offered for variable credit hours. When registering for these courses, you will see a note stating “Sections for this variable credit hour can only be booked for “x” hour”; (the “x” will either be 1, 2, or 3). If you do not select the correct number of credit hours, you will be prevented from enrolling in the course. See screen shot example below:

**RESULTS FOR LAW 559 ~ INSURANCE** ⓘ

Please see the [Teacher Evaluation Reporting Interface](#) ⓘ for past evaluations of Law 559.

**Add to Favorites**

Section 1 ~ Fall Section 1 for Law 559 ( 11132445 )

Total Seats: 75 / 75	Seats Taken: 0	Waitlisted Taken: 0 Waitlisted Open: 8	<b>OPEN</b>	<b>Info</b> ⓘ
Lecture for Law 559 ( 12611619 )	Percy, E Farish	08/24-11/18 M W 03:30P-04:30P	Robert C. Khayat Law Center Room 2092 Room Capacity: 75 / 75	Oxford

Sections for this variable hour course can only be booked for 2 hours.

**Add to Favorites**

b) You can only register in 1 Writing and 1 Skills course. The list of Writing and Skills courses can be found at the bottom of the [Calendar View](#) of the class schedule document on the School of Law website. After all student have had the opportunity to register, you may send the Law Registrar an email requesting to be registered in an additional Skill or Writing courses.

c) You will not be able to register in courses that meet on the same day(s)/time(s), even if there is only a 5 minute overlap.

d) You can only register for 18 or less credit hours.

e) Some courses require you to have completed or to be currently enrolled in another course (Prerequisite or Corequisite). If you do not meet the requirements, you will not be able to register for the course. See screen shot example showing a prerequisite below:

**RESULTS FOR LAW 634 ~ PARTNERSHIP TAXATION**

Please see the [Teacher Evaluation Reporting Interface](#) for past evaluations of Law 634.

Pre-requisite(s):

- Law 613

Add to Favorites

Section 1 ~ Fall Section 1 for Law 634 ( 10525110 )

Total Seats: 75 / 75

Seats Taken: 0

Waitlisted Taken: 0

Waitlisted Open: 8

**OPEN**

Info

Lecture for Law 634  
( 12611270 )

08/25-11/17 T 05:30P-08:25P

Robert C. Khayat Law Center Room  
2094

Oxford

Room Capacity: 75 / 75

Sections for this variable hour course  
can only be booked for 3 hours.

Add to Favorites

f) Some courses do not allow for student self-registration.

Students are registered in clinics, externships, journals, boards, individual study, research assistant, and the pro bono initiative by the Law Registrar. In the case of clinics, externships, pro bono, boards, and journals, lists are sent to the Law Registrar to register students appropriately. If you believe you should be registered in one of these, do not contact the Law Registrar! Contact either the Clinic Office or the respective journal/board.

For individual study or research assistant credit, please complete the appropriate form located on the School of Law website at <https://law.olemiss.edu/current-students/policies-forms/> and forward it to the faculty member for their signature. Once you have completed the form and have it signed by the faculty member, email it to the [Law Registrar](#).

g) Waitlists and Seats Taken

The seats taken and waitlist taken/open numbers you see when registering do not always reflect the current information. It may show that the course is open at the time, but they could have easily been filled within the past few hours. The system updates every few hours. You can always click on the Info button, to see the actual seats taken and waitlist taken for up to the minute information. See screen shot below.

Total Seats: 18 / 18

Seats Taken: 12

Waitlisted Taken: 0

Waitlisted Open: 9

**OPEN**

Info

#### 4) Best Practices

If you attempt to register for all classes you placed into your “favorites” at the same time and have any issue with even one class (See 4. What issues you may encounter when registering or the course has filled-up), the system will not register you into any. You may wish to register in the one course you really want first, then go back and register in the others. Note: Skills and Writing courses fill up first. Exam courses have larger capacities and rarely fill up.

If you have any registration issues that you are unable to resolve, please send an email to the [Law Registrar](#).

- The email must include your student id number in the text portion of the email. It is 8 digit number and begins with “10” followed by 6 numbers.
- The email must be sent from your go.olemiss.edu email account.
- I will answer emails in the order they are received. If you do not email from your go.olemiss.edu account or do not include your student id number it may delay your response.
- Due to the volume of emails, please only send one email per issue.

A good source to assist with your course selection process, is the Course Selection Guide located on the School of Law website at <https://law.olemiss.edu/wp-content/uploads/2020/03/Guide-2020.pdf>. I highly recommend you look at the information in this document.

#### **Always remember your responsibility to disclose in a timely manner!**

You must update the law school within 5 school days of any development – an arrest, a criminal charge, traffic ticket (except parking ticket), becoming a party to a lawsuit, etc.

A disclosure should answer:

On what date did the charge/incident/party to law suit happen?

What are the specific details of the charge/incident/party to law suit?

Where did it occur (city/county and state)?

What is the disposition of the charge/charge/incident/party to law suit?

If you failed to disclose in the appropriate timeframe, what is the reason that you did not disclose as required?

Please email any disclosures to either the Law Registrar ([lawregistrar@olemiss.edu](mailto:lawregistrar@olemiss.edu)) or Rose Maten at [rmmaten@olemiss.edu](mailto:rmmaten@olemiss.edu).

Stay safe

Veda Y. Taylor

Law Registrar