

Information and Best Practices for Summer and Fall 2023 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 Summer and Fall 2023 class schedule documents are now available for your review. Spring 2024 will be posted soon. Note: Spring 2024 registration is scheduled to open on October 23, 2023.

Once your registration window opens, you will be able to add these selections 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.

Your Registration Window will open sometime between Monday, April 10th and Thursday, April 13th. Note: Registration Windows are set and cannot be changed.

To find your Registration Window, log into [myOleMiss](#) and select “Check Registration Window” from the “Course Registration” application folder. (IT has not updated the registration windows yet. This usually happens one week before registration opens.)

2. What will prevent you from registering?

- a. You have a **hold on your account**. To check whether you have completed your survey, log into [myOleMiss](#) and select “Check Holds” from the “Course Registration” application folder.

All law school students are required to complete a survey regarding ABA’s rule limiting employment and character and fitness disclosures requirement every Fall and Spring semester. The survey is found in the Blackboard course titled “Law School Required Questions” for which you have been enrolled. Please take a couple minutes to read the questions and complete this survey by no later than April 2. You must complete this survey in [Blackboard](#) to be registered for the Summer and Fall semesters with your fellow students! An advisor hold will be placed on your account if you did not complete your Law School Required Questions Survey by April 3rd.

Note: If you complete your required survey after April 3rd, please notify the Law Registrar’s Office to have your advisor hold removed.

- 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	OPEN	Info 🔗
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 <small>Room Capacity: 75 / 75</small>	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 or in the designated column of the Course Schedule List the [School of Law website](#). After all student have had the opportunity to register, you may send the Law Registrar an email requested to be registered in 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. You must have Dean Cooper’s permission for enrollment over 16 hours.
- e. Some courses require you to have completed or to be currently enrolled in another course (Prerequisite). If you do not meet the prerequisite, 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 <small>Room Capacity: 75 / 75</small>	Oxford

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, 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](#). Note that these are **due at least one week before the beginning of the semester**. Early submission is suggested.

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.

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 should 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 course and section number for the course you are having issues with.
- A screenshot of any errors you are receiving.

The email must be sent from your go.olemiss.edu email account. We will answer emails in the order they are received. If you do not provide the information requested above, it will delay our ability to help you. Please only send one email per issue. Our goal is to respond to emails within 1 day within typical business hours, but please give us up to 3 days before following up.

A good source to assist with your course selection process, is the Course Selection Guide located on the [School of Law website](#). I highly recommend you look at the information in this document.

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 lawsuit happen?
- What are the specific details of the charge/incident/party to lawsuit?
- Where did it occur (city/county and state)?
- What is the disposition of the charge/charge/incident/party to lawsuit?
- 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 Dean Barbee (bebarbee@olemiss.edu) or the Law Registrar (lawregistrar@olemiss.edu).