

Welcome to our Transfer Students:

Some of you may have already attended FIU and are familiar with our PantherSoft student system. Many of you, however, will need assistance to navigate the university, the college and our student system. You may have already visited our College website. If you have not done so, please begin to familiarize yourself with the resources available at <https://law.fiu.edu/>. You will find the 2019-2020 Academic Calendar, the fall class and examination schedules, as well as a host of other resources such as the Academic Policies, and the Student Code of Conduct under the Academics Link at <https://law.fiu.edu/academics/registrar/>. The book list and first week reading assignments will be posted later in July. As you will need one or more foundation courses, you should review both the 1L book list and first week reading assignments as well as the upper level book list and reading assignments.

Fall Registration will reopen on August 12 and you have until August 23 to drop/add/swap your courses without financial liability. You will not be able to drop any foundation course. Once classes begin, if you opt to switch out of a course into another one you have not attended, you must check with the professor to see if you can add the class as we have a very strict attendance policy. Once drop/add/swap ends, you must seek permission to drop any course by completing the student petition form which is available in MYFIU, Student Tools, E-Forms, College of Law Registrar, Student Petition Form. If approved, you will receive a WI fee liable grade. You will not receive a refund.

Those of you without holds will be registered for the foundation course(s) you are required to take. If you also have to select upper level courses, you should let us know so you can be registered before August 12 when drop/add begins. Full time students are required to take a minimum of 12 credits and are capped at a maximum of 16 credits. Part-time students must take a minimum of 6 credits and are capped at a maximum of 11 credits.

You are required by the State of Florida to provide proof of immunization to the **University Health Services (UHS)**. Measles, Mumps and Rubella and Meningitis and Hepatitis B are mandatory, but you have the option to do an online waiver for the Meningitis and Hepatitis B vaccines. Those of you who were previous FIU on campus students should be already cleared, but please check to make sure all is well. For those of you who have never applied nor attended in the past, you will need to log into MYFIU, Student Tools, Student Health and follow the instructions. **Our office cannot process health forms so please do not send any documents to us.** Students attending a State University within the Florida system may have this information sent directly from their previous health Clinic to FIU's University Health Services.

FAILURE TO PROVIDE PROOF OF IMMUNIZATIONS WILL PREVENT YOU FROM REGISTERING.

To access the student system you will need to log into PantherSoft through our student portal at <https://my.fiu.edu/> and sign in with your Panther ID and password. You can use the lookup function for both your ID and password. If you experience any problems with either your ID or password you will need to contact the University Technology Services (UTS) at (305) 348-2284.

Our student system is totally on-line and integrated. You can register, view your class schedule, pay tuition and fees (**we do not issue tuition bills**), view your grades (**we do not send out grade reports**), review your degree audit, and request an unofficial and official transcript. Once you are registered, you may get your parking decal and student ID. Information on how to get these is available on the Parking and Transportation Office and the OneCard Office websites at <http://parking.fiu.edu/> and <https://shop.fiu.edu/onecard/onecard-forms/index.html> respectively or you may consult the Orientation information to see the times allotted for you to get your ID card and parking decal.

FIU **does not mail bills for tuition and fees** and requires payment in full by the payment deadline on **September 4, 2019**. If you have been awarded full financial aid **AND have already accepted your award in PantherSoft, YOU WILL NOT NEED TO PAY ANYTHING PERSONALLY**. You can opt to enter your bank information in the Financial Account area in MYFIU area to ensure that your refund goes directly to your bank account. Contact the College's Financial Aid Office if you have any questions regarding your award at (305) 348-8006.

If you are self-paying, you must pay on time to avoid late fees and the cancellation of your classes. You may do so by logging into PantherSoft and paying with an e-check or credit card. The University also offers a payment plan and information is available at <http://onestop.fiu.edu/Student%20Financials/FIU-Installment-Payment-Plan/index1.html> . You may sign up for this plan in the Financial Account area of your MYFIU home page. There is a deadline to sign up for this plan.

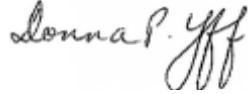
In order to access your FIU email go to <https://my.fiu.edu/> , select Panther Mail under the Panther Links sections and select forgot email. You will be prompted to complete provide information to gain access. The college communicates exclusively with you via the PantherMail email account. Important information will be emailed to this address and will constitute official notice of all important announcements. Do not forward your email to another provider account or unsubscribe from any law school communication list as you may not receive these.

Questions regarding access to Lexis/Nexus, Westlaw and TWEN are available from our Library. The password from your prior school will not work at FIU. You may visit the Library's Circulation Desk during orientation for information on Lexis/Nexis, Westlaw and TWEN. You will not be normally able to access any of these services at FIU until the first week of classes, however once the first week reading assignments are posted if your course requires TWEN access, you must contact the Circulation Desk as soon as you are registered to access the professor's TWEN page.

Information on the Career Planning and Placement Office is available at <https://law.fiu.edu/fiu-laws-career-planning-placement-office-ready-serve/>

Please do not hesitate to contact either the Registrar, Mrs. Donna Yff at yffd@fiu.edu or Mrs. Rueda-Wright at ruedaa@fiu.edu or call us at (305) 348-6296 if you have any questions.

Sincerely,



Donna P. Yff
Registrar, College of Law

COLLEGE OF LAW
OFFICE OF THE REGISTRAR

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