

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 2017-2018 Academic Calendar, the fall class and examination schedules and the **draft** spring schedule, 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. Remember that 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 for those of you who will be also taking these courses.

Fall Registration will reopen on August 6 and you have until August 17 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 that professor because of our strict attendance polices. Once drop/add/swap ends if you attempt to drop a class there will be no refund of tuition, and you will be assigned a WI grade. If you still wish to drop a class, you will need to obtain the permission by completing the student petition form available at <https://law.fiu.edu/academics/registrar/records-registration-forms/>.

Those of you without holds will be registered for the foundation course(s) you are required to take. If you have to select additional courses, you should let us know so you can be registered before August 4 when drop/add begins. Please remember that 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 of the Meningitis and Hepatitis B vaccines if you sign the UHS waiver forms. Those of you who were previous FIU on campus students should already be cleared for immunization, but please check for any holds you may have. Visit <http://healthservices.fiu.edu/immunization/> for immunization information. You will need to fax or mail these directly to the UHS. **Our office cannot process health forms so please do not send them 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.

COLLEGE OF LAW
OFFICE OF THE REGISTRAR

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FAILURE TO PROVIDE PROOF OF IMMUNIZATIONS WILL PREVENT YOU FROM REGISTERING. If you see a ghost buster symbol in PantherSoft Ø click on it for the details regarding holds you may have.

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 the OneCard and parking decal.

FIU **does not mail bills for tuition and fees** and requires payment in full by the payment deadline on **Friday, August 17**. 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 PantherSoft Financials area to ensure that your refund goes directly to your bank account so you will not have to wait on a mailed check. 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 possible cancellation of your classes. You may do so by logging into PantherSoft Student Financials 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 PantherSoft Financials area.

For information on how to access your FIU email please visit <https://it.fiu.edu/email/faq/> once you have been matriculated. Please note that we communicate 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. Please do not forward your email to another provider account or you may not receive these.

The College uses ExamSoft for students who intend to type their examinations. This requires a registration process. During the late fall you will receive the annual ExamSoft registration notice via email from our IT Office which provides information on how to register and check your system requirements to ensure you are ready for exams. The College provides blue books for those students who handwrite, and scantrons sheets for all multiple choice exams. You are required to bring your own #2 pencils and a clean eraser for multiple choice exams.

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 the first week of classes 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 rueadaa@fiu.edu or call us at (305) 348-6296 if you have any questions.

Sincerely,

Donna P. Yff
Registrar
College of Law