FIU | Law

IMPORTANT REGISTRATION INFORMATION FOR VISITING STUDENTS

Welcome Visiting Students:

Some of you may have already attended FIU and are familiar with our PantherSoft student system. Most of you, however, will need assistance to navigate the university and student systems. Below you will find some useful information which will help you adjust to FIU. Please visit our website https://law.fiu.edu/academics/registrar/ for the academic calendar and the class and exam schedules.

You are required by the State of Florida to provide proof of immunization **to the Student Health Services (SHS).** Measles, Mumps and Rubella and Hepatitis B and Meningitis are mandatory health requirements. You do have the option for an online waiver of the Meningitis and Hepatitis B vaccines. Please visit **http://healthservices.fiu.edu/immunization/** for information on the waiver process. Students attending a State University within the Florida system can have this information sent from their health Clinic to FIU's SHS. **FAILURE TO PROVIDE PROOF OF IMMUNIZATIONS WILL PREVENT YOU FROM REGISTERING FOR CLASSES.**

To access the student system you will need to log in at https://my.fiu.edu/ with your Panther ID and password. There is a look up function on this page for both of these. If you experience any problems with either your ID or password, you will need to contact University Technology Services (UTS) at (305) 348-2284.

The FIU email is automatically created for each student. To access your email please visit https://myaccounts.fiu.edu/itim/self/jsp/logon/login.jsp and follow the instructions. Please note that we communicate almost exclusively via FIU email with our student body. Important information will be emailed to this address and constitutes official notice of all announcements. **Please do not forward your email to another provider as you may miss important announcements.**

Our student system is integrated so you can register, view your class schedule, pay on-line (**we do not issue tuition bills**), view your grades (**we do not send out grade reports**), and you must request an official transcript for your home school when grades are available at the end of the semester. Once you are registered you may get your parking permit 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 http://shop.fiu.edu/onecard/ respectively.

You may register during the Open Registration period. There is an additional opportunity to register or swap classes when registration resumes with drop/add the week prior to the start of classes. You will register on a space available basis as course priority is given to FIU College of Law students. Registration dates are available on our academic calendar

which is available online at https://law.fiu.edu/academics/registrar/ . Open Registration begins at 9am and ends by midnight on the last day as stated on the calendar. The fall schedule is normally available in May; the spring schedule in October; and, the summer schedule in April.

FIU will not defer tuition payments for visiting students unless they have a Consortium Agreement from their home school. You may contact our Financial Aid Office if you have any questions at (305) 348-8006. If you do not have a Consortium Agreement you must pay your tuition bill by the deadline date to avoid late fees and the possible cancellation of your classes. You can pay in the Student Financials area of PantherSoft with either an e-check or credit card. **There is a fee for credit card usage.**

You should acquaint yourself with our Academic Policies and Regulations as well as the Student Code of Conduct at https://law.fiu.edu/academics/registrar/policies-regulations/ as your visit at FIU will be governed by these.

Students interested in accessing the College's Career Development Office are subject to the conditions listed on the website at https://law.fiu.edu/career-planning/reciprocity-policy/ . Contact that office directly for further information.

The College uses ExamSoft for anyone who intends to type their examinations. This requires a registration process. All students in the fall semester will receive the annual ExamSoft registration notice via email from the College's IT Office in November. This will provide information on how to register and how to check your computer system requirements to ensure the program will work. Spring and Summer visitors will need to contact the IT office directly at lawitsupport@fiu.edu in order to register for the program. The College provides blue books for those students who handwrite. For all multiple choice exams, you are required to bring your own #2 pencils and clean erasers.

The College is not responsible for sending transcripts to your home school at the end of the semester. It is your responsibility to order your transcript on-line in the PantherSoft. Log into self-service, select student center, select academics, and select request an official transcript from the drop down menu. The cost of each transcript is $10. Once you have received the transcript confirmation you will need to go to Student Financials area located on the main Student Center page to pay for it.

Questions regarding access to Lexis/Nexus and TWEN need to be addressed directly to the Library. You will not usually be able to access these services until the semester begins; however, if your professors have assignments on TWEN prior to the first week of classes, please contact the FIU Law Library through Ask A Librarian at https://law.fiu.edu/library/ or Pushya Veeramachaneni at pushya@fiu.edu so you can get the log on information.

Please do not hesitate to contact either the Registrar, Dr. Almi Rodriguez at almrodri@fiu.edu or Mrs. Rueda-Wright at ruedaa@fiu.edu or call us at (305) 348-6296.