

STUDENT PRE-REGISTRATION INSTRUCTIONS

Student pre-registration will take place in each participating school's career services office from **March 28th – April 17th**. In order to quickly and efficiently import registered students into the **SEMJF Symplicity module**, each participating school will submit an Excel spreadsheet with all pertinent student information to **Scheduling Coordinator, Lauren Ventre**, lventre@law.virginia.edu by **April 17th at 5 p.m. EST**.

FOR ALL SCHOOLS:

Important: please do not note your students as "part-time" or "full-time"; the only class years that should be noted are

1L, 2L, 3L. Symplicity only will allow students to see employers who have requested their class year, so it is very important that your list be correct in this regard. Once all schools' students have been imported into the system, we will "roll" the classes to reflect the class year in which the students will be in at the time of the fair (i.e., 1Ls will become 2Ls, etc.).

Please do not change your students' class years in the spreadsheets prior to sending them!

Schools with part-time programs – your students' class year will be determined by the students' graduation date. Please make sure their graduation date is correct.

Please do not submit your entire school roster. Instead, please include only those students who affirmatively requested to be pre-registered for SEMJF.

FOR NON-SYMPPLICITY SCHOOLS:

Format a spreadsheet with the information listed below. An Excel template is available below. Please format your spreadsheet to match the template exactly (make sure your school name is listed on the spreadsheet rows **exactly** as it is in the list below). The spreadsheet must contain the following:

1. Student last name;
2. Student first name;
3. Student middle name;
4. Student email address (Please note: students **MUST** use their school email addresses);
5. Student cell phone number;
6. Student graduation date;
7. Student **year in school as of fall semester 2018**;
8. School name.

FOR SYMPPLICITY SCHOOLS:

The easiest way to get your students pre-registered and generate the spreadsheet is to have students pre-register through an OCI session in your own school's Symplicity module.

1. Create an employer named "**Southeastern Minority Job Fair Pre-Registration**;"
2. Create an **OCI session and schedule** with the same name, setting the student application deadline to match your internal submission deadline. Allow 1Ls, 2Ls, and 3Ls to apply through your OCI module. You may adjust your system settings to allow students to register without uploading a resume (System Settings > OCI tab - allow students to submit without a resume – turn ON).

Once your internal submission deadline has passed, run a report through your reporting module to collect the following data:

1. Student first name;
2. Student middle name;
3. Student last name;
4. Student email address (Please note: students MUST use their school email addresses);
5. Student graduation date;
6. Student year in school.

Once generated, add the following column for each student:

7. School name (listed exactly as it is noted in the list below)

Send the completed spreadsheet to Scheduling Coordinator, Lauren Ventre, lventre@law.virginia.edu by **Monday, April 17th at 5 p.m. EST.**

Should you have questions, please contact SEMJF Chair, Bradley Merritt, bmerritt@barry.edu or Scheduling Coordinator, Lauren Ventre, lventre@law.virginia.edu.

List of participating schools (please make sure your spreadsheet matches your school listing exactly as shown here):

Atlanta's John Marshall Law School
Barry University School of Law
Belmont University College of Law
Campbell University School of Law
Charleston School of Law
Duke University School of Law
Elon University School of Law
Emory University School of Law
Faulkner University, Thomas Goode Jones School of Law
Florida A&M University College of Law
Florida State University College of Law
George Mason University School of Law
Georgia State University College of Law
Liberty University School of Law
LSU Paul M. Hebert Law Center
Mercer University School of Law
Mississippi College School of Law
North Carolina Central University School of Law
Northern Kentucky University Chase College of Law
Nova Southeastern University Shepard Broad Law Center
Regent University School of Law
Samford University Cumberland School of Law
SMU Dedman School of Law
Southern University Law Center
Stetson College of Law
St. Thomas University School of Law

Texas A&M University School of Law
Texas Southern University, Thurgood Marshall School of Law
Texas Tech University School of Law
The University of Alabama School of Law
The University of Memphis Cecil C. Humphreys School of Law
The University of Tennessee College of Law
The University of Texas at Austin School of Law
The University of Tulsa College of Law
Tulane University Law School
University of Arkansas School of Law
University of Florida Levin College of Law
University of Georgia School of Law
University of Kentucky College of Law
University of Louisville Brandeis School of Law
University of Miami School of Law
University of Mississippi School of Law
University of North Carolina School of Law
University of Richmond School of Law
University of South Carolina School of Law
University of Virginia School of Law
UNT Dallas College of Law
Vanderbilt University Law School
Wake Forest University School of Law
Washington & Lee School of Law
West Virginia University College of Law
William & Mary Law School