July Checklist

We are looking forward to you beginning law school in August! To complete the remaining steps necessary to finalize your enrollment, please review the 2nd checklist of tasks to be completed below. Some of the tasks listed are required and others are optional. Please contact our office with any questions.

☐ Register for Classes - **Deadline: July 15 at 11:59 am (CDT)**

There is no deviation from the classes you have been assigned. Please complete your class registration in LOCUS before 11:59 pm on Wednesday, July 15.

☐ Biographical Information Form

Complete the required form by **August 1, 2015**. The form should be sent by email to law-admissions@luc.edu.

☐ Orientation

First year Orientation is mandatory and scheduled for **Thursday, August 20 and Friday, August 21**. You need to read *A Civil Action* by Jonathon Harr before Orientation. Please direct any questions regarding Orientation to Giselle Santibanez, Associate Director for Student Affairs, at gsantibanez@luc.edu.

☐ Direct Deposit/Refunds

If you have applied for and have been approved for federal loans for the academic year, to receive a refund, after tuition has been paid, you will need to sign up for direct deposit through LOCUS by **August 1, 2015**. Refunds are typically available 10 days prior to the start of school.

☐ Tuition Payment

- Loyola will generate electronic bills (E-Bills) for incoming law students on **July 15, 2015** which will be due **August 5, 2015**. If you have completed the loan application process and your LOCUS account indicates that funds will be arriving prior to the start of school, you will not be assessed a late fee.
- Loyola offers several installment plans for those who will be covering some portion of their tuition out-of-pocket. As a reminder, your seat deposit will be paid toward your fall semester tuition.

☐ Immunization Records

The State of Illinois requires that students provide the university with evidence of immunity to measles, mumps, rubella, tetanus and diphtheria. Students are asked to safeguard the health of the Loyola community by providing evidence of their immunization or by being immunized. Completed immunization forms should be submitted to the Loyola University Chicago Wellness Center by **August 15, 2015**. Please do not send this form to the Law Admission Office.
☐ **Student ID Cards**

72 hours after you register for classes, you will be able to visit campus to obtain your student ID card for use in the law library, bookstore, etc. Pictures may be taken Monday-Friday, 9 am - 5 pm at the Student Services desk located in the lobby of the Corboy Law Center.

☐ **Student Health Insurance**

- All law students are required to show proof of health insurance. You will automatically be charged for health insurance unless you are covered by another insurance plan.
- If you have your own insurance coverage, or are covered by a parent or spouse’s plan, you may waive out of Loyola’s Student Health Insurance by providing proof of other coverage. You will need to complete the waiver through LOCUS, once you have registered for classes. The deadline to complete this process is **October 1, 2015**.
- Students accepting Loyola’s Health Insurance may choose the “fast-track” enrollment option once they have an insurance charge on their student account. Fast-tracking confirms that you have accepted Loyola’s student health insurance coverage, activates your enrollment into the plan, and allows an insurance card to be generated within 7-10 business days.

☐ **Loyola’s Writing Workshop**

If you are interested in participating in this optional opportunity, please send an email to Andrea Yelin at andreayelin@aol.com by **August 7**. The Writing Workshop will be held on **Saturday, August 29, 2015**.

☐ **Staying Best Friends**

The first of three Staying Best Friends gatherings will be held on **Friday, September 4** from 6:00-7:30 pm in Room 1233. This program is designed for couples who would like to achieve their JD at Loyola and not lose their spouse or significant other in the process. One partner or both partners may be obtaining a JD to participate. If you are interested, please send your RSVP to Father Jerry Overbeck at joverb2@luc.edu.

☐ **Public Service Day (optional)**

Your first opportunity to participate in a service activity as a Loyola University Chicago School of Law student will take place during orientation week on **Monday, August 17 and Wednesday, August 19**. If you are interested in participating, please fill out the **registration form** and email it to student assistant Katie Colburn at kcolburn@luc.edu.

☐ Check your **Loyola Exchange Email Account** on a regular basis (the Law Admission Office will continue to utilize your personal email account until the start of Orientation). If you are considering purchasing a new laptop, please review the recommended specifications from Law School Computing Services.