June/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 this last checklist of tasks to be completed. Some of the tasks listed are required and others are optional. Please contact our office with any questions.

☐ Register for Classes - **Deadline: June 30 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 am on **Friday, June 30**.

☐ **LOCUS**

Read carefully through the email sent from the Law Admission Office with information about accessing your LOCUS account. You will need to set up your LOCUS account and reset your initial password. If you experience any problems, please contact the University Call Center at 773.508.4487.

☐ **Loyola Exchange Email**

Read carefully through the email sent from the Law Admission Office with information about accessing your Loyola Exchange email account. Please begin checking your Loyola email for updates from the University on a regular basis. The Law Admission Office will continue to utilize the email provided when you applied for admission.

☐ **Financial Aid Award in LOCUS**

*Your financial aid award will be posted in LOCUS in July.* Once this information is available, you can begin applying for loans.

☐ **Biographical Information Form**

Complete the required form by **August 1**.

☐ **Orientation**

First year Orientation is mandatory and scheduled for **Thursday, August 17 and Friday, August 18**. You will need to read *A Civil Action* by Jonathon Harr before Orientation. Please direct any questions regarding Orientation to Giselle Santibanez-Bania, 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**. Refunds are typically available 10 days prior to the start of school.

☐ **Tuition Payment**

Loyola will generate [electronic bills (e-bills)](https://example.com) for incoming law students on **July 15** which will be due **August 5**. 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](https://example.com) 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.

☐ **Campus Cards**

72 hours after you register for classes, you will be able to visit campus to obtain your campus card for use in the Law Library, bookstore, etc. Pictures may be taken Monday, Tuesday, Thursday and Friday, 8:30 am-5:00 pm and Wednesday, 8:30 am-7:00 pm at the Student Services desk located in the lobby of the Corboy Law Center.
**Immunization Records**

The State of Illinois requires that all incoming students enrolled in 7 or more credit hours must show proof of immunity to certain diseases. Students must complete a **two-step process** to verify proof of immunity. Incomplete or inaccurately submitted immunization information will block access to registering for classes. All students must enter immunization requirements into LOCUS and then submit supporting documents to the Wellness Center before the 10th day of the term. Failure to provide timely information will result in a $50 non-compliance fee, which may be applied to your account. The non-compliance fee is non-refundable and will not be removed even after immunization information is completed. After registering for classes, you should **first** enter your immunization information into LOCUS. After that is completed, you must then submit this form or turn in a form from your medical provider. Completed forms should be submitted to the Loyola University Chicago Wellness Center. We recommend completing this process prior to **August 1**.

**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**. Students accepting Loyola’s Student 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.

**Student Optional Disclosure of Private Mental Health Information**

In compliance with the State of Illinois Student Optional Disclosure of Private Mental Health Act, all incoming students of Loyola University Chicago have the opportunity to identify any adult individual/s that you would wish to be notified in the event that a qualified mental health provider employed by the University refers you for inpatient psychiatric hospital care if it is determined you might pose a danger to yourself or others. **Completion and submission of this form is optional.**

**Loyola’s Writing Workshop**

The School of Law is pleased to offer incoming students an opportunity to participate in a single session Writing Workshop. This no credit, free resource will be offered on **Saturday, August 26**. If you are interested in participating in this optional opportunity, registration will be available on a first-come, first-served basis. Please contact Andrea Yelin at AndreaYelin@aol.com to register by **August 4**.

**Staying Best Friends**

The first of three Staying Best Friends gatherings will be held on **Thursday, August 31 from 6:00-7:30 pm**. 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.

**1L Orientation Public Service Opportunities**

Your first opportunity to participate in a service activity as a Loyola University Chicago School of Law student will take place during orientation week. This is an optional opportunity available on **Wednesday, August 16**. If you are interested, please fill out the **registration form** and email it to student assistant Carrie Seleman at cseleman@luc.edu.

**Computing Services**

If you are considering purchasing a new laptop, please review the recommended specifications from Law School Computing Services.