F. Y. I.
FIRST YEAR INFORMATION ORIENTATION, FALL 2015
Welcome, incoming class of 2018/2019!

This FYI Booklet was designed to help orient you to the law school community as you begin your first year at Loyola.

Included is information about this year’s calendar of events, a “who’s who” of your administrators, and descriptions of Loyola’s various academic centers, institutes, and clinics. You will also find important information about daily operations, such as how we communicate with students, how to get IT help, and where to go for assistance with anything from Bar Exam questions to a lost locker combination. We will also try to introduce you to a number of opportunities you may want to take part in at some point during your law school career, including student organizations, study abroad programs, public interest work, and externships.

Of course, this booklet serves as only a brief introduction to what we believe you will discover is a rich, diverse, and ever-expanding community. To include here all of the details we think you might need would be impossible, so we have included many suggestions to look online for more information, as well as a list of additional online materials.

The faculty, staff, and administration of Loyola University Chicago School of Law are so pleased that you have decided to join us, and look forward to meeting all of you as the year begins!
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Meet Your Administrators...

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Assistant Director of Alumni Relations & Special Events
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Kaitlin Butler
Annual Giving Officer
kbutler6@luc.edu

These are just a few of the people who make up the Administration and Staff of the School of Law. Everyone here is dedicated to supporting and facilitating your legal education to help you meet your goals for the future.

Please stop by to say hello — we look forward to meeting you!
<table>
<thead>
<tr>
<th>Advisors</th>
<th>Student Life Advisors</th>
<th>Phone</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean Jean Gaspardo</td>
<td></td>
<td></td>
<td>5-7886</td>
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<tr>
<td>Professor Jennifer Brendel</td>
<td></td>
<td>5-7869</td>
<td>1034</td>
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<tr>
<td>First Year Advisors</td>
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<tr>
<td>Dean James Faught</td>
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<td>5-7131</td>
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<tr>
<td>Dean Michael Kaufman</td>
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<td>Dean Jean Gaspardo</td>
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<tr>
<td>Giselle Santibanez-Bania</td>
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<tr>
<td>Alumni Relations/ Events</td>
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<tr>
<td>Dean Nora Kantwill</td>
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<td>5-7281</td>
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<tr>
<td>Bar Exam Information</td>
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<tr>
<td>Dean James Faught</td>
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<tr>
<td>Career Services</td>
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<tr>
<td>Associate Dir. Maureen Kieffer</td>
<td></td>
<td>5-7124</td>
<td>1301</td>
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<tr>
<td>Assistant Dir. Debbie Gutman</td>
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<td>5-7867</td>
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<tr>
<td>Associate Dir. Sheila Simhan</td>
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<td>5-7932</td>
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<tr>
<td>Chaplain</td>
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<tr>
<td>T. Jerome Overbeck, S.J.</td>
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<td>5-7186</td>
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<td>Character and Fitness</td>
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<td>Dean James Faught</td>
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<td>Dean Michael Kaufman</td>
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<tr>
<td>Externships/ Experiential Learning Field Placement Program</td>
<td>Josie Gough</td>
<td>5-7887</td>
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<td>Law Admissions Office</td>
<td>Law Financial Aid</td>
<td>5-7170</td>
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<td>Library Services</td>
<td>Patricia Scott, Director</td>
<td>5-8515</td>
<td>Lib. 3rd Fl.</td>
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<tr>
<td>Mock Trial</td>
<td>Zelda Harris, Program Coordinator</td>
<td>5-7783</td>
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<tr>
<td>Moot Court</td>
<td>Gail Jankowski</td>
<td>5-7179</td>
<td>1022</td>
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<td></td>
<td>Megan Canty, Program Director</td>
<td>5-8644</td>
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<td>Scholarships</td>
<td>Dean Pamela Bloomquist</td>
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<tr>
<td>Student Bar Association</td>
<td>Dominic LoVerde</td>
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<td>Journals</td>
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<td></td>
<td>Professor John Breen</td>
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<td>Benjamin Barnett, editor-in-chief</td>
<td>5-7183</td>
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<td>Annals of Health Law</td>
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<td>Professor John Blum</td>
<td>5-7175</td>
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<td>Ryan Marcus, editor-in-chief</td>
<td>5-6304</td>
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<td>Children’s Legal Rights Journal</td>
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<td>Professor Diane Geraghty</td>
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<td>Jenessy Rodriguez, editor-in-chief</td>
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<td>Consumer Law Review</td>
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<td>Robert Gottfried, editor-in-chief</td>
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<td>International Law Review</td>
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<td>Professor Margaret Moses</td>
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<tr>
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<td>Kaitlynn Johnson, editor-in-chief</td>
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<td>Public Interest Law Reporter</td>
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<td>Nickolas Kaplan, editor-in-chief</td>
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<td>Student Life</td>
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<td>Giselle Santibanez-Bania</td>
<td>5-8606</td>
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<tr>
<td>Law Registrar</td>
<td>Registration; Grades; Class Rank; Exam Numbers; Dual Degree Programs; Dean Certifications; Graduation</td>
<td>5-7167</td>
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<tr>
<td>Study Abroad</td>
<td>Beijing Study Law Abroad Program</td>
<td>Dean Jean Gaspardo</td>
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<td>London Advocacy Program</td>
<td>Dean James Faught</td>
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</tr>
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<td>Rome Study Law Abroad Program</td>
<td>Dean Jean Gaspardo</td>
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</tr>
<tr>
<td>Technology</td>
<td>Laptop Network issues, Laptop exams, Media Services</td>
<td>General Help-line</td>
<td>5-7192</td>
</tr>
</tbody>
</table>
# First Year Calendar

For continuing updates and information, please regularly check the law school calendar linked from

**Mandatory Event:** First Year Students are required to attend events that are designated as Mandatory (including one session of Jury Duty and one session of the Intrasc School Moot Court).

<table>
<thead>
<tr>
<th>Event</th>
<th>Time &amp; Place</th>
<th>Details</th>
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<tbody>
<tr>
<td>Water Tower Campus Block Party</td>
<td>Thursday, August 27, 2015; 11:00 am-2:00 pm</td>
<td>Enjoy free food and entertainment as the school year gets started in style!</td>
</tr>
<tr>
<td>Externship Field Placement Program Information Sessions</td>
<td>Monday, August 31, 2015; Wednesday, September 9, 2015; Time and Location TBA Check Law School Announcements for updates</td>
<td>Information sessions for students interested in externships for Spring 2016. Attendance at one information session is mandatory.</td>
</tr>
<tr>
<td>Big Sib/Little Sib Event</td>
<td>Thursday, September 10<strong>th</strong>, 2015;</td>
<td>Mixer for first year students and their Big Sibs.</td>
</tr>
<tr>
<td>Student Activities Fair</td>
<td>Wednesday, September 16, 2015, 4-7pm</td>
<td>Students are invited to learn more about activities and groups.</td>
</tr>
<tr>
<td>SBA Annual Boat Cruise</td>
<td>Friday, September 18, 2015; Cruise boards at 7pm, departs from Navy Pier at 7:30pm</td>
<td>Must-do opportunity to bond with your fellow 1Ls and meet upper-level students.</td>
</tr>
</tbody>
</table>
| First Year Dinners                        | **Section One:** Monday, September 21st, 5:30-7:00 pm, Kasbeer Hall  
**Section Two:** Thursday, September 10th, 5:30-7:00 pm, Kasbeer Hall  
**Section Three:** Thursday, September 24th, 5:30-7:00 pm, Kasbeer Hall  
**Part-time/Evening Section:** Wednesday, September 9th, 5:30 - 7:00 pm, Kasbeer Hall | First year students are invited to this annual tradition, which includes mingling and dining with alums, faculty, and administration. |
| First Year Career Services Orientation    | Tuesday, September 15th, 12-1pm, and Wednesday, November 11th (for PT students), 6-7pm; Rooms TBA | MANDATORY presentation by Office of Career Services                      |
| Externship Judicial Field Placement Collection Date | Wednesday, September 16 – Wednesday, September 23, 2015 | Collection date for materials for externships in Spring 2016.             |
| Law & Literature Lecture                  | Monday, October 5, 2015, noon                     | Michael Halberstam and actors from Writers’ Theatre will perform scenes from Romeo and Juliet. |
| Study Abroad Information Sessions         | Dates, Times and Rooms TBA Check Law School Announcements for updates | Interested students should attend one information session. Dean Gaspardo leads summer law study abroad programs at Loyola’s Rome, Italy campus, as well as our Beijing, China Program. |
| Dean’s Town Hall – Fall Semester          | Wednesday, October 7**th**, 5:00 - 6:00 pm or Thursday, October 8**th**, 12:00 - 1:00 pm Locations TBA | Students are invited to meet with Dean Yellen for an open discussion. |
| Family Day                                | Sunday, October 18, 2015; 1:00 - 4:00 pm         | First year students and their guests are invited to join the Dean and faculty for this annual program and reception. |
| Latin Nights                              | Thursday, October 22, 2015; 8:00 pm              | Annual event sponsored by Latino Law Students Association, featuring food, music and dancing. |
| Public Interest Convocation               | Date, Time & Location TBA MANDATORY for each first year student. |
| Philip H. Corboy Lecture in Advocacy      | October 20, 2015; Ceremonial Courtroom Check Law School Announcements for updates | Special guest lecturers speak on issues regarding advocacy and changes in the law. |
| Wing-Tat Lee Lecture                      | Date, Time & Location TBA Check Law School Announcements for updates | Annual lecture on international law. |
| Curriculum Planning Sessions              | Section I: Thursday, October 22, 4-4:30pm, room 1303, (immediately following Civ Pro);  
Section II: Wednesday, October 21, 4-4:30pm, room 1103 (immediately following Torts);  
Section III: Thursday, October 22, 12-12:30pm, room 1103 (immediately following Torts). | All first-year students are strongly encouraged to attend sessions designed to assist in curriculum decisions for your second semester of law school, specifically the perspective elective that you will be choosing. (Due to different scheduling requirements, Fall sessions are not offered for the PT Eve section). |
<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time Details</th>
<th>Notes/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester Registration Begins</td>
<td>Friday, October 30, 2015; 9:00 am.</td>
<td>All first-year students are required to register for Spring 2016 classes using LOCUS.</td>
</tr>
<tr>
<td>1L-Alumni Mentor Speed Networking Event</td>
<td>Tuesday, November 3, 2015; 5-7pm Ceremonial Courtroom</td>
<td>1L students are invited to mingle and network with alumni, create mentor relationships.</td>
</tr>
<tr>
<td>Hunger Week / No-Talent Show</td>
<td>November 2-6, 2015; Thursday, November 5th, Time and Location TBA</td>
<td>Annual Event - Fun Tradition</td>
</tr>
<tr>
<td>Jury Duty</td>
<td><strong>Jury Duty #1:</strong> November 12, 2015; <strong>Jury Duty #2:</strong> November 14, 2015; <strong>Jury Duty #3:</strong> January 16, 2016; <strong>Jury Duty #4:</strong> April 21, 2016; <strong>Jury Duty #5:</strong> April 23, 2016</td>
<td>MANDATORY that each 1L student attend one session. Opportunity to observe (and serve as jurors) in final trial exercise for Trial Practice course to be taken as a 3L. Sign up sheets for each session are posted approximately one month before the session takes place. <em>Please note that your 1L Legal Writing II grade will be withheld until this requirement is completed.</em></td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Thursday, November 26 - Sunday, November 29, 2015</td>
<td>No Classes; Offices closed Thursday, November 26th—Sunday, November 29th</td>
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<tr>
<td>Finals Evening Breakfast</td>
<td>Thursday, December 3, 2015, 6:30 - 9:00 pm Kasbeer Hall</td>
<td>Faculty and Administration serve breakfast and offer support as students prepare for exams</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Monday, December 7, 2015—Thursday, December 17, 2015</td>
<td>Please check the Fall Registration packet for time and location of your exams.</td>
</tr>
<tr>
<td>Christmas Break</td>
<td>Friday, December 18, 2015-Thursday, January 14, 2016</td>
<td>No Classes; Offices closed December 24-25, 31, 2015 and January 1, 2016.</td>
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<tr>
<td>First Day of Spring Classes</td>
<td>Friday, January 15th (First Friday Class); Saturday, January 16th (First Saturday Classes); Tuesday, January 19th (All Other Classes Start)</td>
<td>Check your schedule for times and room assignments.</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Lecture</td>
<td>January, 2016; Date and Time TBA</td>
<td>Annual prayer luncheon and lecture to mark Loyola's Martin Luther King, Jr. remembrance.</td>
</tr>
<tr>
<td>Externship Field Placement Program Information Sessions</td>
<td>Tuesday, January 19, 2016; Wednesday, January 20, 2016; Time and Location TBA</td>
<td>Information sessions for students interested in externships for Summer 2016. Attendance at one information session is mandatory.</td>
</tr>
<tr>
<td>File your FAFSA!</td>
<td>February 1, 2016</td>
<td>To renew student loans and need-based funding, file your FAFSA by February 1st to ensure arrival by March 1st.</td>
</tr>
<tr>
<td>Intraschool Moot Court Competition</td>
<td>February 24, 2016; February 27, 2016; Times &amp; Locations TBA</td>
<td>Mandatory for every 1L to attend one round of Loyola's Intraschool competition, which tests appellate advocacy skills. All 2L students are invited to participate in the Competition. Alums return to the school to judge the rounds. <em>Please note that your 1L Legal Writing II grade will be withheld until this requirement is completed.</em></td>
</tr>
<tr>
<td>Character &amp; Fitness</td>
<td>Spring Semester; Date, Time and Location TBA</td>
<td>MANDATORY for all 1L students</td>
</tr>
<tr>
<td>Civility in the Profession</td>
<td>Spring Semester; Date, Time and Location TBA</td>
<td>MANDATORY for all IL students</td>
</tr>
<tr>
<td>PILS Auction</td>
<td>February 18, 2016; 8pm Regents Hall (Lewis Towers)</td>
<td>Annual tradition - proceeds fund PILS summer fellowships.</td>
</tr>
<tr>
<td>Amaker Public Interest Retreat</td>
<td>March 4-6, 2016; Loyola's Retreat Center, Woodstock, IL</td>
<td>The Amaker Retreat promotes principles of service, invigorates the next generation of socially conscious lawyers, and provides a forum for thinking about reform, the growth of public interest law, and social change.</td>
</tr>
<tr>
<td>Dean’s Town Hall—Spring Semester</td>
<td>Spring Semester; TBA</td>
<td>Students are invited to meet with Dean Yellen for an open discussion.</td>
</tr>
<tr>
<td>FAFSA Filing Deadline</td>
<td>March 1, 2016</td>
<td>Deadline for filing FAFSA for renewal of all loans and need-based funding</td>
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<tr>
<td>Spring Semester Break</td>
<td>Sunday, March 6 – Sunday, March 1, 2016</td>
<td>No Classes</td>
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<tr>
<td>Externship Field Placement Program Information Sessions</td>
<td>Wednesday, March 16, 2016; Thursday, March 17, 2016; Time and Location TBA</td>
<td>Information sessions for students interested in externships for Fall 2016. Attendance at one information session is mandatory.</td>
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<tr>
<td>Externship Judicial Field Placement Collection Date</td>
<td>Tuesday, March 22–Thursday, March 31, 2016</td>
<td>Collection date for materials for externships in Fall 2016.</td>
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<tr>
<td>Event</td>
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<tr>
<td>Easter Break</td>
<td>No Classes; Offices closed</td>
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<tr>
<td>Curriculum Planning Sessions</td>
<td>All 1L students are encouraged to attend info sessions to assist in planning curriculum in second, third and fourth years.</td>
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<tr>
<td>Journal Symposums</td>
<td>The Loyola Community is invited to attend all symposia hosted by our student journals.</td>
<td></td>
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<tr>
<td>Conferences &amp; Competitions</td>
<td>The Loyola Community is invited to attend all conferences and competitions hosted by our Professors and Special Programs.</td>
<td></td>
</tr>
<tr>
<td>Race and the Law Symposium</td>
<td>The Black Law Student Association, in conjunction with the Latino American Law Student Association and Asian-American Law Student Association, sponsors the annual Race and the Law Symposium, which brings together distinguished scholars and practitioners to discuss issues regarding race in the context of the legal system.</td>
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<tr>
<td>Trivia Night</td>
<td>Catholic Lawyers Guild hosts a charity event open to teams of both students and faculty</td>
<td></td>
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<tr>
<td>Fall Semester Registration Begins</td>
<td>All first-year students are required to register for classes using LOCUS.</td>
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<tr>
<td>London Comparative Advocacy Program</td>
<td>Series of informational sessions will be conducted in preparation for December 2016-January 2017 London Program.</td>
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<tr>
<td>Final Exams</td>
<td>Please check your schedule for time and place of your exams.</td>
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<tr>
<td>Summer Classes Begin</td>
<td>Check schedule for course offerings and times.</td>
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<tr>
<td>Summer Program Abroad Begins</td>
<td>See Dean Gaspardo for details. Room 1227.</td>
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</tbody>
</table>

**Descriptions of Required Events**

**Advocacy Requirements**
All first year students are required to attend two advocacy events in order to expose them to various aspects of the litigation process and prepare them for upper-level courses. Please note that your Legal Writing II grade will be withheld until these requirements are completed.

- **Jury Duty** - Each student must serve as a juror at one of the final trials of the Trial Practice courses. Students have several dates each year to complete this requirement. Sign-up sheets are posted each fall in the Advocacy Center (10th Floor).
- **Intraschool Moot Court Competition** - Each student must also attend one round of the Intraschool Moot Court Competition. This event allows students to observe the appellate process, as second year students compete against each other in rounds of oral arguments.

**Career Services Orientation**
The Office of Career Services presents this introductory event which gives an overview of resumes, cover letters, on-campus interviewing, and general job-search information which is vital to students.

**First Year Dinners**
First year students are invited to this annual tradition, which includes mingling and dining with alums, faculty, and administration.

**Public Interest Convocation**
Began in 1989 as part of a project with the American Bar Association, the law school hosts an annual Convocation to recognize outstanding achievements in public service and pro bono service by members of the bar.

**Civility in the Profession**
This program highlights issues attorneys face in the courtroom with regard to professionalism, ethics, character, and civility.
How We Communicate With You

(1) **Email:** It is your responsibility to check your Loyola email account daily. In addition to emails sent specifically to you, broadcast emails to the law community, under the title **Law School Announcements,** are sent once daily during the school year. If you prefer, you can build a forwarding rule into your law email account to transfer incoming messages to an account that you check daily.

(2) **Website:** The law school calendar and current students pages (accessible from the homepage, [www.luc.edu/law](http://www.luc.edu/law)), provide useful information.

(2) **Curriculum Planning:** We will meet with you, as a section and individually, both in the Fall and Spring to discuss and explain your curriculum requirements and choices. Please check the First Year Calendar and Law School Announcements for dates and times.

Descriptions of Required Events

**Advocacy Requirements**
All first year students are required to attend two advocacy events in order to expose them to various aspects of the litigation process and prepare them for upper-level courses. Please note that your Legal Writing II grade will be withheld until these requirements are completed.

**Jury Duty**
Each student must serve as a juror at one of the final trials of the Trial Practice courses. Students have several dates each year to complete this requirement. Sign up sheets will be posted in the Dan K. Webb Advocacy Center—please check Law School Announcements for sign-up dates.

**Dates:**
- **Jury Duty #1:** Thursday, November 12, 2015; 6-9pm, Daley Center Courthouse
- **Jury Duty #2:** Saturday, November 14, 2015; 8am-1pm, Daley Center Courthouse
- **Jury Duty #3:** Saturday, January 16, 2016; 8am-1pm, Daley Center Courthouse
- **Jury Duty #4:** Thursday, April 21, 2016; 6-9pm, Daley Center Courthouse
- **Jury Duty #5:** Saturday, April 23, 2016; 8am-1pm, Daley Center Courthouse

**Intraschool Moot Court Competition**
Each student must also attend one round of the Intraschool Moot Court Competition. This event allows students to observe the appellate process, as second year students compete against each other in rounds of oral arguments.

**Date:** February 24 and 27, 2016; Times and Locations TBA

**Career Services Orientation**
The Office of Career Services presents this introductory event which gives an overview of Resumes, cover letters, on-campus interviewing, and general job-search information which is vital to students.

**Date:** Tuesday, September 15th, 12–1pm & Wednesday, November 11th, 6–7pm; Rooms TBA

**First Year Dinners**
First year students are invited to this annual tradition, which includes mingling and dining with alums, faculty, and members of the administration.

- **Section One Dinner:** Monday, September 21, 2015; 5:30–7:00 pm, Kasbeer Hall
- **Section Two Dinner:** Thursday, September 10, 2015; 5:30–7:00 pm, Kasbeer Hall
- **Section Three Dinner:** Thursday, September 24, 2015; 5:30–7:00 pm, Kasbeer Hall
- **Part-time/Eve. Section Dinner:** Wednesday, September 9, 2015; 5:30–7:00pm, Kasbeer Hall

**Public Interest Convocation**
Begun in 1989 as part of a project with the American Bar Association, the law school hosts an annual Convocation to recognize outstanding achievements in public service and *pro bono* service by members of the bar. Attendance is required for first-year students, in order to acquaint students with the unmet legal needs of the poor and with the obligation of lawyers to address that need.

**Date:** Fall Semester; Date, Time & Location TBA

**Civility in the Profession**
Designed to highlight issues regarding professionalism, character, and the importance of civility in the courtroom, this program features a panel of distinguished speakers, including representatives from the Illinois Supreme Court Commission on Professionalism and the Illinois Attorney Registration and Disciplinary Commission.

**Date:** February 2016; date, time and location TBA
Financial Aid

Where we are located:

Law School: Corboy Law Center
Suite 1208 (12th Floor)

University: Lewis Towers, 8th Floor
Tu/Th: 8:30am-5:00pm

How to contact us:
Phone: 312.915.7170
Email: Law-financial-aid@luc.edu

University Financial Aid:
Phone: 773.508.7704
Email: lufinaid@luc.edu
http://www.luc.edu/finaid/

The Office of Law Admission and Financial Assistance is committed to helping students learn about financing their legal education. Working with the University Financial Aid Office (OSFA), every attempt is made to ensure seamless and timeless processing of your aid package. Financial aid provided by Loyola University Chicago is defined as any combination of educational loans, scholarships, grants, fellowships, and/or Federal Work Study Eligibility.

We encourage you to sign up for the Financial Aid FACEBOOK page to receive notices of scholarships, programming and other essentials to make the financial aid portion of your legal education easier!

You are welcome to stop in our office during business hours with any questions you may have related to financial aid. Below is a listing to use as a guideline of which office will best be able to assist you:

**University Financial Aid Office:**
- All Loans: questions, amounts, processing, delivery
- Federal Work Study
- Appeals for additional funding

**Law Financial Aid Office:**
- Administers and awards all law school scholarships/fellowships
- Processes requests for Proof of Financial Aid
- Letters (usually to landlords)
- Posting of outside scholarships—through newsletters & website
- Financial Literacy Program
- Financial Aid FACEBOOK

**Law Financial Literacy**

This initiative aims to provide students with the tools needed to manage their finances during their time in law school and beyond. We will provide online resources, scholarship notifications and workshops throughout the year.

**The Basics:**

<table>
<thead>
<tr>
<th>AWARD TYPE:</th>
<th>WHAT YOU NEED TO KNOW:</th>
<th>WHAT TO DO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellowships</td>
<td>Awarded by specific departments in exchange for work, teaching, or research. Usually based on merit and/or need, these gifts do not have to be repaid. Check individual scholarships/grants for renewal criteria.</td>
<td>Check with your academic department</td>
</tr>
<tr>
<td>Scholarships, Grants</td>
<td>These funds must be repaid with interest after you leave school. Direct Unsubsidized Federal Loan is not based on financial need. The government does not pay your interest at any time. You can choose to make periodic interest payments or have the interest added back to the principal of the loan when repayment begins. The interest rate is fixed at 6.8 percent. Graduate and professional students receive up to $20,500 per academic year.</td>
<td>Check with your academic department for opportunities. Research outside opportunities at websites such findtution.com or on our site’s resource page.</td>
</tr>
<tr>
<td>Loans</td>
<td>Direct Graduate PLUS Loans These federal loans can help you pay the difference between your total costs at Loyola and your total financial assistance. Eligibility is based on the creditworthiness of the borrower. Although you accrue interest on these loans while you are in school, repayment begins when you are no longer enrolled. The maximum amount for which you can apply is listed in the “Eligibility for Additional Graduate Loans” section of your Financial Aid Award.</td>
<td>1. Review your loans in LOCUS. You may reduce or decline a loan in View Financial Award in the Campus Finances menu in LOCUS. 2. Sign a Master Promissory Note (MPN), a legal commitment to repay the loan. &quot; 3. Complete entrance loan Counseling—studentloans.gov—required for all federal loan recipients—to learn how to manage your student loans. &quot; Visit studentloans.gov for Direct Graduate PLUS Loans and to begin the pre-approval process. You must reapply for your Graduate PLUS loan amount each academic year.</td>
</tr>
</tbody>
</table>
Eligibility: To receive institutional funds, students must:

⇒ Be enrolled at least half-time (4-7 credit hours per semester)
⇒ Be a regular student making satisfactory progress toward a degree or certificate.
⇒ Be a U.S. citizen or eligible non-citizen.
⇒ Be registered with the Selective Service if required.
⇒ Sign a statement of educational purpose & a certification on overpayment & default (on the FASFA).
⇒ Have a valid Social Security Number.

Calculating your award: The OSFA will use a projected budget to determine your cost of attendance.
This budget is estimated based on assumptions in:
⇒ Your academic program and
⇒ Your planned level of enrollment
The budget includes expenses paid directly to the University, such as tuition and fees, as well as indirect expenses, such as books, transportation and a modest amount for living expenses. Your estimated cost of attendance cannot include discretionary expenses, such as car expenses or long-distance phone charges, nor does it take into account personal consumer debt.

BARBRI fee: Each year you will be responsible for paying a fee to underwrite your BARBRI prep course.
This fee will be charged by the semester, and will include a 5% increase in subsequent years. Federal Loans cannot be used to pay this fee. The fee is not included in your Cost of Attendance budget posted on the Bursar website. Failure to pay this fee each semester will result in a block on your LOCUS account.

Posting of Financial Aid:
⇒ Loyola fellowships and scholarships are reflected in your University account in LOCUS about the end of the first week of the term, when all requested information has been verified.
⇒ Funds electronically sent to the University, including Direct Federal Loans, appear as payments against charges after entrance loan counseling has been completed & a promissory note has been submitted. You will be notified (Loyola email address) when loans are paid to University charges.
⇒ Outside scholarships or loans that come in the form of checks must be endorsed by the student at the Office of the Bursar (773-508-7705). Students are notified by e-mail when checks arrive.

Importance Dates & Deadlines

<table>
<thead>
<tr>
<th>Important Dates &amp; Deadlines</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 1, 2016:</strong></td>
<td>FAFSA becomes available for Aid Renewal</td>
</tr>
<tr>
<td></td>
<td>We recommend filing no later than February 1st to ensure your results are received the March 1st, the FAFSA deadline date.</td>
</tr>
<tr>
<td><strong>March 1, 2016:</strong></td>
<td>Your FAFSA must be on file to renew loan eligibility and need-based grants. Failure to submit FAFSA by the deadline will result in the loss of grant funding.</td>
</tr>
<tr>
<td><strong>April 1, 2016:</strong></td>
<td>Upperclass applications are due.</td>
</tr>
<tr>
<td><strong>Summer 2016:</strong></td>
<td>Complete new request for Direct Graduate PLUS loan and sign MPN.</td>
</tr>
</tbody>
</table>

Other Important Deadlines:
⇒ **Appeals:** (Special Circumstances, Budget - including bar exam cost)
  - Five weeks before the last day of enrollment for the year
⇒ **Request for Additional Loan Funds:**
  - Three weeks before the last day of enrollment for the year
  - To receive funds by the beginning of a term, four weeks before start of term (i.e. spring)

Merit Scholarships: Merit Scholarships are awarded at the time of admission. Change of divisions may impact the amount of the scholarship. Students must be in academic good standing for renewal.

Grants: Need-based scholarships are awarded annually. Completion of your FAFSA by March 1st annually is required for this scholarship to be renewed.

All other scholarships require:
⇒ Students complete the Free Application for Student Financial Assistance (FAFSA) in a timely fashion, so that the results are received by Loyola by the scholarship deadline. Since the FAFSA takes up to six weeks to process, we recommend filing your information no later than February 1st.
Financial Aid Information for Summer and Second Year

As you prepare for this summer and second year of law school, there are several key steps to ensure that your financial planning is successful and you stay within an affordable budget to avoid significant debt.

**FAFSA**
The FAFSA form is available January 1st each year. You should complete your FAFSA as soon as possible to afford the best planning for summer and next year. As a reminder Loyola University Chicago’s school code is 001710. You must complete the FAFSA by February 15th to ensure that the results are received by March 1st, which is the mandatory deadline date for renewal of funding. This deadline applies to all students who received a **Need Based Scholarship** and is strictly enforced. Please note: You may submit your FAFSA with estimated income and tax information and update this information once it becomes available.

**Summer Financial Aid**
If you are planning to attend summer school, your sole source of funding will be Grad Plus Loans.

**Summer Classes at Loyola Chicago**
There is an additional budgeted amount that includes living expenses and tuition costs for the length of summer school only, not the entire summer.

**Visiting Another Law School for the Summer**
If you choose to take classes at another law school, there is an additional budgeted amount that includes living expenses and tuition costs for the length of summer school only, not the entire summer. Additionally, there is a consortium agreement form that must be completed in a timely fashion, in addition to obtaining permission from the Dean’s Office. Please contact the University Financial Aid Office at lufinaid@luc.edu to request a Consortium Agreement Form.

**Summer Classes - Rome, China Study Law Abroad Programs**
A specific budget is set for each program and will be added together depending upon the number of programs you choose to participate in over the summer. The costs include your airfare and incidentals. Again, it is limited to the time frame of the programs, not the entire summer.

**Summer Internships, or Community Service Work**
There is no funding available for subsidizing internships or work in non-profit organizations. Federal Work Study funds are available only for the academic year.

**Upperclass Scholarships**

As a rising 2L, you are now eligible to apply for a variety of law school endowed scholarships. Please go to [http://www.luc.edu/law/admission/financial_aid/upperclass_scholar_list.html](http://www.luc.edu/law/admission/financial_aid/upperclass_scholar_list.html) to review the various scholarships available. There is a strict deadline of April 1 for submitting all documentation required for each scholarship. You must submit each scholarship application separately, since selection committees vary. Also, while you may apply for multiple scholarships, efforts are made to award the funding to as many students as possible. Therefore, it is unusual for a student to receive more than one of the upperclass scholarships. Prior funding, such as merit scholarships and Law Alumni Grants do factor in the decision process, particularly for those scholarships that are based upon need.

**Dual Degree Programs**
If you are contemplating commencing a dual degree program there are several key factors to consider.

1. You will need to notify the Law Financial Aid office by email at law-financial-aid@luc.edu when you start the program, so we can register this information with the University Financial Aid Office to adjust your budgets accordingly.
2. Your budget is determined by the number of hours you take in each curriculum. Your living expense budget will remain the same.
3. Law School funding is applied only to the course work you take in the law school. For example if you take 10 hours in law and 6 hours in any other program, you would receive 2/3 of your grant or scholarship for that semester. However, the first nine hours of the other program qualifies for law funding as it is applied to your law school degree program.
4. You will need to submit the Dual Degree Release Form at [http://www.luc.edu/law/media/law/registrar/pdfs/dd_release_form.pdf](http://www.luc.edu/law/media/law/registrar/pdfs/dd_release_form.pdf) and return it to the Law Registrar’s Office.

**Questions**
If you have any questions about your funding for next year, the University Financial Aid Office is available for walk in appointments at Lewis Towers (the building with the Hershey Store), on Tuesdays and Thursday from 8:30 a.m. - 5:00 p.m. You may also contact the University Financial Aid Office at lufinaid@luc.edu or 773.508.7704.
Law Registrar’s Office

Where we are located:
Room 1203 (12th Floor)

How to contact us:
Email: Law-Registrar@luc.edu
Phone: 312.915.7167
Fax: 312.915.8639

Hours of Operation:
Monday—Thursday: 8:30 a.m.—6:00 p.m.
Friday: 8:30 a.m.—5:00 p.m.
Saturday/Sunday: Closed

Spring Break/Winter Break
Monday—Friday: 8:30 a.m. – 5:00 p.m.
Saturday/Sunday: Closed

Registrar’s Website
http://www.luc.edu/law/registrar/index.shtml

Curriculum Requirements

The Registrar’s office is the law school’s go-to source for your student records.

REQUIREMENTS FOR GRADUATION:

A student shall be eligible for graduation upon satisfying the following requirements:

1) the successful completion of a minimum of 86 semester hours of coursework; and
2) the maintenance of a cumulative grade point average of at least 2.0; and
3) the completion of 6 semesters in residence if a full-time student or 8 semesters in residence if a part-time student; and
4) the successful completion of the required curriculum.

RESIDENCE AND COURSE LOAD REQUIREMENTS:

A minimum of eighty-six (86) credit units are required for the degree of Doctor of Law (J.D.); a minimum of 74 of those credit hours must be graded credit.

FULL-TIME: The required program in the full-time division extends over 6 semesters. ABA Standards dictate that to be considered full-time, a student must take a minimum of 12 credit hours, and no more than 17 credit hours, each semester. Students in the full-time division must complete six full semesters in which they must be enrolled for a minimum of 12 academic credits to remain in the full-time division. Students may not advance the date of their graduation by taking classes during summer session. Additional credits earned in one academic year or summer session will not permit a full-time student to take fewer than 12 minimum credit hours per semester.

PART-TIME: The required program in the part-time division extends over 8 semesters. Students in the part-time division must take a minimum of 8 credit hours, and no more than 12 credit hours, each semester. To meet their residency requirements, part-time students have the option of either (1) completing 8 semesters of coursework, or (2) completing 7 semesters and at least 2 summer sessions (totaling at least 11 academic credits) of coursework. Students who wish to accelerate their graduation are encouraged to consult the Registrar to ensure they meet all program requirements.
**Eligibility to Continue:** In order to remain in good standing and be eligible to continue in the program, a student must:

(a) have attained an average of at least 1.75 at the end of the first semester of the first year;
(b) after the completion of every semester thereafter, maintain a cumulative grade point average of at least 2.0; and
(c) not receive a grade of “F” or “WF” in more than three courses during residence in the School of Law.

**LOCUS:** The University’s web-based, self-service system that enables students, faculty and staff to access information (class schedules, grades, transcripts, registration) at any time. To access LOCUS, visit the law home page and click on the LOCUS button at the top right corner of the web page. Log in using your University login ID and password.

**Registration:** It is the responsibility of each student to register properly for his/her courses and to confirm their course selections through the LOCUS system. For a full list of required courses visit: [http://www.luc.edu/law/registrar/degree_requirements/guidelines.html](http://www.luc.edu/law/registrar/degree_requirements/guidelines.html).

**Spring Course Schedule:** All full-time 1Ls must register for Constitutional Law, Contracts, Criminal Law, and Legal Writing II in the same section to which they are assigned in their first semester. All full-time 1L students must also register for ONE Perspective Elective (Per Elec) available for first year students. 1L students may not register for any other courses.

All part-time 1Ls must register for Contracts, Criminal Law, and Legal Writing II in the same evening section. Part-time 1Ls may not register for Perspective Elective (Per Elec), or any other, courses.

**Transcripts:** All official transcripts are issued by the University’s Office of Registration and Records: [http://www.luc.edu/regrec/index.shtml](http://www.luc.edu/regrec/index.shtml).

**Exam Identification Numbers:** Students who are enrolled in courses that use anonymous grading are assigned a different examination number each semester that is to be used for their courses during that term. Examination numbers are available for student to view on the Class Schedule screen in LOCUS. This screen lists all of the courses that you are enrolled in for the term. The four digit number is listed on the upper right hand side.

**Enrollment Verification:** If you need to request a verification of enrollment letter or any document from the Law Registrar Office, please fill out the document request form available in the Documents and Records section of the Law Registrar Home page. This form should be brought to the Law Registrar Office or sent to Law-Registrar@luc.edu.

**Class Ranks:** First year Juris Doctor students are ranked by program and class at the end of their first year. Thereafter, students are ranked at the end of each Fall and Spring semester. Class ranks are based upon your cumulative grade point average and are usually available 2-3 weeks after grades are due for the semester. Students will be notified by the Law Registrar Office via email.

**Dean’s List:** Juris Doctor students who attain a semester grade point average of 3.35 or above are placed on the Dean’s List at the end of each Fall and Spring semester. Dean’s List letters are mailed 4-6 weeks after grades are due for the semester.

**CALI Awards:** CALI Awards are chosen by the faculty member and are given to the highest performing student in a course each semester. Visit the CALI website for more information. [http://www2.cali.org/index.php?fuseaction=excellenceawards.home](http://www2.cali.org/index.php?fuseaction=excellenceawards.home).

On the next few pages, you will find information to assist you with planning your academic career.

For more information on curriculum planning, please go to: [http://www.luc.edu/law/registrar/degree_requirements/guidelines.html](http://www.luc.edu/law/registrar/degree_requirements/guidelines.html)
**Long & Short Term Career Aspirations & Personal Interests**

**YOUR LEGAL EDUCATION**

**Priorities Outside of Law School: Part-Time Jobs, Friends, Family**

**BAR EXAM**

- First Year
  - Torts (4)*
  - Civ. Pro. (4)*
  - Contracts (4)*
  - Property (4)*
  - Criminal Law (3)*
  - Legal Writing I (2) & II (2)*
  - Legal Research*
- Upper Level
  - Advocacy (2)*
  - Professional Resp. (3)*
  - Admin. Law**
  - Bus. Org. (4)**
  - Evidence (4)**
  - Fed. Tax (3)**
  - Family Law (3)
  - Estates (3)
  - Crim. Pro.: Adjudication (3)
  - Crim. Pro.: Investigation (3)

**CONCENTRATIONS**

- Certificates
  - Advocacy
  - Child & Family Law
  - Health Law
  - Int’l Law
  - Tax
  - Public Interest
- Tracks
  - Advocacy
  - Corporate Law
  - Criminal Law
  - Estate Planning
  - Intellectual Property
  - Anti-trust Law
  - Alternative Dispute Resolution
- Dual Degree
  - JD/MBA w. Quinlan School of Business
  - JD/MA w. Dept. of Political Science
  - JD/MA w. School of Education
  - JD/MSW w. School of Social Work
  - JD/MPP w. Master of Public Policy Pgm

**SKILLS/EXPERIENTIAL LEARNING**

- Clinics
  - Business Law Clinic
  - Child & Family Law Clinic
  - ChildLaw Legislation & Policy Clinic
  - Community Law Center
  - Federal Tax Clinic
  - Health Justice Project
  - Life After Innocence
- Course Work
  - Advanced Writing Courses**
  - Alternative Dispute Resolution
  - Client Counseling
  - Contract Drafting
  - Negotiation Seminars
  - Trial Practice: I, II
- Externships
  - Alternative Dispute Res.
  - Child & Family
  - Consumer Protection
  - Corporate
  - Criminal
  - Sports/Entertainment
  - Government
  - Government Relations/Public Affairs
  - Health Law
  - Intellectual Property
  - Judicial
  - Professional Responsibility
  - Public Interest
- Elective Courses
  - Admin. Law; Fed. Tax; Evidence; Bus. Org.; Estates; Family Law
  - Client Counseling
  - Government
  - Negotiation Seminars
  - Trial Practice: I, II
  - Negotiation Seminars
  - Trial Practice: I, II
  - Presentations
  - Interviews
  - Financial Literacy
  - Leadership

**ELECTIVES**

- Elective Courses
  - Admin. Law; Fed. Tax; Evidence; Bus. Org.; Estates; Family Law
  - Client Counseling
  - Government
  - Negotiation Seminars
  - Trial Practice: I, II
  - Presentations
  - Interviews
  - Financial Literacy
  - Leadership
- External Experiential Learning Designated
  - Advocacy
  - Law & Business
  - Mediation
  - Negotiations
  - Mock Trial
  - Moot Court
  - Vis Moot Int’l Arbitration

**CO-CURRICULAR & EXTRA-CURRICULAR OPPORTUNITIES**

- Journals
  - Annals of Health Law
  - Children’s Legal Rights Journal
  - Consumer Law Review
  - International Law Review
  - Loyola Law Journal
  - Public Interest Law Reporter
- Competition Teams
  - Client Counseling
  - Academic Tutor
  - Legal Writing Tutor
  - Bar Association Memberships
- Tutoring
  - Academic Tutor
  - Legal Writing Tutor
  - Research Assistant
  - Student-Initiated Project
- Extra-Curriculars
  - PT/FT division transfer policy and all residency and course load requirements.

**RULES:** Please see website for full curriculum information and guidelines.

- Full-time students must take 12-17 credit hours for 6 semesters;
- Part-time students must take 8 to 12 credit hours for 8 semesters;
- Students may transfer divisions once during their time at law school;
- Please see website for PT/FT division transfer policy and all residency and course load requirements.

**REQUIREMENTS FOR GRADUATION:**

⇒ All courses marked with an asterix (*); i.e., all First Year Required Courses; Advocacy (2L fall); and Professional Responsibility (before graduation)
⇒ One Perspective Elective Course (2-3 credits)
⇒ 2 credits of Skills-designated courses
⇒ 6 credits of Experiential Learning-designated courses

**HIGHLY RECOMMENDED COURSES:**

⇒ Administrative Law, Business Organizations, Evidence, Federal Income Tax; Rigorous Writing Courses
Other Academic Considerations ...

GRADUATION REQUIREMENTS:
Full-Time Students must complete the following required courses:

<table>
<thead>
<tr>
<th>First Year — Fall Semester</th>
<th>First Year — Spring Semester</th>
<th>Prior to Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Procedure</td>
<td>Constitutional Law</td>
<td>Advocacy (taken during Fall of 2L year)</td>
</tr>
<tr>
<td>Property</td>
<td>Contracts</td>
<td>2 credits Skills course(s)</td>
</tr>
<tr>
<td>Torts</td>
<td>Criminal Law</td>
<td>6 credits Experiential Learning courses</td>
</tr>
<tr>
<td>Legal Research</td>
<td>Legal Writing II</td>
<td>Professional Responsibility</td>
</tr>
<tr>
<td>Legal Writing I</td>
<td>Perspective Elective</td>
<td>86 minimum credits; 74 must be graded</td>
</tr>
</tbody>
</table>

Part-Time Students must complete the following required courses:

<table>
<thead>
<tr>
<th>First Year: Fall</th>
<th>First Year: Spring</th>
<th>Second Year: Fall</th>
<th>Second Year: Spring</th>
<th>Prior to Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Procedure</td>
<td>Contracts</td>
<td>Advocacy</td>
<td>Constitutional Law</td>
<td>Perspective Elective</td>
</tr>
<tr>
<td>Torts</td>
<td>Criminal Law</td>
<td>Property</td>
<td></td>
<td>2 credits Skills course(s)</td>
</tr>
<tr>
<td>Legal Research</td>
<td>Legal Writing II</td>
<td></td>
<td></td>
<td>6 credits Experiential Learning</td>
</tr>
<tr>
<td>Legal Writing I</td>
<td></td>
<td></td>
<td></td>
<td>Professional Responsibility</td>
</tr>
</tbody>
</table>

FOR ALL STUDENTS:

⇒ Experiential Learning credits: Only 3 Experiential Learning hours may be earned through a comprehensive simulation. Students who entered law school prior to Fall 2014 are exempt from this requirement.

⇒ Mandatory “BAR SKILLS” class: J.D. Students who are in the bottom 15 percent of their class after their second, third, or fourth semester of law school will be required to complete 2 credits in a designated “BAR SKILLS” class in order to graduate. Those students who entered law school before the fall of 2014 are exempt from this requirement.

TRANSFERRING DIVISIONS: Students may not transfer divisions for the final semester. If approved to do so by the Office of the Dean, a student may transfer divisions under the following conditions:

• A student in the part-time division who seeks to transfer to the full-time division before the third semester and graduate in three years (six semesters) must complete a minimum of eight (8) hours of summer courses.

• A student in the part-time division who seeks to transfer to the full-time division before the fourth semester and graduate in three years (six semesters) must complete a minimum of eleven (11) hours of summer courses.

• A student in the part-time division who seeks to transfer to the full-time division before the fifth semester and graduate in three years (six semesters) must complete a minimum of fifteen (15) hours of summer courses over two summers.

Full-time students who seek to transfer to the part-time division must meet with a member of the Dean’s Office to discuss the conditions upon which a transfer will be approved. Failure to comply with the conditions of a division transfer will result in additional tuition charges.

For transfer forms, go to: http://www.luc.edu/law/registrar/degree_requirements/transfer.html

DEAN’S PERMISSION: In exceptional circumstances, a student may apply to the Dean for permission to take fewer than the required semester hours. See Dean Faught (jfaught@luc.edu) with questions.

SUMMER: All students may register for a maximum of eight credit hours during a summer session.

You can also find important forms (such as course approval, dual degree, address change and 711 application forms) here: http://www.luc.edu/law/registrar/records_documents/index.html.
Exterships/ Experiential Learning

Externship Overview—Loyola Externship Program: Intensive Field Placements
The Loyola Externship Program is designed to provide students with practical experience under the supervision of a judge or attorney and a supervising attorney from the School of Law. This program provides students with the opportunity to develop practice ready and problem solving skills while working at an approved field placement outside the classroom. In addition to field placements in Cook and the surrounding collar counties, during the summer semester, students may also earn academic credit for their participation in approved field placements with government agencies, public interest and not-for-profit organizations in Washington, D.C.

Students may select from a variety of externship opportunities. Students may earn 2 or 3 hours of academic credit per semester. Students may earn up to 8 hours of academic credit beginning the summer after the completion of their first year of law school. Students who have secured an externship field placement are also required to enroll in an extern seminar course which has been designed to complement the field work performed by the student. This course incorporates and emphasizes professional responsibility and ethics in all classroom assignments and activities.

Eligibility:
Extern opportunities for academic credit are available to full-time and part-time law students. Full-time students are required to have completed all required first year courses. Part-time students are required to have completed 28 hours of academic course credit in order to participate in the extern program. Certain field placements may also have additional requirements which must be adhered to in order to qualify for the externship.

Academic Credit:
Students are expected to work at their extern field placement site a minimum of 110 hours for 2 academic credit hours and a minimum of 165 hours for 3 academic credit hours. In addition, students must attend and fully participate in the extern seminar course. This course is offered each semester. Students meet with their course instructor during the semester on a regularly scheduled basis for 50 minutes per class session. The extern seminar course is also offered during the summer semester. Students placed in approved judicial externships outside of the State of Illinois may also earn credit for their work through the Long Distance Judicial Externship Program. Students are graded on a pass/fail basis. Additional information, including course descriptions of the various field placements, may be found on the law school’s website: http://luc.edu/law/registrar/registration/.

For additional information, please contact Josie M. Gough, Director of Experiential Learning, at jgough@luc.edu. Students are also encouraged to review the law school’s website at http://www.luc.edu/law/experiential/index.shtml for information regarding the application process, application forms, and a list of field placement sites.
Law School Computing Services

Where we are located:
Room 403, in the Law Library

Law School Computer Centers are located on the 4th floor of the Law Library, and are open and available for student use on the same schedule as Library hours.

How to contact us:
Email: LSCS-INFO@luc.edu
Phone: 312.915.7192

Hours of Operation:
Same as the Law Library, including Holiday and Break hours

Website:
http://www.luc.edu/law/resources/law/technology/

Logging On To a Law School Computer, Outlook and LOCUS:
To be able to logon to any of the law school’s computers and network, you will need a Loyola Universal ID (also known as a login ID or username) and a password.

Outlook Email System: The law school uses Outlook for email; you can log in using your login ID and password.

LOCUS (Loyola’s Online Connection to University Services): is the university’s web-based, self-service system that enables students, faculty and staff to access information (register for classes, grades, transcripts) at any time. To access LOCUS go to: http://www.luc.edu/law/ and click on the LOCUS button at the top right corner of the web page. Log in using your login ID and password.

Getting Started Using Law School Computer Systems: There are several user memos on various topics to answer many of your questions about the law school computer systems. To see these and other memos, please visit the LSCS website at:
http://www.luc.edu/law/technology/documentation.html

Several that may be helpful to you immediately are:
#1 Law School Computing Services Policies - Policies for using Loyola lab computers and terminals

#8 Managing your login IDs for Loyola Systems - Explains how to change your password and other helpful info.

#16 Temporary Network Space - Explains how to use temporary network space for students.

#53 Using Gryphon Services - Explains how to configure your laptop to use the Law School’s wireless network.

#56 Recommended Specifications for Purchasing a New Laptop - Provides recommended guidelines for purchasing a new laptop

#60 Using the Outlook Web-Based Client - Explains how to access your Loyola email account from off-campus.
**Student Lab Advisors:** The lab advisors are available in the law school computer center to assist students with the basics of using the law school systems, to reset passwords and to troubleshoot problems with lab computers and printers.

**Lexis, Westlaw and Bloomberg:** Lexis, Westlaw and Bloomberg have student representatives who are often in the computer center, sitting behind a Lexis, Westlaw or Bloomberg sign. If you cannot locate a student rep, their schedule is posted in the back of the larger computer lab. Contact information for the student representatives, and also the account representatives for each service, are listed on their webpages after you log in.

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**Law School Exams**

**Final Exams on Your Laptop:**
Loyola offers students the option of taking fall and spring semester exams on your laptop computer. Students choosing to take a laptop exam will need to provide their own laptop, have a working connection to Loyola's wireless network, and use the exam software the Law School provides. The software is available for both Macintosh and Windows laptops. Students preferring to hand write their final exams may do so - the laptop exam option is not mandatory.

Students who wish to take a laptop exam are required to follow specific procedures each semester. Emails will be sent to all students announcing which courses will offer a laptop exam, followed by emails that describe how to setup your laptop to take exams. The School of Law uses ExamSoft software that allows students to use familiar word processing functions on their laptop, while blocking access to other computer files, applications and the internet. The software must be installed on your laptop and tested in advance of your final exams.

Students will have approximately one month prior to exams to complete the installation process and pass a qualification exam to get approval to use their laptop for any final exams. It is important to read all laptop exam-related emails each semester and pay close attention to the deadlines outlined in these emails. **Students who do not complete the full installation process and pass the qualification exam by the deadline may not be permitted to use their laptop for final exams.**

**NOTICE (as of July 28, 2015):** ExamSoft the developers of the SofTest exam software used by Loyola School of Law for exams has informed the Law School that they will NOT be supporting the Windows 10 operating system immediately when it is released by Microsoft shortly. **ExamSoft is recommending that students who want to use the SofTest application for exams DO NOT upgrade to Windows 10 at this time. The Law School is recommending that you follow ExamSoft’s recommendation.**

If you have any questions or concerns please contact ExamSoft support. You can do this by choosing one of the options at the following web page: [http://support.examsoft.com/ics/support/splash.asp](http://support.examsoft.com/ics/support/splash.asp)

This link will take you directly to the SofTest requirements page for a Windows laptop: [http://support.examsoft.com/ics/support/kbanswer.asp?deptID=15194&task=knowledge&questionID=170](http://support.examsoft.com/ics/support/kbanswer.asp?deptID=15194&task=knowledge&questionID=170)

Rules and procedures for exams are distributed prior to each exam period, and additional questions can be directed to the Office of the Registrar. In addition, several info sessions regarding laptop exam requirements and procedures are held by LSCS prior to each exam period.
Law Library

Where we are located:
25 E. Pearson, 3rd–5th Floors

How to contact us:
General Email: law-library@luc.edu
Reference Help Email: LoyolaLawReference@luc.edu
Main: 312.915.7200 | Circulation: 312.915.6986
Reference: 312.915.7205
Acquisitions, Cataloging and Serials: 312.915.7190
InterLibrary Loans: 312.915.7202

Hours of Operation:
Regular Hours:
Sunday: 12:00 pm - 12:00 am
Monday-Thursday:
8:00 am – 12:00 am
Friday: 8:00 am – 9:00 pm
Saturday: 9:00 am – 9:00 pm

Break/Summer Hours:
For up-to-date Break/Summer Hours, please check the calendar:
http://www.luc.edu/law/library/about/calendarhours/

Website:
http://www.luc.edu/law/library/index.html

Loyola University Chicago Libraries’ Catalog
Our catalog allows you to search for print materials held at any of Loyola’s libraries and also provides access to selected electronic materials. It can be accessed at: http://loyola-primo.hosted.exlibrisgroup.com/primo_library/libweb/action/search.do?vid=01LUC.

Subscription Databases
The Law Library maintains subscriptions to various legal research databases, which include legal journals, indexes for locating articles, a catalog of books in libraries around the world, and more. Access the full list of our subscription databases through the links found on the Law Library Electronic Resources A-Z list, at http://lawlibguides.luc.edu/electronicresources.

Legal Research Guides
The Law Library’s legal research guides offer links and information for researching a variety of legal topics. Find them here: http://www.luc.edu/law/library/startresearch.html.

First Year Legal Research Guide/Legal Research FAQs
Many of your questions regarding legal research will be answered by our First Year Legal Research Guide, at http://lawlibguides.luc.edu/content.php?pid=128348, and our Legal Research FAQ page, at http://lawlibguides.luc.edu/FAQ.

Law Library Policies
All of the Law Library’s policies, including policies on access, due dates, renewals, study rooms, use of equipment, and much more, can be found in the Law Library Student Services Guide, at http://lawlibguides.luc.edu/students.

Bloomberg Law, Lexis & Westlaw
One-on-one Student Counseling
Beginning on October 15th of your first year, law students may schedule meetings with their Office of Career Services counselor to discuss job search strategies for finding legal jobs, determine which areas of law to pursue based on your interests, review resumes and cover letters, and polish interviewing skills through mock interviews, among other services.

Symplicity
Law students are issued a username & password to access Symplicity, the law school’s job posting database. All jobs that the office receives, for both students and alumni, are posted on this website. 1Ls will receive their username and password from the Office of Career Services on October 15th.

CSO Programs
The CSO offers a variety of programming each semester through information sessions on numerous employment-related topics. See the website for a list of those opportunities: http://www.luc.edu/law/career/index.shtml.

Loyola Alums in Practice
Throughout the year, the CSO invites a panel of alums who have pursued a career in a specific practice area to discuss their job search, career path, and insight into working in their field. Past panels have addressed working in Trusts & Estates, Corporate Law, Family Law, Criminal Law, and working for the U.S. Attorney’s office, among many other areas.

Job Search Resources
The CSO’s website offers job search resources for a variety of career paths, including employment at law firms, public interest organizations, and government agencies. For more information, please visit: http://www.luc.edu/law/career/job_search_resources.html.

Receptions
Each November, Loyola hosts a Public Services Organizations Reception. Additionally, the CSO works with the Loyola Law Alumni Relations Department to host “Meet the Alumni” receptions for 3Ls in the fall semester and 1Ls in the spring semester.

Job Fairs
Law students are eligible to participate in a wide variety of legal job fairs across the country. A list of upcoming job fairs can be found on our website at: http://blogs.luc.edu/law/job-fair-info/.

Handouts
The CSO has a variety of handouts on topics such as job search materials, interviewing techniques, and basic job search information. They are available in hard copy in the office and online at http://www.luc.edu/law/career/handouts.html.
Career Services Library
The CSO maintains a library of career-related books covering topics such as job search strategies, cover letter & resume writing, practice areas, careers in public interest, networking, interviewing, career transitions, and strategies for success in law school. All books are available to be checked out for up to 2 weeks at a time. The CSO also subscribes to several publications that are available in the office including Crain’s Chicago Business, The National Law Journal, The Chicago Tribune, and the Wall Street Journal.

CSO News BLOG and Facebook
The CSO has a weekly newsletter blog and Facebook page that every student should check out. All contain interesting and relevant information about upcoming career-related events, job search advice, scholarships, fellowships, and other career-related topics of interest to law students.

Facebook: https://www.facebook.com/pages/Loyola-Law-CSO/247775867902

Job Opportunity Postings
The CSO uses Symplicity, a robust job posting database that students and alumni may access. Symplicity contains part-time and full-time jobs, as well as internships, externships, fellowships and scholarships. First year students are given access to Symplicity each year on October 15th.

Each year in August & September, employers visit campus to interview students for summer associate and first-year associate positions. While the majority of employers who interview on-campus are large law firms, some government agencies and accounting/consulting firms recruit on campus as well. For more information on OCI, see: http://www.luc.edu/law/career/internal/oci_students.html.

Career Planning for Part-time Students
The CSO understands that it is difficult for part-time law students to meet with their career counselors during normal day-time working hours. To accommodate you, the CSO’s career counselors are happy to meet with you after 5:00 p.m. Mondays—Thursdays. Please contact our office to arrange a meeting with your career counselor at a time that is convenient for you. Also, see the CSO part-time student webpage: http://www.luc.edu/law/career/students/part-time.html.

Mentorship Opportunities
First year students have multiple opportunities to participate in programs which pair students with alumni who act as mentors.

1L-Alumni Mentor Speed Networking Program
The 1L-Alumni Mentor Speed Networking Program provides support to students to help them achieve greater academic and professional success. Alumni are invited to network with first year students during an interactive, speed networking event, to share their insights and experiences in the legal world, and enhance the quality of students’ law school experience. This program will take place on Tuesday, November 3, 2015; please check Law School Announcements for information about how to sign up to participate. Students interested in participating in this mentoring program may also contact Giselle Santibanez-Bania, Associate Director for Student Services, at gsantibanez@luc.edu.

Circle of Advocates Mentoring Program
The Circle of Advocates has established a unique mentoring program for students who wish to pursue careers in advocacy. Many members of the Circle of Advocates — accomplished trial attorneys and judges with many years of experience — volunteer their time to act as mentors to students who are interested in the field of litigation. This program gives students the opportunity to build relationships and receive guidance from some of the top litigators and judges in the Chicago legal community. Students interested in participating in this mentoring program may contact Megan Canty, Assistant Director of Advocacy, at mcanty@luc.edu.

The Leadership Circle—Externship Field Placement Program
The Leadership Circle is designed to facilitate a relationship between current externs, alumni and clinical staff of the law school, and current or former supervisors of externs. The goal of the Leadership Circle is to build a relationship-based network for students as they transition to the practice of law. For more information, please contact Josie Gough, Director of Experiential Learning, at jgough@luc.edu.
The opportunity to study and live in the legal, social and political environments of other countries greatly enhances a student's understanding of international and comparative law. For detailed information on the programs listed below, please visit: http://www.luc.edu/law/study_abroad/index.shtml

**Summer Study Law Abroad Programs**

**Beijing, China:**
The Beijing Center (TBC) is a study abroad program established in 1998 to provide Jesuit university students with premier comprehensive education about China. TBC has been home to Loyola's undergraduate China program since 1998. As the proud capital of modern China, Beijing is not only the modern political, cultural and educational center of China, but holds the biggest collection of ancient sites and relics in the nation. For more information, go to: http://www.luc.edu/law/study_abroad/china/index.html

**Rome, Italy:**
Loyola has operated the John Felice Rome Center of Liberal Arts since 1962. The present campus, used since 1978, is located on Monte Mario, the highest hill in present-day Rome, about twenty minutes from downtown Rome. Rome today is the seat of the Italian government and is the site of offices of the European Union and other international institutions, as well as the offices of private law firms, banks and corporations. For more information, please visit: http://www.luc.edu/law/study_abroad/rome/index.html

**Comparative Law Seminars:**

**Health Law Field Study:**
The Health Law Field Study, a component of the Access to Health Care course, is designed to sensitize students to the plight of the uninsured and medically underserved. The course and field study focus on poverty, racial, and ethnic disparities in medical treatment. Over spring break each year, students travel to a location with an underserved population and study how their lives are impacted by medical disparities. Past trips include New Orleans, Washington DC, Phoenix, Detroit, Appalachia, and Puerto Rico. Students travel to these locations and meet with medical professionals, government workers, and community organizers to hear firsthand about the issues facing the community. Students spend the last day of the trip working in the community. You can find more information here: http://www.luc.edu/law/study_abroad/healthlaw/index.html

**Legal Systems in the Americas:**
Comparative Law Seminar: Legal Systems in the Americas is a seminar studying legal systems in Spanish-speaking South America, with particular (but not exclusive) emphasis on Chile. The seminar concentrates primarily on 3 areas of law: business-related matters, child and family law, and criminal law and procedure. A unique feature of the seminar is the opportunity for students to travel to Chile over the spring break for on-site study and research. In Santiago, participants meet with faculty and students at the Law Faculty of Universidad Alberto Hurtado, a Jesuit law school and our local hosts, as well as with a variety of lawyers, judges and business people. For more information, please go to: http://www.luc.edu/law/study_abroad/chile/index.html

**London Comparative Advocacy Program:**
Each December, approximately 12 Loyola law students, accompanied by members of the Loyola faculty and distinguished guests, participate in the London Comparative Advocacy Program. Students have the opportunity to compare the English and American legal systems by meeting with the barristers, judges and court administrators to discuss the cases and the English legal profession, and are given tours of various legal institutions in London, including the Inns of Court, the Royal Courts of Justice, the Law Society and Parliament. This program is part of a two-hour, ungraded course which includes Introduction to the English Legal Profession, a one-hour course offered in the Fall Semester. Visit the website for details at: http://www.luc.edu/law/study_abroad/london/index.html
Global Law Seminar:
This seminar focuses on a different country each year and consists of a semester-long class and a required field study and service component over spring break. **Past countries of study have included Tanzania, India, Thailand, South Africa, Vietnam and Turkey.** This unique international and comparative learning experience is designed to be student organized and led. Students, in consultation with and under the supervision of faculty, develop curricula, lead class discussions, handle administrative details, organize the field study and service aspects of the course, develop group research proposals, plan and participate in in-country field study and service, and produce scholarly papers, several of which have been published. You can find more information here: [http://www.luc.edu/law/study_abroad/global/index.html](http://www.luc.edu/law/study_abroad/global/index.html)

Past Venues have included:

**Comparative Law Seminar - Africa:**
This three credit international and comparative law seminar uses a collaborative immersion approach to learning about a particular country and its legal system, with particular emphasis on legal issues affecting children and families. The course includes a required field study component over spring break.

**Comparative Law Seminar - India:**
This 3 hour seminar consists of a semester-long team-based research class and a required intensive field study and service component in India over spring break. The final work product in the course is a group research project.

**Comparative Law Seminar - Thailand:**
This 3 hour seminar consists of a semester-long team-based research class and a required intensive field study and service component in Thailand over spring break. The final work product in the course is a group research paper of publishable quality.

**Lawyer Skills Training Competitions**

**Willem C. Vis International Commercial Arbitration Moot:**
Students selected for the Willem C. Vis International Commercial Arbitration Moot have the opportunity to study alternative dispute resolution in the context of international law, based on problems involving the interpretation of the United Nations Convention on Contracts for the International Sale of Goods. The competition takes place each spring at the International Arbitral Centre of the Austrian Federal Economic Chamber in Vienna, Austria. A comparable competition, the Willem C. Vis (East) International Commercial Arbitration Moot, was established in 2003-04. This competition takes place in Hong Kong. Only those students who enroll in International Commercial Arbitration and the CISG course in the fall semester may try out for the teams. In 2014, Loyola won first place in the Willem C. Vis (East) International Commercial Arbitration Moot, advancing out of 99 schools from 28 countries to beat the University of Amsterdam in the final round.

**International Mediation Competition:**
Loyola students on the mediation team participate each spring in the International Academy of Dispute Resolution (INADR) international mediation competition. The international round of the competition rotates every other year between Loyola and locations outside of the U.S. In 2011 Loyola students competed in London and in 2013 they competed in Dublin. INADR was hosted at Loyola in March 2014, with 50 teams competing from around the world. Over the three day competition, students get a chance to play the roles of mediator, attorney and client, and to experience mediation and negotiation skills across many cultures. Loyola teams have done very well in competition, taking home the third place trophy for mediation skills in 2011 (London), winning second place for mediation skills in 2012 (Chicago), taking home trophies as semi-finalists and individual second place mediator in 2013 (Dublin), and advancing to the semi-final round in 2014 (Chicago).
Student Organizations

Loyola’s student organizations offer a broad range of opportunities for professional growth, from general participation in the profession of law to involvement in specialized areas of professional interest to membership in religious and ethnic-based associations.

Contact:
For general questions pertaining to Student Organizations, please contact Giselle Santibanez-Bania at gsantibanez@luc.edu.

Student Activities Fair:
Held each Fall, this event is the threshold opportunity for all students to learn about the active student group offering at the law school for that academic year.
This year’s Fair will be held on Wednesday, September 16th, 4:00pm-6:30pm in Kasbeer Hall.

Student Bar Association:
The Student Bar Association (SBA) is a student-run organization whose function is, in part, to facilitate social and charitable activities that encourage perspective and balance in a law student’s otherwise busy life. The SBA also serves as a liaison between students and faculty when there are pressing issues that the student body would like to see addressed. Further information on the SBA, including typical social events and first year student representative opportunities can be found online. You can also contact SBA President Dominic LoVerde at dloverde@luc.edu for more information.

While the SBA, as the student governing body of the School of Law, exercises broad jurisdiction over student activities, the school offers many other organizations including:

- Alternative Dispute Resolution Society
- American Bar Association (Law Student Division)
- American Civil Liberties Union
- American Constitution Society
- Amnesty International
- Arts and the Law Society
- Asian-American Law Student Association
- Association of Trial Lawyers of America
- Black Law Student Association (BLSA)
- Business Law Society
- Catholic Lawyers Guild
- ChildLaw Society
- Christian Legal Society
- Education Law and Policy Society
- Environmental Law Society
- Evening Students Association
- Federal Bar Association
- Federalist Society
- Health Law Society
- Hellenic Bar Association
- Human Rights Association
- Illinois State Bar Association (Law Student Division)
- Immigrants’ Rights Coalition
- Intellectual Property Society
- International Law Society
- Jewish Law Student Association (Decalogue Society)
- Justinian Society
- Labor & Employment Law Society
- Latino Law Students Association (LLSA)
- Law Students for Reproductive Justice
- Loyola Law Democrats
- Loyola Law Republicans
- Loyola Pipeline Project
- Muslim Law Students Association (MLSA)
- National Lawyers Guild
- National Security Law Association
- OUTLaw
- Phi Alpha Delta
- Phi Delta Phi - Amaker Inn
- Political Law Association
- Products Liability Law Society
- Public Interest Law Society
- Securities Law Society
- Sports and Entertainment Law Society
- Veteran and Military Law Society
- Women’s Law Association

Find further information on each of these organizations online from the Student Organizations page (http://www.luc.edu/law/student/orgs/orgs_list.html).
Student Competitions

Loyola University School of Law recognizes that the timeless skill of oral advocacy can be a lawyer's best tool. Loyola participates in a wide variety of regional, national, and international advocacy competitions each year. Students compete in the areas of trial advocacy, appellate advocacy, international arbitration, client counseling, negotiation, and mediation. As evidence of the strong support of faculty, administration and alumni, Loyola law students boast a winning record in local, state and national student competitions.

Loyola's advocacy programs fall under three categories:

MOOT COURT COMPETITIONS: The moot court process allows law students to develop oral and written advocacy skills, to compete with students from law schools across the nation, and to meet practitioners and jurists in their chosen field of law. Students are selected to compete by members of the Moot Court Board; admission to the program is highly competitive. Members of all teams are prepared for competition through the Honors Appellate Advocacy Program, an intensive course unique to Loyola. Currently, Loyola fields approximately 20 Moot Court Competition teams.

ALTERNATIVE DISPUTE RESOLUTION AND SKILLS COMPETITIONS: Loyola participates in several Alternative Dispute Resolution Competitions and competitions which promote and develop professional skills. For these competitions, students compete within the school for positions on teams. Students who represent Loyola receive supervision and training by members of the faculty as well as the practicing bar, and they are eligible to receive academic credit for their participation.

MOCK TRIAL COMPETITIONS: Loyola participates in several Mock Trial competitions which aid students in developing their litigation skills. Students who represent Loyola receive supervision and training by members of the faculty as well as the practicing bar, and they are eligible to receive academic credit for their participation. Positions on these teams are very competitive, as approximately 100 students try out each year for spots on the following four teams:

- **The Philip H. Corboy Fellowship Program**, comprised of approximately 10 second-or third-year students who compete in four competitions, two in the fall and two in the spring.
- **The Thurgood Marshall Mock Trial Team**, comprised of approximately 4 students who participate in NBLSA’s Mock Trial Competition every year.
- **Loyola Civil Law Mock Trial Team** is comprised of 4 to 6 students who participate in a civil law competition every year.
- **Loyola Criminal Law Mock Trial Team** is comprised of 4 to 6 students who compete in a criminal law competition every year.


Student Publications

Law students at Loyola support scholarship and research related to legal issues by publishing several academically significant journals. The journals attract articles from thought-leaders in the law, not just from Loyola, but also from other respected schools across the United States. Serving in an editorial or business capacity with one of Loyola’s law journals is an honor. In many cases, students compete for the opportunity.

Students at the School of Law publish the following publications:

- Annals of Health Law
- Children’s Legal Rights Journal
- Consumer Law Review
- International Law Review
- Loyola Law Journal
- Public Interest Law Reporter

For more information on Loyola’s Student Publications, please visit: [http://www.luc.edu/law/student/publications/index.html](http://www.luc.edu/law/student/publications/index.html).
<table>
<thead>
<tr>
<th>TEAM</th>
<th>Type</th>
<th>WHO IS ELIGIBLE?</th>
<th>HOW TO APPLY</th>
<th>TIME COMMITMENT</th>
<th>SKILLS/BENEFITS</th>
<th>APPLICATION</th>
<th>SELECTION</th>
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<tbody>
<tr>
<td>CLIENT COUNSELING TEAM</td>
<td>2L and 3L</td>
<td>2L and 3L students</td>
<td>Complete application &amp; conduct mock client interview at tryout.</td>
<td>1. Practices 2-4 days a week for one month prior to February competition.</td>
<td>1. Identify legal issues, build client relationships. 2. 1-2 ungraded credits.</td>
<td>April-May</td>
<td>April-May</td>
</tr>
<tr>
<td>MEDIATION TEAM</td>
<td>ADR</td>
<td>All 2L and 3L students</td>
<td>Complete application and perform mediation skills at a tryout.</td>
<td>1. Students attend a 3 hour Saturday training before practices begin. 2. Practice 3 days per week one month prior to competition.</td>
<td>1. Become well-versed in mediation techniques (an alternative to litigation with growing popularity and acceptability). 2. 1 ungraded credit.</td>
<td>April-May</td>
<td>April-May</td>
</tr>
<tr>
<td>NEGOTIATIONS TEAM</td>
<td>ADR</td>
<td>2L and 3L students</td>
<td>Complete application &amp; perform mock negotiation at a tryout.</td>
<td>1. Practices 2-4 days a week for one month prior to November competition.</td>
<td>1. Legal negotiation skills. 2. 1-2 ungraded credits.</td>
<td>April-May</td>
<td>April-May</td>
</tr>
<tr>
<td>VIS INTERNATIONAL ARBITRATION TEAM</td>
<td>ADR</td>
<td>Students enrolled in International Commercial Arbitration and the CISG course in the fall semester</td>
<td>Students apply for a place in the International Commercial Arbitration and CISG course. Students in the course then try out for positions on the competition team.</td>
<td>1. Fall course. 2. Research and write memorandum. 3. Practice 2-5 days a week for one month prior to competition in March. 4. Students compete in one competition (Vienna or Hong Kong).</td>
<td>1. International Commercial Arbitration: international law, research, writing, oral arguments. 2. 3 graded credits for fall semester class.</td>
<td>Prof. Moses will announce. Prof. Moses will announce.</td>
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<tr>
<td>MOOT COURT TEAMS</td>
<td>Appellate</td>
<td>All students who have completed a first year legal writing course</td>
<td>Complete application and submit brief for evaluation. Deliver oral argument at a tryout.</td>
<td>1. Class Wednesdays 5-7pm. 2. One month researching and writing a brief. 3. Practice four days a week for one month prior to competition. Students compete in one competition.</td>
<td>1. Appellate cases before Supreme Court: research, writing, oral arguments. 2. Each competition focuses on an area of law, i.e. constitutional, international, family, IP, health, criminal, etc. 3. 2 graded credits per semester.</td>
<td>April</td>
<td>Late June</td>
</tr>
<tr>
<td>CORBOY FELLOWSHIP</td>
<td>Trial</td>
<td>All 2L and 3L students (Part-time evening students may try out if transferring to FT or PT day division.)</td>
<td>Complete application and perform trial skills at a tryout.</td>
<td>1. Three week trial skills boot camp in August. 2. Practice 4-6 days per week for one month prior to each competition; Students compete in one competition per semester.</td>
<td>1. Mock trial: Opening &amp; closing statements, direct &amp; cross-examinations, motions, exhibits, &amp; other trial skills. 2. Teams compete in civil or criminal trial competitions. 3. 3 graded credits each semester.</td>
<td>April</td>
<td>April</td>
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<tr>
<td>THURGOOD MARSHALL MOCK TRIAL TEAM</td>
<td>Trial</td>
<td>2Ls and 3Ls who are registered members of BLSA</td>
<td>Complete application &amp; perform mock trial skills at a tryout.</td>
<td>1. Three week trial skills boot camp in August. 2. Practice 3-5 days a week for one month prior to competition in January.</td>
<td>1. Mock trial: Opening &amp; closing statements, direct &amp; cross-examinations, motions, exhibits, &amp; trial skills. 2. 3 graded credits in the semester of competition. 3. Place out of Trial Practice I.</td>
<td>April</td>
<td>April</td>
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<tr>
<td>LOYOLA CIVIL LAW MOCK TRIAL TEAM</td>
<td>Trial</td>
<td>2L and 3L students</td>
<td>Complete application &amp; perform trial skills at a tryout.</td>
<td>1. Three week trial skills boot camp in August. 2. Practice 3-5 days per week for 1-2 months prior to spring competition.</td>
<td>1. Mock trial: Opening &amp; closing statements, direct &amp; cross-examinations, motions, exhibits, &amp; trial skills. 2. 3 graded credits in the semester of competition. 3. Place out of Trial Practice I.</td>
<td>April</td>
<td>April</td>
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<tr>
<td>LOYOLA CRIMINAL LAW MOCK TRIAL TEAM</td>
<td>Trial</td>
<td>2L and 3L students</td>
<td>Complete application &amp; perform trial skills at a tryout.</td>
<td>1. Three week trial skills boot camp in August. 2. Practice 3-5 days per week for one month prior to competition.</td>
<td>1. Mock trial: Opening &amp; closing statements, direct &amp; cross-examinations, motions, exhibits, &amp; trial skills. 2. 3 graded credits in the semester of competition. 3. Place out of Trial Practice I.</td>
<td>April</td>
<td>April</td>
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<tr>
<td>PUBLICATION</td>
<td>WHO IS ELIGIBLE</td>
<td>HOW TO APPLY</td>
<td>TIME COMMITMENT</td>
<td>SKILLS/BENEFITS</td>
<td>APPLY</td>
<td>SELECTED</td>
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<td><strong>ANNALS OF HEALTH LAW</strong></td>
<td>Students who have completed one full year of coursework. Both full-time and part-time students are eligible.</td>
<td>Application, resume, cite check exam, and a five-page writing sample which is usually a shortened version of a legal memo or course assignment which contains legal citations.</td>
<td>1. A full academic year commitment. 2. Substantive &amp; technical editing of articles selected for publication. 3. Students write a 5-7 page article on a timely health law topic of their choice which is published in the online journal: Advance Directive.</td>
<td>1. One credit per semester. 2. Extensive training in blue book editing and legal research skills. 3. There are publication opportunities in online journal of Annals for all members.</td>
<td>Mid-May to early June</td>
<td>Mid-July</td>
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<tr>
<td><strong>CHILDREN’S LEGAL RIGHTS JOURNAL</strong></td>
<td>1L students may apply to be junior editors (which carries through their second year). 2L students may apply for senior editor positions.</td>
<td>Application, resume, a short Bluebook exercise that involves correction g15 citations and a 3-6 page writing sample that can be from a legal writing class assignment.</td>
<td>1. Edit one article for grammar, structure, flow, etc. 2. A sourcebook or citation assignment. 3. One feature article to be published in the CLRJ. 4. One full-length article of publishable quality in CLRJ.</td>
<td>1. Journal experience without large time commitment. 2. Improved legal writing skills. 3. Shows employers an interest in child law. 4. Shows a commitment to important public service issues and adds diversity to one’s legal experiences.</td>
<td>May</td>
<td>Mid-July</td>
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<tr>
<td><strong>CONSUMER LAW REVIEW</strong></td>
<td>Any student with at least 2 remaining semesters and a minimum GPA of 2.75.</td>
<td>Top 15% of the full-time division grades on; write on competition includes a short writing assignment and a short cite check assignment.</td>
<td>1. Article of publishable quality (at least 20 pages, double spaced with footnotes). 2. Four cite check assignments throughout the course of the year.</td>
<td>1. Exposure to emerging issues impacting consumers. 2. Gain valuable research, writing, andcitation experience.</td>
<td>Late April to early May</td>
<td>Mid-July</td>
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<tr>
<td><strong>INTERNATIONAL LAW REVIEW</strong></td>
<td>Students who have completed one year of law school; GPA should be above 2.75 (waived in special cases), higher GPAs given preference.</td>
<td>Three part write-on application: 1. A short editing exercise. 2. A 5-7 page note based on closed sources. 3. A personal statement and resume.</td>
<td>1. Note of publishable quality (18-30 pages). 2. Editing articles selected for publication, locating sources (including foreign), footnoting, and cite checking. 3. Must attend the annual ILR symposium in early spring.</td>
<td>1. One ungraded credit per semester. 2. Improve writing and editing skills. 3. Learn how to locate research documents in both domestic and foreign sources. 4. Exposure to legal topics in the area of international and comparative law.</td>
<td>Late-April to early-May</td>
<td>Late June</td>
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<td><strong>LOYOLA LAW JOURNAL</strong></td>
<td>Full-time 1Ls, part-time 1Ls transferring to full-time, and part-time 2Ls. Top 5% of the full-time 1L and part-time 2L class grade on automatically. Other members selected through write-on in which GPA and writing score are averaged.</td>
<td>Students get one chance to apply for membership. Students are selected through a write-on competition where their GPA and writing score are averaged.</td>
<td>2L Member Responsibilities: 1. Write a 45 page note or comment on a topic of their choice. 2. Responsible for 4-5 cite checks. 3. 2-3 page proofs, which consists of editing finalized versions of articles. 3L Member Responsibilities: Leadership &amp; editing responsibilities in publishing the current volume.</td>
<td>1. Refine research and writing skills 2. Exposure to leading scholarship and emerging ideas in the law. 3. A strong addition to a student’s resume.</td>
<td>Mid-late May</td>
<td>Mid-July</td>
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<tr>
<td><strong>PUBLIC INTEREST LAW REPORTER</strong></td>
<td>Students who have completed one year of law school. Both part-time and full-time students are eligible.</td>
<td>Write-on competition including a Bluebook citation exercise, personal statement, and resume.</td>
<td>1. One article per issue during the first year of PILR membership. 2. Proofread and cite check articles. 3. Aid in the selection of topics. 4. Attend all PILR meetings.</td>
<td>1. Opportunity for students to publish articles and hone legal writing and research skills. 2. Writing news articles of publishable quality on a current legal topic of your choice.</td>
<td>May</td>
<td>Mid-July</td>
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</table>
**Centers & Institutes**

Loyola has several centers and institutes, each dedicated to the study of a particular field of law. Many of these centers have received national acclaim for the comprehensive education and training they offer to Loyola students. Please visit each center or institute’s website for specific information about coursework and opportunities available to you.

<table>
<thead>
<tr>
<th>Beazley Institute for Health Law and Policy</th>
<th><a href="http://www.luc.edu/law/centers/healthlaw/index.html">http://www.luc.edu/law/centers/healthlaw/index.html</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan K. Webb Center for Advocacy</td>
<td><a href="http://www.luc.edu/law/centers/advocacy/index.html">http://www.luc.edu/law/centers/advocacy/index.html</a></td>
</tr>
<tr>
<td>Center for Business Law</td>
<td><a href="http://www.luc.edu/law/centers/business/index.html">http://www.luc.edu/law/centers/business/index.html</a></td>
</tr>
<tr>
<td>Center for Public Interest</td>
<td><a href="http://www.luc.edu/law/centers/public_interest/index.html">http://www.luc.edu/law/centers/public_interest/index.html</a></td>
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<tr>
<td>Civitas ChildLaw Center</td>
<td><a href="http://www.luc.edu/law/centers/childlaw/index.html">http://www.luc.edu/law/centers/childlaw/index.html</a></td>
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<tr>
<td>Institute for Consumer Antitrust Studies</td>
<td><a href="http://www.luc.edu/law/centers/antitrust/index.html">http://www.luc.edu/law/centers/antitrust/index.html</a></td>
</tr>
<tr>
<td>International Law and Practice Program</td>
<td><a href="http://www.luc.edu/law/centers/international/index.html">http://www.luc.edu/law/centers/international/index.html</a></td>
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</tbody>
</table>

**Clinics**

For students, faculty and alumni, Loyola currently has seven legal clinics that represent a valuable bridge between theory and practice, classroom and career. Linking classroom study with hands-on experience, and inspired by the Jesuit philosophy that promotes service to others, Loyola’s clinics encourage students to contribute to society while gaining vital practical experience. Through the clinics, the School of Law offers service to others in a way that gives them dignity while providing students with practical legal experience.

Acknowledging the hands-on experience and practical knowledge that students gain from the law school’s clinics, the Poverty Law Section of the Association of American Law Schools places Loyola among the top 20 public interest programs at law schools in the United States; Loyola is the only law school in Illinois with this designation.

For more information, please visit each clinic’s specific website:

**Business Law Clinic**
http://www.luc.edu/law/centers/business/clinic/index.html

**ChildLaw Policy and Legislation Clinic**
http://www.luc.edu/law/centers/childlaw/institutes/policy/clinic.html

**The Child and Family Law Clinic**
http://www.luc.edu/law/experiential/child_family_clinic.html

**Community Law Center Clinic**
http://www.luc.edu/law/experiential/community_clinic.html

**Federal Tax Clinic**
http://www.luc.edu/law/experiential/tax_clinic/index.html

**Health Justice Project**
http://www.luc.edu/law/centers/healthlaw/hjp/index.html

**Life After Innocence**
http://www.luc.edu/law/experiential/lifeafterinnocence/index.html
While it may seem a little early to start thinking about the Bar Exam, there are a few things you need to know during your first year, whether you intend to take the Bar in Illinois or elsewhere. Following is a brief overview of what you need to know now.

The Illinois Bar Exam

What is it?
The Illinois Bar Exam is administered by the Illinois Board of Admissions to the Bar as part of the process of identifying and recommending to the Supreme Court qualified candidates for admission to the Illinois Bar. Other states may have different rules; please check with the Bar Authorities in the state in which you plan to apply for admission for information on their specific requirements.

When and where is it?
The Illinois bar exam is offered on the last consecutive Tuesday & Wednesday in February and July each year. Students take the exam after graduating from law school. It is given in Chicago and at various sites in Illinois.

What do I need to do NOW?
- Familiarize yourself with this website: www.ilbaradmissions.org/home. This is the website of the Illinois Board of Admission to the Bar and it is where you will go for all bar exam related information. For all other jurisdictions, students should visit the web site of the state bar office for the most accurate information.
- You apply for admission to the bar during your final year of law school; full-time students apply during their third year, and part-time students apply during their fourth year. All applicants are required to file a Character and Fitness Questionnaire. You may file the questionnaire during your third or fourth year of law school along with your Bar Exam Application, or you may file your questionnaire early, by filing a Law Student Registration (LSR) during your first or second year of law school.

Students may no longer file an application prior to their final year.

However, the Board strongly recommends that any applicant with matters of character and fitness concern to contact the Board regarding their application as soon as possible following commencement of law school. The failure of an applicant with significant matters of character and fitness concern to contact the Board in a timely manner may render the applicant ineligible to participate in the regularly scheduled Admission Ceremony following the bar exam, or it may render the applicant ineligible to sit for one or more bar exams. If you have any concerns about issues of Character and Fitness, see Dean Faught (jfaught@luc.edu) or Giselle Santibanez-Bania (gsantibanez@luc.edu).

Just so I can plan ahead, when during my final year of law school do I register for the exam?
The filing deadline for the July exam is February 15, and late filing, upon payment of sharply escalating fees, is permitted through May 31. Also for such applicants, the regular filing deadline for the February exam is September 1, and late filing, on the same basis, is permitted through December 31. Requests for late filing will not be considered by the Board.

So what is on this test?
Most law graduates take the bar exam after they graduate. Most states offer the exam in two parts: one day of the state bar exam (usually essay in form) followed by the multiple choice Multistate Bar Exam (MBE) on the second day. Each state bar exam may be a little different from the next, so be sure to ask for clarification from the bar authorities from the state to which you plan to apply for admission.

The Illinois Bar Exam is a 2 day exam offered on the last Tuesday and Wednesday of each February and July.

The first day of the Illinois Bar Exam consists of:
- One 90-minute Multistate Performance Test (MPT) question.
- Six Multistate Essay Exam (MEE) questions:
  - MEE Subjects: Business Associations; Conflict of Laws; Family Law; Federal Civil Procedure; Trusts and Estates; Uniform Commercial Code; plus all MBE subjects (see below).
- Three questions drafted by Illinois examiners.

The second day of the Illinois Bar Exam consists of:
- The 200-question Multistate Bar Exam (MBE) multiple-choice exam.
  - MBE Subjects: Constitutional Law; Contracts/Sales; Criminal Law/Procedure; Evidence; Real Property; Torts.
**What is the Multistate Bar Examination (MBE)?**
The MBE is the Multistate Bar Examination, a multiple choice examination containing 200 questions, developed and marketed by the National Conference of Bar Examiners (NCBE). MBE questions are designed to be answered by applying fundamental legal principles in the areas of constitutional law, contracts, criminal law, evidence, real property, and torts. The test is divided into two periods of three hours each, one in the morning and one in the afternoon, with 100 questions in each period. Illinois and almost every admitting jurisdiction administers the MBE. You may visit the website of the National Conference of Bar Examiners at [http://www.ncbex.org](http://www.ncbex.org) for detailed information, booklets, and study guides concerning the MBE.

**Is it true that there is another test I have to take in addition to the Bar?**
Yes. The MPRE is the Multistate Professional Responsibility Examination, a multiple choice examination containing 50 questions, which is produced, marketed, and administered by the American College of Testing (ACT) on behalf of the National Conference of Bar Examiners (NCBE) three times each calendar year (March, August and November). The test is designed to measure the examinee’s knowledge of the ethical standards of the legal profession and is two hours and five minutes in length. Many jurisdictions, including Illinois, require bar applicants to sit for the MPRE. The MPRE is also scored and scaled nationally, although each jurisdiction establishes its own passing score. An applicant to the Illinois bar may take the MPRE at any time during or after law school. Although advisable, you need not take the MPRE before writing the bar exam. Most students take the MPRE either in conjunction with or after completing Professional Responsibility, a required course. Be advised that before an applicant can be recommended for admission to the bar, the Board must receive satisfactory proof that the applicant has achieved a passing MPRE score. Visit the website of the NCBE at [www.ncbex.org](http://www.ncbex.org) for detailed information.

**Results**
Results from the July exam are generally released 8-10 weeks after the exam. Results from the February exam are generally released six weeks after the exam. The swearing in ceremony is generally scheduled approximately one month after the scores are released.

Most students who take a reasonably well-rounded curriculum at Loyola will be well-prepared for the bar exam in any state. Students who, in planning their schedules, focus only on bar-related courses may not take advantage of the courses in the curriculum that offer a deeper perspective into the profession of law or that help develop important skills for the practice of law. Students who do not take enough courses that touch on the areas tested on the bar exam may find themselves poorly prepared for the bar. In either case, the student will find that his or her preparation for the profession of law is not well-rounded. For suggestions on what to take into consideration when choosing law school courses, please refer to the [Curriculum Planning Guide for Law Students](http://www.ncbex.org/publications/).

**What if I am unsure of where I want to practice?**
If you expect that you might practice in a different jurisdiction following graduation, we strongly urge you to check with your preferred jurisdiction during your first year to determine what requirements that state may have. Some states have course requirements in addition to Loyola’s required curriculum. Some states have pro-bono service requirements that you must complete before you are eligible to be admitted to the bar as a lawyer, as well as specific rules regarding online credits. Bar admissions requirements differ from state to state, so students should visit the web site of each specific state bar office for the most accurate information. It is the responsibility of each student to ensure that he/she has satisfied all bar admission requirements of the state or states where he/she intends to practice law. A failure to obtain this information may delay or preclude admission to the bar.

General Information and Helpful Links

Automatic Teller Machines:
There is an automatic teller machine operated by PNC bank located in the lower level of the Loyola Law Center. ATMs are also located nearby at the Capital One 360º Cafe on Wabash and Chestnut (no fees), at the Potash Bros. Supermarket at State and Chestnut Streets, and on the southwest corner of Pearson and State Streets. There is also a Chase bank a few blocks north on State Street.

Bookstore:
The Loyola University Bookstore is located on the second floor of the Baumhart Student Center directly across the street from the Loyola Law Center. Students may use their Loyola ID cards if they have preloaded funds to make purchases at this location.

Building Hours:
The Loyola Law Center and law school library generally opens at 7:30 a.m. and closes at 12:00 a.m. during the school year, with an open-time of noon on Sundays. Hours are typically extended during examination periods and reduced in the summer and over breaks.

Campus Security:  http://www.luc.edu/safety/,  (312) 915-6476 (first floor of 25 E. Pearson). Students are encouraged to enter Campus Safety’s phone number into their cell phones in case of emergency.

Identification Cards:
Students are responsible for obtaining a student identification card through Loyola’s Campus Card office at the student services hub in the lobby of 25 E. Pearson. Your ID card, commonly called the Loyola Campus Card, serves as your library card, a meal card if you choose to add funds, and allows you entry to campus buildings.

Lockers:
Located on the 11th, 13th and 14th floors of the Corboy Law Center at 25 E. Pearson. These are assigned to incoming students each year during Orientation, and on the first few days of school for returning students. Due to space limitations, lockers must be shared. You must remove all personal items from your locker at the end of the school year, as they are cleaned and repaired every June.

Shuttle Bus:
Loyola offers free hourly shuttle bus services between the Lake Shore and Water Tower campuses. The bus boards in front of 25 E. Pearson St. and schedules are posted in the student lounge each semester. A shuttle bus also leaves the 25 E. Pearson Building and travels to Union and Northwestern train stations at 9:05 p.m. Monday – Friday when classes are in session.

Academic Calendar:
http://www.luc.edu/law/registrar/registration/academic_calendar.html

Campus Ministry:
http://www.luc.edu/campusministry/index.shtml

Externship Field Placement Program:
http://www.luc.edu/law/experiential/index.shtml

Health Insurance:
http://www.luc.edu/bursar/insurance.shtml

Health Services:
http://www.luc.edu/wellness/

Lectures and Conferences:
http://www.luc.edu/law/events/index.shtml

Parking:
http://www.luc.edu/campustransportation/generalinformation/watertowercampus/

Tuition and Fees:
http://www.luc.edu/bursar/tuition.shtml

U-Pass Transportation:
http://www.luc.edu/upass/

Water Tower Campus Life:
http://www.luc.edu/wtcl/

Water Tower Campus Ministry:
http://www.luc.edu/wtcl/ministry/