Welcome, incoming class of 2019/2020!

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 a variety of experiential learning opportunities.

Of course, this booklet serves as only an 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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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!
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 (@luc.edu) email account to transfer incoming messages to an account (i.e., gmail) 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. You can also check all Law School Announcements by going directly to the Announcements page on the website: ([http://www.luc.edu/law/announcements/](http://www.luc.edu/law/announcements/)).

(3) **Sakai Student Resource Page:** This page ([https://sakai.luc.edu/](https://sakai.luc.edu/)) will serve as the Weekend JD student home. It contains orientation and introductory materials and will be updated regularly with announcements and additional resources. This will be a site accessible to all weekend JD students in Sakai.

(4) **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. Our Fall Dates are currently scheduled for:

- **Section I:** Monday, October 24\(^{th}\), 4-4:30pm, room 1103 (*immediately following Property*)
- **Section II:** Tuesday, October 25\(^{th}\), 12-12:30pm, room 1403 (*immediately following Property*)
- **Section III:** Monday, October 24\(^{th}\), 12-12:30pm, room 1303 (*immediately following Property*)

**Note:** Due to different scheduling requirements, Fall sessions are not offered for the Weekend JD section; we will meet with you in the Spring.

How We Support Your Health and Well-Being

The health and well-being of every student here is our first priority. Law school can be very challenging, and we strongly encourage students who feel overwhelmed or stressed to take advantage of the wonderful resources available within the School of Law and the University. In addition to our entire Administrative Team, counseling services are available through the Wellness Center and through the University. We encourage all students to register for Loyola Alert, and to know of available resources in case of emergency. The legal community, through Lawyers’ Assistance Program ([http://illinoislap.org/](http://illinoislap.org/)) also provides assistance to law students concerned with substance abuse or mental health issues (including anxiety, stress, and depression). Please know that any interactions or disclosures will be held in strict confidence.
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<td><a href="mailto:PILR_Law@luc.edu">PILR_Law@luc.edu</a></td>
<td>5-7911</td>
<td>1420</td>
</tr>
<tr>
<td>Student Life</td>
<td>Student Groups, First Year Events, Lockers, CTA UPass</td>
<td></td>
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<tr>
<td></td>
<td>Giselle Santibanez-Bania</td>
<td><a href="mailto:gsantibanez@luc.edu">gsantibanez@luc.edu</a></td>
<td>5-8606</td>
<td>1240</td>
</tr>
<tr>
<td>Weekend J.D. Program</td>
<td>Logistics, Class &amp; Event Information</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Megan Bess, Executive Director</td>
<td><a href="mailto:mbess@luc.edu">mbess@luc.edu</a></td>
<td>5-7177</td>
<td>721</td>
</tr>
<tr>
<td></td>
<td>Teresa Mastroperier, Operations</td>
<td><a href="mailto:tmastro@luc.edu">tmastro@luc.edu</a></td>
<td>5-7121</td>
<td>1236</td>
</tr>
<tr>
<td>Law Registrar</td>
<td>Registration; Grades; Class Rank; Exam Numbers; Dual Degree Programs; Dean Certifications; Graduation</td>
<td></td>
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<tr>
<td></td>
<td>Dora Jacks, Registrar</td>
<td><a href="mailto:law-registrar@luc.edu">law-registrar@luc.edu</a></td>
<td>5-7167</td>
<td>1203</td>
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<tr>
<td>Study Abroad</td>
<td>Rome, Italy &amp; Beijing, China Study Law Abroad Programs</td>
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<tr>
<td></td>
<td>Dean Jean Gaspardo</td>
<td><a href="mailto:jgaspard@luc.edu">jgaspard@luc.edu</a></td>
<td>5-7886</td>
<td>1227</td>
</tr>
<tr>
<td></td>
<td>London Advocacy Program</td>
<td><a href="mailto:jfaught@luc.edu">jfaught@luc.edu</a></td>
<td>5-7131</td>
<td>1230</td>
</tr>
<tr>
<td>Technology</td>
<td>Laptop Network, issues, Laptop exams, Media Services</td>
<td>General Help-line</td>
<td>5-7192</td>
<td>4th floor, Law Library</td>
</tr>
<tr>
<td>Technology—Sakai</td>
<td>Sakai courses, assignments</td>
<td></td>
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<tr>
<td></td>
<td>Information Technology Services Help Desk</td>
<td><a href="mailto:helpdesk@luc.edu">helpdesk@luc.edu</a></td>
<td>773-508-4487</td>
<td></td>
</tr>
</tbody>
</table>
# 2016-2017
# LOYOLA UNIVERSITY CHICAGO SCHOOL OF LAW
# FIRST YEAR CALENDAR

For continuing updates and information, please regularly check the law school calendar linked from the homepage at www.luc.edu/law.

**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 intraschool moot court).

<table>
<thead>
<tr>
<th>EVENT</th>
<th>Time &amp; Place</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Externship Field Placement Program Information Sessions</td>
<td>Thursday, August 25th, Noon &amp; 4pm; Saturday, August 27th, 11am; Thursday, September 8, Noon &amp; 4pm; Locations TBA (check Law School Announcements for updates)</td>
<td>Information sessions for 2nd and 3rd year students interested in judicial externships for Spring 2017. Attendance at one information session is mandatory.</td>
</tr>
<tr>
<td>Water Tower Campus Block Party</td>
<td>Thursday, September 1st, 4-7pm; Corner of Wabash and Pearson (outside CLC)</td>
<td>Enjoy free food and entertainment as the school year gets started in style!</td>
</tr>
<tr>
<td>Big Sib/Little Sib Event</td>
<td>September 1, 2016; Time and Location TBA</td>
<td>Mixer for first year students and their Big Sibs.</td>
</tr>
<tr>
<td>SBA Annual Boat Cruise</td>
<td>Friday, September 9, 2016; 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>
<tr>
<td>Student Activities Fair</td>
<td>Wednesday, September 14, 2016, 4-7pm Kasbeer Hall</td>
<td>Students are invited to learn more about activities and groups.</td>
</tr>
</tbody>
</table>
| First Year Professionalism Meals | Section One: Dinner; Monday, September 12th, 5:30-7:00 pm, Kasbeer Hall  
Section Two: Dinner; Monday, September 19th, 5:30-7:00 pm, Kasbeer Hall  
Section Three: Dinner; Monday, September 26th, 5:30-7:00 pm, Kasbeer Hall  
Section Four: Lunch; Saturday, October 8th; time and location TBA | First year students are invited to this annual tradition, which includes mingling and dining with alums, faculty, and administration. |
| Externship Judicial Field Placement Collection Date | Monday, September 5—Tuesday, September 20, 2016 | Collection date for materials for judicial externships in Spring 2017. |
| Meet with Your Assigned Career Counselor | Starting October 15, 2016, and no later than March 15, 2017, all 1L students must meet with their assigned career counselor, Suite 1301. | MANDATORY. The Office of Career Services will email you the name of your assigned counselor. |
| Law & Literature Lecture | Fall Semester, Date and Time TBA Check Law School Announcements for updates | Michael Halberstam & actors from Writers’ Theatre will perform scenes from a Shakespeare play. |
| Study Abroad Information Sessions | Fall Semester; Dates, Times and Rooms TBA Check Law School Announcements for updates | Interested students should attend an information session. Dean Gaspardo leads summer law study abroad programs in Rome, Italy & Beijing, China. |
| Dean’s Town Hall - Fall Semester | Monday, October 17th, 12-1pm and 5-6pm Locations TBA | Students are invited to meet with Dean Kaufman for an open discussion. |
| Family Day | Sunday, October 23, 2016; 1:00 - 4:00 pm Ceremonial Courtroom | First year students and their guests are invited to join theDean and faculty for this annual program and reception. |
| Public Interest Convocation | Fall Semester; Date, Time & Location TBA | MANDATORY for each first year student. |
| Philip H. Corboy Lecture in Advocacy | Fall Semester; Date and Time TBA Check Law School Announcements for updates | Special guest lecturers speak on issues regarding advocacy and changes in the law. |
| Wing-Tat Lee Lecture | Fall Semester; Date, Time & Location TBA Check Law School Announcements for updates | Annual lecture on international law. |
| Curriculum Planning Sessions | Section I: Monday, October 24, 4-4:30pm, room 1303, (immediately following Property);  
Section II: Tuesday, October 25, 12-12:30pm, room 1403 (immediately following Property);  
Section III: Monday, October 24, 12-12:30pm, room 1103 (immediately following Property). | 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 section) |
| Spring 2017 Semester Registration Begins | Monday, October 31st - Monday, November 7th  
1Ls: Register Friday, November 4th; 9:00am | All first-year students are required to register for Spring 2017 classes using LOCUS. |
<p>| Hunger Week / No-Talent Show | November 7-13, 2016; No Talent Show: Thursday, November 10th, Time and Location TBA | Annual Event - Fun Tradition—raises money for local food pantry SW Chicago PADS |</p>
<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jury Duty</td>
<td></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. * Please note that your Class Rank will be withheld until this requirement is completed.</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Thursday, November 24 - Sunday, November 27, 2016 (please note, classes scheduled Wed. 11/23)</td>
<td>No Classes; Offices closed Thursday, November 24th—Sunday, November 27th</td>
</tr>
<tr>
<td>Finals Evening Breakfast</td>
<td>Thursday, December 1, 2016, 6:30 - 8:30 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 5, 2016—Thursday, December 15, 2016</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 16, 2016—Friday, January 13, 2017</td>
<td>No Classes; Offices closed December 24-25, 31, 2016 and January 1, 2017.</td>
</tr>
<tr>
<td>First Day of Spring Classes</td>
<td>Saturday, January 14th (First Saturday Classes); Tuesday, January 17th (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>Wednesday, January 25, 2017; 11:45am; Kasbeer Hall</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>Thursday, January 19, 2017, Noon &amp; 4pm; Saturday, January 21, 2017; 11am; Thursday, January 26, 2017, Noon &amp; 4pm</td>
<td>Information sessions for 1L &amp; 2L students interested in externships for Summer 2017. Please note that PT students must earn 28 credit hours before earning academic credit for externships.</td>
</tr>
<tr>
<td>Amaker Public Interest Retreat</td>
<td>January 27-29, 2017 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>File your FAFSA!</td>
<td>February 1, 2017</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 9-11, 2017; 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. * Please note that your Class Rank will be withheld until this requirement is completed.</td>
</tr>
<tr>
<td>PILS Auction</td>
<td>February 16, 2017; 8pm Kasbeer Hall</td>
<td>Annual tradition &amp; fundraiser; proceeds fund Public Interest Law Student summer fellowships.</td>
</tr>
<tr>
<td>Character &amp; Fitness</td>
<td>February, 2017; Date, Time and Location TBA</td>
<td>MANDATORY for all 1L students</td>
</tr>
<tr>
<td>Civility in the Profession</td>
<td>February, 2017; Date, Time and Location TBA</td>
<td>MANDATORY for all IL students</td>
</tr>
<tr>
<td>1L-Alumni Mentor Speed Networking Event</td>
<td>February, 2017; Date, Time and Location TBA Check Law School Announcements for updates</td>
<td>1L students are invited to mingle and network with alumni, create mentor relationships.</td>
</tr>
<tr>
<td>Dean’s Town Hall—Spring Semester</td>
<td>Spring Semester; TBA Check Law School Announcements for updates</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, 2017</td>
<td>Deadline for filing FAFSA for renewal of all loans and need-based funding.</td>
</tr>
<tr>
<td>Spring Semester Break</td>
<td>Sunday, March 5 — Sunday, March 12, 2017</td>
<td>No Classes</td>
</tr>
<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>
</tr>
<tr>
<td>Curriculum Planning Sessions</td>
<td>March, 2017 Times and Locations TBA</td>
<td>All 1L students are encouraged to attend info sessions to assist in planning curriculum in second, third and fourth years.</td>
</tr>
<tr>
<td>Fall Semester Registration Begins</td>
<td>March, 2017; TBA</td>
<td>All first-year students are required to register for classes using LOCUS.</td>
</tr>
<tr>
<td>Externship Field Placement Program Applications Due</td>
<td>April 15, 2017 to Prof. Gough, Room 1331</td>
<td>Summer 2017 externship applications due.</td>
</tr>
<tr>
<td>Event</td>
<td>Date/Time</td>
<td>Description</td>
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</tr>
<tr>
<td>Easter Break</td>
<td>Friday, April 14 - Sunday, April 16, 2017</td>
<td>No Classes; Offices closed</td>
</tr>
<tr>
<td>Trivia Night</td>
<td>April, 2017, TBA</td>
<td>Catholic Lawyers Guild hosts a charity event open to teams of both students and faculty</td>
</tr>
<tr>
<td>London Comparative Advocacy Program Info Sessions</td>
<td>April, 2017, Date and Time TBA</td>
<td>Series of informational sessions will be conducted in preparation for December 2017-January 2018 London Program.</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Wednesday, May 3rd - Thursday, May 11th, 2017</td>
<td>Please check your schedule for time and place of your exams</td>
</tr>
<tr>
<td>Professionalism Workshop for the Law Student Extern, Legal Volunteer &amp; Clinician</td>
<td>Friday, May 19, 2017, 9am-Noon Ceremonial Courtroom</td>
<td>This workshop supports students in their work as legal professionals. Students who will work as externs or clinicians are required to attend.</td>
</tr>
<tr>
<td>Journal Symposiums</td>
<td>Children’s Legal Rights Journal Symposium: October 14, 2016</td>
<td>Loyola’s symposia are organized by students who write and edit for one of our law journals - it is a great opportunity to explore different areas of the law. The entire Loyola Community is invited and encouraged to attend all symposia hosted by our student journals.</td>
</tr>
<tr>
<td>Conferences &amp; Competitions</td>
<td>Institute for Investor Protection Conference: October 7, 2016</td>
<td>The Loyola Community is invited and encouraged to attend all conferences and competitions hosted by our Professors and Special Programs.</td>
</tr>
<tr>
<td>Race and the Law Symposium</td>
<td>Spring Semester 2017; Date, Time and Location TBA</td>
<td>BLSA, in conjunction with LLSA and APALSA, 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>
</tr>
<tr>
<td>Summer Classes Begin</td>
<td>May 2017; TBA</td>
<td>Check schedule for course offerings and times.</td>
</tr>
<tr>
<td>Summer Program Abroad Begins</td>
<td>Beijing, China &amp; Rome, Italy Study Law Abroad Programs Begin; Dates TBA</td>
<td>See Dean Gaspardo for details. Room 1227.</td>
</tr>
</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 Class Rank 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 online each fall by 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 Meetings**
Starting October 15, 2016, and no later than March 15, 2017, all 1L students must meet with their assigned career counselor in Suite 1301. This meeting gives an overview of résumés, cover letters, on-campus interviewing, and general job-search information which is vital to students. Each student will receive an email with the name of their assigned career counselor.

**Conferences, Competitions, & Symposia**
The Loyola Community is invited and encouraged to attend all conferences, competitions, and symposia hosted by our Professors and Special Programs. First Year Students are required to attend at least one conference or symposium during their first year of studies.

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

**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.

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

**Professionalism Workshop**
The Professionalism Workshop for Law Students Working as Legal Externs, Interns, Legal Volunteers, Clinicians and Law Students Enrolled in Practicum Courses is offered to students on an annual basis. This workshop and seminar is designed to support students as they begin their work as legal professionals in a variety of field placements. Students who will work as externs or clinicians, or who are participating in any one of the practicum courses, are required to attend this event.
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 online by the Dan K. Webb Advocacy Center—please check Law School Announcements for sign-up dates.

- **Dates:**
  - **Jury Duty #1:** Thursday, November 10, 2016; 5:45-8:30pm, Daley Center
  - **Jury Duty #2:** Saturday, November 12, 2016; 8:30am-1pm, Daley Center
  - **Jury Duty #3:** Saturday, January 14, 2017; 8:30am-1pm, Daley Center
  - **Jury Duty #4:** Thursday, April 20, 2017; 5:45-8:30pm, Daley Center
  - **Jury Duty #5:** Saturday, April 22, 2017; 8:30am-1pm, Daley Center

**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.

- **Dates:** February 9-11, 2017; Times and Locations TBA

**Career Services Meetings**
Starting October 15, 2016, and no later than March 15, 2017, all 1L students must meet with their assigned career counselor in Suite 1301. This meeting gives an overview of résumés, cover letters, on-campus interviewing, and general job search information which is vital to students. Each student will receive an email with the name of their assigned career counselor.

**Conferences, Competitions, & Symposia**
The Loyola Community is invited and encouraged to attend all conferences, competitions, and symposia hosted by our Professors and Special Programs. First Year Students are required to attend at least one conference or symposium during their first year of studies.

**First Year Professionalism Meals**
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 12, 2016; 5:30–7:00 pm, Kasbeer Hall
- **Section Two Dinner:** Monday, September 19, 2016; 5:30–7:00 pm, Kasbeer Hall
- **Section Three Dinner:** Thursday, September 15, 2016; 5:30–7:00 pm, Kasbeer Hall
- **Section Four Lunch:** Saturday, October 8, 2016; Time and Location TBA

**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 2017; date, time and location TBA

**Professionalism Workshop**
The Professionalism Workshop for Law Students Working as Legal Externs, Interns, Legal Volunteers, Clinicians and Law Students Enrolled in Practicum Courses is offered to students on an annual basis. This workshop and seminar designed to support students as they begin their work as legal professionals in a variety of field placements. Students who will work as externs or clinicians, or who are participating in any one of the practicum courses, are required to attend this event.

- **Date:** Friday, May 19, 2017, 9am-12PM; Ceremonial Courtroom
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:

<table>
<thead>
<tr>
<th>University Financial Aid Office:</th>
<th>Law School Financial Aid Office:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All Loans: questions, amounts, processing, delivery</td>
<td>• Administers and awards all law school scholarships/fellowships</td>
</tr>
<tr>
<td>• Federal Work Study</td>
<td>• Processes requests for Proof of Financial Aid letters (usually to landlords)</td>
</tr>
<tr>
<td>• Appeals for additional funding</td>
<td>• Posting of outside scholarships—through newsletters &amp; website</td>
</tr>
<tr>
<td></td>
<td>• Financial Literacy Program</td>
</tr>
<tr>
<td></td>
<td>• Financial Aid FACEBOOK</td>
</tr>
</tbody>
</table>

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.
WHAT TO DO:
Check with your academic department

Research outside opportunities at websites such as findtuition.com or on our site’s resource page.

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.

3. Complete entrance loan Counseling—studentloans.gov—required for all federal loan recipients—to learn how to manage your student loans.

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.

WHAT YOU NEED TO KNOW:
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.

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.

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 credit-worthiness 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.

AWARD TYPE:
Fellowships
Scholarships, Grants
Loans

Important Dates & Deadlines

January 1, 2017: FAFSA becomes available for Aid Renewal
We recommend filing no later than February 1st to ensure your results are received the March 1st, the FAFSA deadline date.

March 1, 2017: Your FAFSA must be on file to renew loan eligibility and need-based grants. *Note: Failure to submit FAFSA by the deadline will result in the loss of grant funding.*

April 1, 2017: Upperclass applications are due.

Summer 2017: Complete new request for Direct Graduate PLUS loan and sign MPN.

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. Fall, Spring, Summer)
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.

Scholarships and Other Financial Assistance

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 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 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

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

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.
Tuesday, Wednesday, Friday: 8:30 a.m.—5:00 p.m.
Saturday/Sunday: Closed

Spring/Winter Breaks and during Summer Semester:
Monday-Friday: 8:30 a.m.—5:00 p.m.
Saturday/Sunday: Closed

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 weekend 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.

WEEKEND: The required program in the weekend program extends over 8 semesters. Students in the weekend program must take a minimum of 8 credit hours, and no more than 12 credit hours, each semester. To meet their residency requirements, weekend 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/academics/registrar/degerequirements/curriculumguidelines/.

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 weekend program 1Ls must register for Contracts, Criminal Law, and Legal Writing II in the same section. Weekend program 1L students 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.

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.

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/academics/registrar/degerequirements/curriculumguidelines/.
**Long & Short Term Career Aspirations & Personal Interests**

**YOUR LEGAL EDUCATION**

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

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### BAR EXAM
- First Year
  - Torts (4)*
  - Civ. Pro. (4)*
  - Contracts (4)*
  - Property (4)*
  - Criminal Law (3)*
  - Legal Research*

- Upper Level
  - Advocacy (2)*
  - Professional Resp. (3)*
  - Administrative Law (3)**
  - Bus. Org. (4)**
  - Evidence (4)**
  - Fed. Tax (3)**
  - Family Law (3)

### CONCENTRATIONS
- Certificates
- First Year
  - Advocacy
  - Child & Family Law
  - Adminis-trative Law
  - Estate Planning
  - Tax
  - Public Interest
- Upper Level
  - Consumer Antitrust Law
  - Intellectual Property
  - JD/MA w. Dept. of Political Science
  - JD/MA w. School of Education
  - JD/MPP w. Master of Public Policy Pgm

- Tracks
  - Advocacy
  - Corporate Law
  - Criminal Law
  - Civil Law
  - Estate Planning
  - Intellectual Property
  - Public Interest

- Dual Degree
  - JD/MBA w. Quinlan School of Business
  - JD/MSW w. School of Social Work

### SKILLS/EXPERIENTIAL LEARNING
- Clinics
  - Business Law Clinic
  - Child Law Clinic
  - Community Law Center
  - Education Law Practicum
  - 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
  - Interviews
  - Financial Literacy
  - Leadership

- Externships
  - Alternative Dispute Res.
  - Child & Family
  - Consumer Protection
  - Corporate
  - Criminal
  - Employment/Labor
  - Sports/Entertainment
  - Government
  - Government Relations/Public Affairs
  - Intellectual Property
  - Judicial
  - Professional Responsibility
  - Public Interest

### ELECTIVES
- Elective Courses
  - Admin. Law; Fed. Tax; Evidence; Bus. Org.; Estates; Family Law
  - Consumer Protection
  - Criminal
  - Employment/Labor
  - Sports/Entertainment
  - Government
  - Government Relations/Public Affairs
  - Intellectual Property
  - Judicial
  - Professional Responsibility
  - Public Interest

### CO-CURRICULAR & EXTRA-CURRICULAR OPPORTUNITIES
- Journals
  - Annals of Health Law
  - Children’s Legal Rights Journal
  - Loyola Law Journal
  - Public Interest Law Reporter

- Competition Teams
  - Client Counseling
  - Academic Tutor
  - Legal Writing Tutor
  - Research Assistant

- Tutoring
  - Bar Association Members

- Extra-Curriculars
  - Annals of Health Law
  - Children’s Legal Rights Journal
  - Loyola Law Journal
  - Public Interest Law Reporter

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

- Full-time students must take 12-17 credit hours for 6 semesters;
- Weekend 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.

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**REQUIREMENTS FOR GRADUATION:**

- All courses marked with an asterisk (*); 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
<table>
<thead>
<tr>
<th>GRADUATION REQUIREMENTS* CHECKLIST</th>
<th>Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Procedure (4)</td>
<td></td>
</tr>
<tr>
<td>Property (4)</td>
<td></td>
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<tr>
<td>Torts (4)</td>
<td></td>
</tr>
<tr>
<td>Legal Research</td>
<td></td>
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<tr>
<td>Legal Writing 1 (2)</td>
<td></td>
</tr>
<tr>
<td>Constitutional Law (4)</td>
<td></td>
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<tr>
<td>Contracts (4)</td>
<td></td>
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<tr>
<td>Criminal Law (3)</td>
<td></td>
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<tr>
<td>Legal Writing II (2)</td>
<td></td>
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<tr>
<td>Perspective Elective (2-3)</td>
<td></td>
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<tr>
<td>Advocacy (2)</td>
<td></td>
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<tr>
<td>Professional Responsibility (3)</td>
<td></td>
</tr>
<tr>
<td>Skills Courses (2 Credits)</td>
<td></td>
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<tr>
<td>Experiential Learning (6 Credits)**</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>HIGHLY RECOMMENDED COURSES</th>
<th>Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Law**</td>
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<td>Business Organizations**</td>
<td></td>
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<tr>
<td>Evidence**</td>
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<tr>
<td>Federal Income Tax**</td>
<td></td>
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<tr>
<td>Rigorous Writing Courses**</td>
<td></td>
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<tr>
<td>Business Planning</td>
<td></td>
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<tr>
<td>Conflicts of Law</td>
<td></td>
</tr>
<tr>
<td>Criminal Procedure: Adjudication</td>
<td></td>
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<tr>
<td>Criminal Procedure: Investigation</td>
<td></td>
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<tr>
<td>Estates</td>
<td></td>
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<tr>
<td>Family Law</td>
<td></td>
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<tr>
<td>Federal Courts</td>
<td></td>
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<tr>
<td>Illinois Litigation</td>
<td></td>
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<tr>
<td>Remedies</td>
<td></td>
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<tr>
<td>Sales</td>
<td></td>
</tr>
<tr>
<td>Secured Transactions</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTIVES:</th>
<th>Completed:</th>
</tr>
</thead>
</table>

| Total Number—Graded Credits (Minimum: 74) | |
| Total Number—Ungraded Credits | |
| MINIMUM Number of Credits Required for Graduation: | 86 |

*Please note—You must satisfactorily complete all of these courses in order to graduate.

** Students entering after Fall of 2014 must complete 6 credits of Experiential Learning prior to graduation; Students who entered prior to Fall of 2014 must complete 2 credits of Experiential Learning to graduate. Only 3 of those credits may be earned through a comprehensive simulation.

**Please note—While these courses are not required for graduation, the faculty strongly recommends that all students complete these courses prior to graduation.

Please Note: Students in the bottom 15% after their 2nd, 3rd or 4th semesters 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.
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 graded</td>
</tr>
</tbody>
</table>

**Weekend JD 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:** A minimum of 6 credits are required. Students who entered law school prior to Fall 2014 are exempt from this requirement. A maximum of 3 Experiential Learning hours may be earned through a comprehensive simulation. At least 3 credits must be earned through either (1) an intensive field placement through Loyola’s Externship Program, (2) through participation in one of Loyola’s seven clinics, or (3) through an approved practicum project. Students may not satisfy the Experiential Learning requirement by taking a class that is also taken to satisfy the “Skill” requirement or the “Perspective Elective” 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 weekend program 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 weekend program 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 weekend program 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 weekend program 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/academics/registrar/degreerequirements/divisiontransfer/](http://www.luc.edu/law/academics/registrar/degreerequirements/divisiontransfer/)

**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 on the registrar’s site (such as course approval, dual degree, name and address change and 711 application forms).

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**School of Law Policies**

**CODE OF CONDUCT:** All Loyola students are expected to comply with the [Loyola University Chicago School of Law Code of Student Conduct](http); in particular, please note the following policies:

**CLASS ATTENDANCE:** Regular and punctual class attendance, as determined by the instructor and the Dean, is required in all courses. Excessive absences or tardy attendance, even if all or some of them are considered to be “excused,” violate this requirement. Students who violate this provision are subject to various sanctions including a reduction in the grade, withdrawal from the course, additional remedial work, withholding of the final exam or a final grade which results in the grade of “WF” (withdraw failing), or other appropriate sanctions in the discretion of the instructor or the Dean. Since regular and punctual attendance is required in all courses, registration for courses that meet at the same time or overlapping times is not permitted. See [School of Law Policies](http) for more information.
**PLAGIARISM:**
Plagiarism is prohibited conduct under Section I(B)(1) of the *Loyola University Chicago School of Law Code of Student Conduct*. Students are expected to know the principles of plagiarism and the correct rules for citing sources. When a law student submits any written project such as an assignment to a professor, a submission to a student publication, an application for a scholarship or award contest, or writing samples for interviews, the student represents that he or she has complied with this plagiarism policy. **Lack of intent is not a defense to a charge of plagiarism.**

Plagiarism is the use of words or ideas from another source without proper attribution to the original source. Lawyers and law students often reference other sources. However, it is critical, from the standpoint of both integrity and style, to appropriately identify and credit any excerpts, quotations, or paraphrasing of concepts drawn from any other source.

Avoiding plagiarism requires appropriate use of citations. Every sentence that is not an original thought must be cited. The use of citations identifies for the reader when material is drawn from another source, as opposed to reflecting original thought. Though it may be accepted in other academic or professional programs, citing intermittently (for example at the end of paragraphs or sections) is insufficient in any of the written projects covered by this plagiarism policy.

The Legal Writing Institute’s website includes a publication entitled Law School Plagiarism v. Proper Attribution, which outlines the following rules for working with authority:
1. Acknowledge direct use of someone else’s words.
2. Acknowledge any paraphrase of someone else’s words.
3. Acknowledge direct use of someone else’s idea.
4. Acknowledge a source when your own analysis or conclusion builds on that source.
5. Acknowledge a source when your idea about a legal opinion came from a source other than the opinion itself.


As these rules indicate, you are required to appropriately acknowledge the source for any language, ideas, and analysis in your written work.

If you use words or phrases from a source, attribution with a citation is required but is insufficient on its own. A citation alone does not appropriately acknowledge your direct use of language from another source. In addition to including a citation, you must also place that material in quotation marks, or in a block quotation format if appropriate. If you use language that is not a direct quotation but is substantially similar to language in your source, you will most likely need to paraphrase more thoroughly or use quotations for relevant portions to avoid plagiarism.

Further, a change in language or the order of the language does not make the idea your own. Attribution still is required. It is plagiarism to take a discussion, words, or ideas from any authority, without crediting the original source, even if the material has been paraphrased.
For any writing project in law school, you should keep your notes and other materials. Students are required to keep all drafts, research notes, and any materials used in completing their writing assignment for a year or until otherwise notified by the professor. Please note that submissions may be checked through detection tools, such as Turn-It-In and/or similar resources. Also, faculty and advisors may supplement this policy with additional information and requirements.

**EXAMINATION PROCEDURES:**

The following procedures shall be in effect for all School of Law examinations except take-home examinations and are intended to promote an orderly and fair examination process. Breach of these procedures may be considered a violation of The Code of Student Conduct. Examination proctors are instructed to report individuals whom they observe to be in violation of these procedures.

**ROOM ASSIGNMENTS:** Prior to each scheduled exam, exam room assignments will be posted in the west bulletin board at north entrance of first floor of 25 East Pearson and in the door areas of the assigned rooms. Students will also receive notification via their LUC email address. Note: Exam rooms are not necessarily the same rooms as those used for the corresponding classes. In many cases, more than one classroom is assigned for a class section. In that event, students will be assigned by name to a particular exam room.

**ID’s:** All students are required to bring their Loyola Law Student ID or alternate form of picture identification for check-in at their exam room. In addition, students should bring their four digit examination number (found in the upper right-hand corner of the student’s class schedule on LOCUS).

**CONDUCT DURING EXAMS:** Students shall not conduct themselves in a manner that would be offensive to others taking the examination. This includes use of materials or foods in a way that creates noise or other offensive conditions.

**UNAUTHORIZED DEVICES:** Except for laptop computers which may be used during laptop exams only, no cell phones, iPods, Apple Watches, or other electronic or mechanical devices are permitted in examination rooms. Possession of any unauthorized electronic or mechanical device during any exam may result in immediate withdrawal from the exam and a charge under the Code of Conduct.

**USE OF NOTES - HARD COPIES ONLY:** If use of notes is permitted during an exam, all notes must be printed in hard copy. Digital or electronic notes are not permitted.

**PROHIBITED ITEMS:** In closed-book examinations, all books, briefcases, back-packs, study aids, papers and other extraneous material shall be placed at a distance from the student’s examination desk (such as at the front of the room). Proctors may prohibit any items they find unacceptable.

**ELIGIBILITY FOR LAPTOP EXAMS:** Students who have successfully completed the entire procedure to setup the laptop exam software before the deadlines outlined are eligible to take the exam by laptop computer. Students who have not completed this procedure cannot take the exam by laptop. (See page 29 for details).
**HANDWRITTEN EXAMS:** There will be no separate rooms for hand-writers. Exam takers, whether they handwrite or use a laptop, will be placed in the same room.

**APPROVED MATERIALS IN OPEN-BOOK EXAMS:** In open-book examinations, material allowed shall be stated on the front of the examination question booklet. If the use of notes is permitted during the exam, all notes must be printed out in hard copy. Laptops or other devices may not be used to access notes. Students may not use electronic or mechanical devices to refer to notes. Any other material is strictly prohibited. “Open Book Exams” does not mean that students can access the internet, even by telephone. All, briefcases, back-packs, personal belongings and other extraneous material shall be placed at a distance from the student’s examination desk (such as at the front of the room).

**QUESTIONS TO TEACHER OR PROCTOR:** After the exam is distributed, questions shall not be directed to the faculty member or the proctor, nor shall the faculty member or proctor respond to questions except that they may be asked to help eliminate mechanical problems such as missing pages. Any ambiguities in the examination shall be considered to be intentional. If necessary, students should state assumptions upon which they base their answers.

**PAPER USE:** Students who handwrite exams may use only the exam paper that is provided by the proctor. No examination paper may be removed from the room. Unused examination paper must be returned and scrap paper must be disposed of within the examination room.

**EXAMINATION NUMBERS:** Every effort is made to maintain anonymity in the administration of exams. All exams must be identified by the use of their exam number only. Students may not identify themselves by name (or otherwise) in their examination answers or on the examination questions. Students who handwrite exams are to place their examination number on the top page of the examination questions and each piece of examination answer sheet used.

**PROHIBITED TALKING:** Talking is prohibited from the time the proctor begins to distribute the exams until all the examination papers are collected. Talking outside of the room is prohibited during the examination. Students who violate this rule will be required to turn in their examinations immediately and may be charged under the Code of Conduct.

**BATHROOM BREAKS:** Only one student at a time may leave the examination room during the examination period for a temporary break. Students are not permitted to leave the floor on which their exam is administered and must go either to the washroom or remain in the open hallway or lounge areas. Other students may not leave the room when they are out of the room, and thus, such breaks should be kept to a minimum.

**CONCLUSION OF EXAM:** When the time period for the examination has expired, the professor or proctor shall so announce and students shall immediately cease all writing/typing (even in mid-sentence). Hand-writers shall immediately rise and turn in their exams. Laptop takers shall immediately click on the file menu and select “exit” and then select “exit exam” from the dialog box. Extra time is not permitted for the purpose of arranging paper or writing exam numbers and page numbers on exams. Proctors shall identify the exams of those students who violate this procedure or exceed time limits in any way by designating those exams with the letter “L” signifying that the student continued to write after the time period for the examination has expired. Students who violate this rule may be charged under the Code of Conduct.
RETURN QUESTION: No examination will be accepted unless the examination questions are returned. Unless a faculty member or proctor gives instructions to the contrary, the student shall complete a handwritten exam by stapling his or her exam questions to the answer sheets and placing them into a box designated by the proctor. Only those materials placed into the box (or the pile designated by the proctor) will be accepted for evaluation by the faculty member.

EXAM UPLOAD: In the event that an issue occurs with a student’s upload of the exam, that student will be required to remain in the exam room until Law School Computing Services can resolve the issue.

HONOR STATEMENT: When the student completes the exam or when time has expired, whichever is sooner, the student shall submit to the proctor a signed statement (“Honor Statement”) which represents that the student has not engaged in any form of dishonesty or otherwise gained an unfair advantage with respect to the examination. The statement must be physically separated from the examination questions and answers. Failure to submit the signed statement shall constitute evidence that the student has engaged in such dishonesty or has gained an unfair advantage during the examination.

STUDENT COMPLAINTS:

Reporting a Complaint: Loyola School of Law wishes to hear any student concerns about significant problems that directly implicate the school's program of legal education and its compliance with the ABA's Accreditation Standards. Any student having such a concern should submit it in writing to the Associate Dean for Administration.

Resolving the Complaint: When a formal written complaint has been made in accordance with section A, the Associate Dean for Administration shall investigate as soon as possible, but in no event later than 20 business days after the filing of the written complaint with the Associate Dean for Administration. The Associate Dean for Administration shall attempt to resolve the complaint, if possible, within the 20 business day period. If resolution is not possible, the Associate Dean for Administration may refer the matter to the appropriate administrator, administrative body, or an administrative official designated by the Dean or the Dean's designate.

If referral of the complaint is made as referenced above, the administrator, administrative body or Dean’s designate shall attempt to resolve the complaint as soon as possible, but in no event later than 20 business days after referral by the Associate Dean for Administration.

Upon completing the investigation of the complaint, the Law School shall communicate its findings and, if appropriate, its intended actions to the complainant. Within ten days of being advised of any action the School of Law is taking to address the matter, the student may appeal that decision to the Dean of the School of Law. The decision of the Dean shall be final.
Extership 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 County 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 as a group, and three times during the semester on an individual basis. The extern seminar course is also offered during the summer semester. 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 registrar’s website.

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/academics/experientiallearning/ for information regarding the application process, application forms, and a list of approved field placement sites.
Information Technology Services

Loyola University’s Information Technology Services Department provides all support and assistance for Sakai and related technology. For assistance using Sakai and other technology for the online component of courses, Weekend JD students should contact the ITS Help Desk: helpdesk@luc.edu, 773-508-4487.

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.

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

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. Login 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
#8 Managing your login IDs for Loyola Systems
#16 Temporary Network Space
#53 Using Gryphon Services - Explains how to use the Law School’s wireless network.
#56 Recommended Specifications 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 representative, 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**

**Weekend JD Program Exams:**
Instructors in the Weekend JD program may use Sakai to give exams remotely or require students to take exams during scheduled class times. For exams given on campus, students must follow all procedures for campus-based exams and, should they choose to take the exam on a laptop computer, must install exam software as indicated below. Procedures for exams in Sakai will be made available in Sakai. Please note: **Students taking exams in Sakai will be responsible for monitoring their exam time on the exam software, Sakai.** It is critically important that you do not exceed the allotted time for your exams. If you do not finish and exit the exam on Sakai before the end of the allotted time, a penalty of up to and including a failing grade will be assessed to your final grade.

**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 exam software for most final exams 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 **3-step installation process** to: (1) **download**, (2) **take**, and (3) **upload** 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 of (1) downloading, (2) taking, and (3) uploading a qualification exam by the deadline may not be permitted to use their laptop for final exams.**

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.

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**Frequently Asked Questions**
The Law School Computing Center has created an FAQ to answer many of your computing services questions. Check it out at: [http://www.luc.edu/law/technology/faq.html](http://www.luc.edu/law/technology/faq.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?mode=Advanced&ct=AdvancedSearch&vid=LAW.

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
Each student is issued a username & password for performing law school-related legal research on Bloomberg Law, Lexis & Westlaw. Questions?
Bloomberg Help Line: 1-888-560-BLAW
Lexis Help Line: 1-800-45-LEXIS
Westlaw Help Line: 1-800-850-WEST
Office of Career Services

<table>
<thead>
<tr>
<th>Marianne Deagle</th>
<th>Assistant Dean</th>
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<td>Alissa Holterman</td>
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<td>Hollis Hanover</td>
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<td>Sheila Simhan</td>
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Where we are located:
25 E. Pearson,  
13th Floor, Room 1301

How to contact us:
Email: law-career@luc.edu  
Phone: 312-915-7160

Hours of Operation:
Monday — Friday: 8:30 a.m.—5:00 p.m.  
Or by Appointment

Website:
http://www.luc.edu/law/career/index.shtml

One-on-One Student Counseling
Beginning on October 15th of your first year, law students may schedule meetings with their Office of Career Services (CSO) counselor to discuss job search strategies for finding legal jobs, determining which areas of law to pursue based on your interests, reviewing résumés and cover letters, and polishing interviewing skills through mock interviews, among other services.

Symplicity
The CSO uses Symplicity, a job posting database that students and alumni may access. All jobs that the office receives, for both students and alumni, are posted on Symplicity. 1Ls will receive their username and password from the Office of Career Services on October 15th. Symplicity contains part-time and full-time jobs, as well as internships, externships, fellowships and scholarships.

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:

Résumé, Cover Letter, and Job Search Workshops
Throughout the school year, the CSO invites students to small-group workshops to learn how to create effective résumés and cover letters as well as learn strategies for conducting effective job searches.
**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](http://www.luc.edu/law/career/job_search_resources.html).

**Receptions**
Loyola hosts several receptions throughout the year to educate students about the many ways to practice law and to meet employers and alumni throughout the Chicago area.

**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/](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](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 & résumé 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](https://www.facebook.com/pages/Loyola-Law-CSO/247775867902)

**On-Campus Interviewing**
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](http://www.luc.edu/law/career/internal/oci_students.html).

**Career Planning for Weekend JD Students**
The CSO’s career counselors are happy to meet with you after 5:00 p.m. Mondays-Thursdays and via telephone or Skype. 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](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 during the Spring 2017 Semester; 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 Professor Zelda Harris, Director of the Dan K. Webb Center for Advocacy, at zharris@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 in both Chicago, Illinois and Washington, D.C. 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.
Study Abroad

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/academics/studyabroad/

Summer Study Law Abroad Programs:

Beijing, China:
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. First year law students are invited to enroll in Introduction to Chinese Law in the Spring 2017 semester. This 2 credit perspective elective course provides students with an overview of the modern Chinese legal and political systems and lawyering in China. Following the spring semester, students travel to Beijing, China for a 1 credit field study, which will focus on Chinese commercial law. Students will also have the opportunity to interview for one of two summer internships at Sheppard Mullin Richter & Hampton’s Beijing office. For more information, go to:
http://www.luc.edu/law/academics/studyabroad/chinaprogram/

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/academics/studyabroad/romeprogram/

Comparative Law Programs:

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/academics/studyabroad/healthlaw/

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/academics/studyabroad/londonprogram/
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/academics/studyabroad/globallawseminar/](http://www.luc.edu/law/academics/studyabroad/globallawseminar/)

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/academics/studyabroad/chileprogram/](http://www.luc.edu/law/academics/studyabroad/chileprogram/)

**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), advancing to the semi-final round in 2014 (Chicago), and winning first place in the competition in 2016 (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, Associate Director for Student Services, 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 offerings at the law school for that academic year.

- Activities Fair for Full-Time students: **Wednesday, September 14th, 4:00pm-6:30pm in Kasbeer Hall.**
- Student Activities Presentation for Weekend JD students: **Saturday, September 24th at lunch.**

**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 Xavier Vergara at xvergara@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
- ABA (Law Student Division)
- American Constitution Society
- Art Law Society
- Asian Pacific American Law Students Association
- Black Law Student Association (BLSA)
- Business Law Society
- Catholic Lawyers Guild
- ChildLaw Society
- Christian Legal Society
- Cultural Impact Initiative
- Education Law and Policy Society
- Environmental Law Society
- Federal Bar Association
- Federalist Society
- Health Law Society
- Hellenic Bar Association
- ISBA (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
- Muslim Law Students Association (MLSA)
- National Lawyers Guild
- National Security Law Association
- OUTLaw
- Phi Alpha Delta
- Political Law Association
- Public Interest Law Society
- Sports and Entertainment Law Society
- SUFEO (Stand Up For Each Other!)
- Women’s Law Society

These are just a few of our active student organizations—find further information here: [http://www.luc.edu/law/resources/studentorganizations/activeorganizations/](http://www.luc.edu/law/resources/studentorganizations/activeorganizations/)
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. (Please visit: http://www.luc.edu/law/centers/advocacy/appl_advocacy.html for more information).

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. (See page 33 of this booklet for more information; or visit: http://www.luc.edu/law/centers/advocacy/adr/competitions.html).

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, usually in the spring.

Loyola Criminal Law Mock Trial Team is comprised of 4 to 6 students who compete in a criminal law competition every year, usually in the fall.


Please visit the Dan K. Webb Center for Advocacy page for more information about these and other opportunities: http://www.luc.edu/law/centers/advocacy/index.html
<table>
<thead>
<tr>
<th>TEAM</th>
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<th>WHO IS ELIGIBLE?</th>
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<th>SELECTION</th>
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<tr>
<td>CLIENT COUNSELING TEAM</td>
<td></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.</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.</td>
<td>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>
</tr>
<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>
</tr>
<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>
</tr>
<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.</td>
<td>April</td>
<td>April</td>
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Student Publications

Loyola students publish their research through seven different student-authored and student-edited law reviews, through independent study and directed research projects with professors, and through co-authorships with their faculty mentors. Each publication sponsors a Symposium during the academic year, bringing in scholars, academics and practitioners to speak on a variety of relevant topics. Students are selected following rigorous write-on competitions held at the end of each spring semester.

Students at the School of Law publish the following publications:

**Annals of Health Law**
The Annals of Health Law focuses on the practical analysis of major trends in health law both in the United States and abroad; it is peer-reviewed in cooperation with the National Health Lawyers Association.

**Children’s Legal Rights Journal**
The Children’s Legal Rights Journal, edited by Loyola students with the cooperation of the National Association of Counsel for Children, provides practitioners in law and related fields with the practical resources they need to be informed advocates for their child clients.

**International Law Review**
The International Law Review addresses issues of international scope, and is edited and published by the International Law Society.

**Loyola Consumer Law Review**
The Loyola Consumer Law Review is the only publication of its kind in the nation. Focusing on current developments in consumer law, it covers such issues as advertising, financing, debt collection, product safety, professional services, insurance, and consumer credit.

**Loyola University Chicago Law Journal**
Students who work on the Loyola Law Journal gain extensive training in the analysis of legal problems and the logical concise presentation of legal issues. This quarterly student-edited publication presents works by distinguished scholars within the legal profession, as well as notes and case comments written by students.

**Public Interest Law Reporter**
The Public Interest Law Reporter (PILR), a forum for sharing ideas and news in public interest law, serves as a catalyst for further discussion, research, and action.

For more information on Loyola’s Student Publications, please visit:
http://www.luc.edu/law/academics/journalsandpublications/
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<tr>
<td><strong>ANNALS OF HEALTH LAW</strong></td>
<td>Students who have completed one full year of law school. Both part-time and full-time students are eligible.</td>
<td>Application, resume, cite check exam, and a five-page writing sample. The writing sample is usually part of the student’s portfolio.</td>
<td>Mid-March</td>
<td>1. A full academic year commitment. 2. Participation in substantive &amp; technical editing of articles. 3. Completion of a legal research project. 4. Substantial &amp; technical editing of articles. 5. Active participation in the society’s activities.</td>
</tr>
<tr>
<td><strong>CHILDREN’S RIGHTS JOURNAL</strong></td>
<td>Students who have completed one full year of law school. Both part-time and full-time students are eligible.</td>
<td>Application, resume, cite check exam, and a five-page writing sample. The writing sample is usually part of the student’s portfolio.</td>
<td>Mid-March</td>
<td>1. A full academic year commitment. 2. Participation in substantive &amp; technical editing of articles. 3. Completion of a legal research project. 4. Substantial &amp; technical editing of articles. 5. Active participation in the society’s activities.</td>
</tr>
<tr>
<td><strong>CONSUMER LAW REVIEW</strong></td>
<td>Any student with at least 1.5 GPA and a minimum GPA of 2.75.</td>
<td>Application, resume, cite check exam, and a five-page writing sample. The writing sample is usually part of the student’s portfolio.</td>
<td>Mid-March</td>
<td>1. A full academic year commitment. 2. Participation in substantive &amp; technical editing of articles. 3. Completion of a legal research project. 4. Substantial &amp; technical editing of articles. 5. Active participation in the society’s activities.</td>
</tr>
<tr>
<td><strong>INTERNATIONAL-ALL LAW REVIEW</strong></td>
<td>Students who have completed one year of law school. Both part-time and full-time students are eligible.</td>
<td>Application, resume, cite check exam, and a five-page writing sample. The writing sample is usually part of the student’s portfolio.</td>
<td>Mid-March</td>
<td>1. A full academic year commitment. 2. Participation in substantive &amp; technical editing of articles. 3. Completion of a legal research project. 4. Substantial &amp; technical editing of articles. 5. Active participation in the society’s activities.</td>
</tr>
<tr>
<td><strong>LOYOLA LAW JOURNAL</strong></td>
<td>Students who have completed one year of law school. Both part-time and full-time students are eligible.</td>
<td>Application, resume, cite check exam, and a five-page writing sample. The writing sample is usually part of the student’s portfolio.</td>
<td>Mid-March</td>
<td>1. A full academic year commitment. 2. Participation in substantive &amp; technical editing of articles. 3. Completion of a legal research project. 4. Substantial &amp; technical editing of articles. 5. Active participation in the society’s activities.</td>
</tr>
</tbody>
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**ANNALS OF HEALTH LAW**
- **SKILLS/BENEFITS**
  1. One credit per semester.
  2. Extensive training in Bluebook editing and citation skills.
  3. Shows a commitment to important public health issues and diversity.
  4. One full-length article of publishable quality in the online journal.

**CHILDREN’S RIGHTS JOURNAL**
- **SKILLS/BENEFITS**
  1. One feature article to be published in the online journal.
  2. One full-length article of publishable quality in the online journal.
  3. Shows employers an interest in children’s legal rights and policy.

**CONSUMER LAW REVIEW**
- **SKILLS/BENEFITS**
  1. Note of publishable quality (18-30 pages).
  2. One ungraded credit per semester.
  3. Shows employers an interest in consumer protection and rights.

**INTERNATIONAL-ALL LAW REVIEW**
- **SKILLS/BENEFITS**
  1. One article per issue during the first year.
  2. Opportunity for students to publish articles and gain valuable research and writing experience.
  3. A strong addition to a student’s resume.

**LOYOLA LAW JOURNAL**
- **SKILLS/BENEFITS**
  1. Opportunity for students to publish articles and gain valuable research and writing experience.
  2. A strong addition to a student’s resume.
  3. A current legal topic of your choice.

**INTEREST LAW REPORTER**
- **SKILLS/BENEFITS**
  1. Writing news articles of publishable quality on a current legal topic of your choice.
  2. Writing news articles of publishable quality on a current legal topic of your choice.
  3. A strong addition to a student’s resume.

**PUBLICATION**
- **SKILLS/BENEFITS**
  1. Journal experience without large time commitment.
  2. Improved legal writing skills.
  3. Shows employers an interest in child law.
  4. Shows employers an interest in child law.
  5. A current legal topic of your choice.
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.

**Beazley Institute for Health Law and Policy**
The Beazley Institute for Health Law and Policy was created in 1984 to recognize the need for an academic forum to study the burgeoning field of health law and to foster a dialogue between the legal and health care professions. The Institute today is comprised of students, faculty, researchers, practitioners, lecturers, librarians and staff working together to fulfill a common mission: We educate the health law leaders of tomorrow.

**Center for Business Law**
The Center for Business Law recognizes the rapid changes in today's society from downsizing and global competition to explosive new technologies. Our exceptional programs in business and law provide education and training in the legal dimensions of contemporary business. The involvement of our faculty, practicing attorneys, jurists and business professionals allows us to provide students with opportunities to learn the practical aspects and gain experience in the current issues of the legal and business world. We conduct academic, practical work, seminars and training in support of our mission: to offer legal education on a human scale.

**Center for Public Interest Law**
Loyola University Chicago School of Law is committed to the Jesuit tradition of service to others. Loyola provides many opportunities for students to use their legal skills to help those in need. From our clinical programs to student groups, there are numerous ways for students to engage in public interest work during law school. We also have many students and alumni working in the public interest community as part of their careers or as a pro bono activity.

**Civitas ChildLaw Center**
The Civitas ChildLaw Center provides a wide range of curricular and extracurricular opportunities for students who seek specialized training in child and family law and advocacy. These offerings, the most comprehensive available at any law school, are intended to equip students with the interdisciplinary knowledge and practical skills they will use throughout their professional careers.

**Dan K. Webb Center for Advocacy**
As one of the most respected advocacy programs in the nation, Loyola continues to set a standard for excellence. Loyola graduates are among the most effective trial and appellate lawyers in Chicago and in the country. Students in our advocacy program are given the opportunity to learn from distinguished academics as well as experienced attorneys as they prepare for careers as litigators.

**Institute for Consumer Antitrust Studies**
Antitrust is an influential area of the law that seeks to maintain a competitive economy for the benefit of consumers and competitors. The Institute for Consumer Antitrust Studies is a non-partisan, independent academic center designed to explore the impact of antitrust enforcement on the individual consumer and the public, and to shape policy issues.

**Institute for Investor Protection**
The Institute for Investor Protection is a non-partisan, independent academic center that promotes investor protection for the individual consumer and the public, and seeks to shape policy issues affecting investors. The aim of the Institute is to educate investors on the availability of the private remedies Congress and the judiciary envisioned would serve to deter disclosure violations.
For students, faculty & alumni, Loyola currently has seven legal clinics that represent a bridge between theory & practice, classroom & career. Linking classroom study with hands-on experience, and inspired by service to others, Loyola’s clinics encourage students to contribute to society while gaining practical experience. Through the clinics, we offer legal assistance to others, and provide 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 website:

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

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

**The Civitas ChildLaw Clinic**
http://www.luc.edu/law/academics/clinicalprograms/civitaschildlawclinic/

**Community Law Center Clinic**
http://www.luc.edu/law/academics/clinicalprograms/communitylawcenterclinic/

**Federal Tax Clinic**
http://www.luc.edu/law/academics/clinicalprograms/federaltaxclinic/

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

**Life After Innocence**
http://www.luc.edu/law/academics/clinicalprograms/lifeafterinnocence/

**Practica**

Experiential learning classes include live-client clinics, judicial or non-judicial externships, practica, or comprehensive simulations. Loyola offers several practica, notably the Education Law Practicum, which includes both classroom seminar and fieldwork components. This practicum addresses substantive education law issues and focuses on skill development tailored to the practice of education law. For more information, please contact Prof. Miranda Johnson at mjohnson11@luc.edu or visit the website of the Education Law and Policy Institute at: http://www.luc.edu/law/centers/childlaw/institutes/child_education/.

To learn more about the different practica available, please visit:
http://luc.edu/law/academics/registrar/coursecatalog/coursesbytopic/experientiallearningclinicsexternshipspracticumsandcomprehensivesimulations/
Certificate Programs

Students who are in the Juris Doctor program at Loyola University Chicago School of Law can apply for, and receive, certificates in the areas of: Advocacy, Child and Family Law, Health, International Law and Practice, Public Interest, and Tax.

Certificates will appear as an official comment on the transcript and will be given to graduates following graduation.

Application Process:

- Complete an application form which is located under each specific certificate page.
- Download an unofficial copy of your JD transcript using LOCUS.
- Schedule an appointment with a faculty member in the department you plan to receive your certificate. Students who seek a certificate are advised to apply and begin classes for the certificate as soon as possible after the first year in the JD program. Bring your completed form and your transcript to the appointment. Faculty will advise you on your curriculum plan and the core subjects covered on the bar exam.

To learn more about each individual certificate program, please visit:

  Advocacy
  [http://luc.edu/law/academics/registrar/degreerequirements/certificates/advocacy.shtml](http://luc.edu/law/academics/registrar/degreerequirements/certificates/advocacy.shtml)

  Child and Family Law
  [http://luc.edu/law/academics/registrar/degreerequirements/certificates/child_family.html](http://luc.edu/law/academics/registrar/degreerequirements/certificates/child_family.html)

  Health Law
  [http://luc.edu/law/academics/registrar/degreerequirements/certificates/healthlaw.html](http://luc.edu/law/academics/registrar/degreerequirements/certificates/healthlaw.html)

  International Law and Practice
  [http://luc.edu/law/academics/registrar/degreerequirements/certificates/international_curric.html](http://luc.edu/law/academics/registrar/degreerequirements/certificates/international_curric.html)

  Public Interest Law

  Tax Law
  [http://luc.edu/law/academics/registrar/degreerequirements/certificates/tax.html](http://luc.edu/law/academics/registrar/degreerequirements/certificates/tax.html)

For more information about certificates in general, please go to:
[http://luc.edu/law/academics/registrar/degreerequirements/certificates/](http://luc.edu/law/academics/registrar/degreerequirements/certificates/)
The Bar Exam and The MPRE

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: https://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).

What is Character and Fitness?
The requirements for admission in all states require proof of legal studies, made by a certificate issued by the School of Law, and an affidavit of good character and fitness for the practice of law submitted by the dean of the law school for each candidate. Part of the application to the bar is a questionnaire from the state’s Character & Fitness Committee that asks about past incidents involving the law and other authorities. Reports of sufficiently serious matters may result in a request from the Committee to view your application to law school. It is important to be aware that discrepancies between the law school application and the Character & Fitness questionnaire or any independent examination of your record may result in an extensive investigation and potentially serious consequences both at the law school and at the bar application stage.
Just so I can plan ahead, when during my final year of law school do I register for the Illinois bar 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.

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 for detailed information, booklets, and study guides concerning the MBE.

### 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; Federal Civil Procedure; Real Property; Torts

The following subjects are always tested in Illinois (current as of April 2016):

The following subjects are often tested in Illinois (current as of April 2016):
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 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.

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 website 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.

A comprehensive Guide to Bar Admissions Requirements can be located at: http://www.ncbex.org/publications/.
General Information

Automatic Teller Machines:
ATMs are located across the street in Baumhart Hall (26 E. Pearson), nearby at the Capital One 360° 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 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.

Parking:
For those students who drive, there are a number of pay lots located close to the Water Tower Campus; parking stubs can be validated at the security desk in the lobby of the Corboy Law Center, 25 East Pearson. For more information, please visit: http://www.luc.edu/campustransportation/generalinformation/watertowercampus/

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.
Helpful Links

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

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

Externship Field Placement Program:  
http://www.luc.edu/law/academics/experientiallearning/

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/camppublictransportation/generalinformation/watertowercampus/

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

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

Water Tower Campus Life  
Graduate, Professional & Adult Student Life:  
http://www.luc.edu/wtcl/

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