

Loyola University Chicago School of Law

FIRST YEAR INFORMATION BOOK

2020-2021



SCHOOL *of* LAW

FIRST YEAR INFORMATION BOOKLET

Welcome, incoming class of 2023/2024!

This FYI Booklet is designed to help orient you to the law school community as you begin your first year at Loyola. We hope that it will help you get 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 an issue with scheduling. 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.

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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Who We Are

These are just a few of the administrators, faculty, and staff who look forward to working with you during your first year of law school and beyond.



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How We Support Your Health and Wellbeing

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. A list of additional resources made with our law students in mind is available [here](#). The legal community, through [Lawyers' Assistance Program \(LAP\)](#), also provides free and confidential assistance to law students concerned with substance abuse or mental health concerns such as anxiety, stress, and depression. We also encourage you to reach-out directly to [Dean James Faught](#), Associate Dean of Administration; [Dean Giselle Santibanez-Bania](#), Assistant Dean for Student Services; [Dean Josie Gough](#), Assistant Dean for Inclusion, Diversity and Equity; [Jenna Silver](#), Associate Director for Student Services; or [Kirk Walter](#), Director of the Weekend JD Program. If you have experienced sexual assault, dating/domestic violence or stalking, you may find out more information about University resources—including how to take legal or disciplinary action—[here](#).

How We Communicate With You

Daily Law School Announcements e-mails will contain vital and timely information, and it is your responsibility to read these communications daily. A full list of Law School Announcements is available [here](#). Additionally, the [Sakai](#) Law School Student Page will serve as the home for other useful information, including student organizations, Career Services, Wellness Programs, etc. The Sakai page will be updated regularly with announcements and additional resources. The Weekend JD students will also have access to the Weekend JD Resource Site.

Message from the Office of Inclusion, Diversity & Equity

The Office of Inclusion, Diversity and Equity fosters an exchange of ideas and shared experiences. Our goal is a simple one: for all members of our law school community to feel valued and supported. Above all else, this office serves you, our students. The Office of Inclusion, Diversity and Equity provides a variety of programming including Community Circles and Wellness Events, lunch and learn workshops, pipeline and first-generation programs, and more. We also partner with the academic and administrative departments, student organizations and law school alumni to the School of Law's academic and administrative departments to promote inclusion, diversity, and equity both in all that we do. Reach out to Dean Josie Gough at jgough@luc.edu for more information.

Academic Success and Support

Academic Tutoring

Loyola is committed to the academic success of each student, and believes that teaching the skills necessary to attain success in law school and lawyering is an integral part of the curriculum. We seek to aid each student in the transition first to law school and then to the practice of law through comprehensive programming including academic tutors, skills workshops and more. Each of your first year courses will have an academic tutor who is an upper classman that did well in that course. They will hold review sessions and office hours.

Curriculum Counseling

We will meet with you, as a section and individually, in both the Fall and Spring semesters to discuss and explain your curriculum requirements and choices. If you would like to schedule a meeting, please reach out to your assigned counselor as listed below. Additional information is available [here](#).

- Specialized legal writing sections: Dean James Faught
- Students with last names beginning with A-G: Lindsey Johnson
- Students with last names beginning with H-O: Dean Giselle Santibanez-Bania
- Students with last names beginning with P-Z: Jenna Silver
- Weekend JD students: Jenna Silver or Kirk Walter

We also offer joint curriculum/career advising with the Career Services Office:

- Specialized legal writing sections: Dean James Faught and Dean Maureen Kieffer
- Students with last names beginning with A-G: Lindsey Johnson and Hollis Hanover
- Students with last names beginning H-O: Dean Giselle Santibanez-Bania and Sheila Simhan
- Students with last names beginning with P-Z: Jenna Silver and Marianne Deagle
- Weekend JD Students: Jenna Silver, Kirk Walter, and Marianne Deagle

Accommodations

The School of Law works closely with the University's [Student Accessibility Center \(SAC\)](#) to ensure that students with disabilities are provided the necessary support to succeed. Students must be registered with the SAC in order to receive academic accommodations, and all requests for accommodations are determined on a case-by-case basis by SAC Staff. Students can [register with SAC](#) at any point during their academic career, although accommodations will not be given retroactively. For questions about registering with SAC and receiving accommodations, e-mail sac@luc.edu. Once registered with SAC, students seeking accommodations on graded quizzes, mid-term, or final examinations must also complete the School of Law's Accommodated Exam Scheduling Form, available [here](#), each semester for which they would like to receive accommodations. E-mail Dean Santibanez-Bania at gsantibanez@luc.edu for additional assistance.

Academic Enhancement Program

Additional support is available to students through the Academic Enhancement Program (AEP). First year students that finish in the bottom 20% of their section after the first semester of law school will be required to participate in AEP during their second semester of law school. Further, students in the bottom 20% of the class in any semester will be required to take a pass/fail Bar Exam Skills course. These courses are all designed to focus on skills

needed to pass the bar, rather than individual classes on topics that are tested on the bar, and are open to all students.

For more information on academic success, please contact Prof. Melissa Hale, Director of Academic Success and Bar Programs, at mhale@luc.edu. For questions specific to Legal Writing Coursework, contact Jennifer Brendel, Clinical Professor & Director of Legal Writing Program, at jbrende@luc.edu and Mary Ann Becker, Clinical Professor & Associate Director of Legal Writing Program, at mbecker1@luc.edu.

Student Organizations, Publications, and Competition Teams

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, as well as supporting other student organizations. More information about SBA is available online [here](#). You can also contact SBA President Jahnee' Hughes at jhughes13@luc.edu for more information.

Other Student Organizations

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 that 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. All law students are invited to participate. A list of some of our student organizations is available [here](#). Information on student organizations is available on the [Sakai](#) Law School Student Page.

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: [Loyola Law Journal](#), [Annals of Health Law and Life Sciences](#), [Children's Legal Rights Journal](#), [Consumer Law Review](#), [International Law Review](#), [Journal of Regulatory Compliance](#), and the [Public Interest Law Reporter](#). 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.

Competition Teams

Loyola University Chicago 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](#) (mock trial), [appellate advocacy](#) (moot court), [transactional moot court](#), as well as in [dispute resolution](#) teams focusing on international arbitration, mediation, client counseling and negotiations. 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.

Institutes and Centers

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. Some of our centers and institutes include [Beazley Institute for Health Law and Policy](#), [Center for Business Law](#), [Center for Public Interest Law](#), [Civitas ChildLaw Center](#), [Curt and Linda Rodin Center for Social Justice](#), [Dan K. Webb Center for Advocacy](#), and the [Institute for Consumer Antitrust Studies](#). A full list and additional information is available [here](#).

Experiential Learning

Loyola's robust experiential learning programs are designed to equip you with the skills and judgement needed to enter the practice. You will complete at least six credit hours of experiential learning through an externship program, clinics, practica, or comprehensive simulation course. More information on these opportunities is available [here](#). You can also contact Dean Josie Gough, Director of Experiential Learning, at jgough@luc.edu.

Clinics

Loyola currently has six legal clinics that represent a bridge between theory & practice, classroom & career, and offer hands-on experience with the practice of law. These include the [Business Law Clinic](#), [Civitas ChildLaw Clinic](#), [Community Law Center Clinic](#), [Federal Tax Clinic](#), [Health Justice Project](#), and [Legislation & Policy Clinic](#). Eligibility to participate in a clinic generally begins after the first year of law school. More information about clinics is available [here](#).

Externships

The [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 of the classroom. For more information, contact Chipo Nyambuya, Director of Externships, at cnyambuya@luc.edu.

Practica

Practicum seminar courses focus on specific areas of law and offer comprehensive simulations and live client experiences through field placements wherein students provide services to clients of an agency. Practicum topics include [education law](#), mediation, [immigration law](#), family law, and domestic relations.

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. We offer several study abroad opportunities to learn about legal systems outside of the US and create global partnerships, including the [Rome Program](#) and [London Comparative Advocacy Program](#). Given the ever-changing international climate, we are unsure of what these programs will look like during the 2020-2021 school year and will share updated information as it becomes available.

JD Admission & Scholarship

The JD Admission & Scholarship Office helps provide students with knowledge and tools to help manage finances during their time in law school and beyond. The JD Admission & Scholarship office has created a [step-by-step guide](#) to help you understand the kinds of assistance for which you may qualify and how to apply. Information on types of aid and other resources, including scholarships and grants, is available [here](#).

Loyola University Chicago School of Law partners with [AccessLex Institute](#), a non-profit organization dedicated to offering financial education programming and resources that help students confidently manage their finances. The University also partners with [iGrad](#), which provides resources for financial literacy. Additional information about online resources, scholarship notifications and workshops is available throughout the year.

The JD Admission & Scholarship Office can be reached at law-admissions@luc.edu or by phone at 312.915.7170. For questions regarding loans and the [Federal Work-Study Program](#), please contact the University's Financial Aid Office by calling 773.508.7704 or emailing lufinaid@luc.edu.

Career Services

The Career Services Office (CSO) offers a variety of programs each semester on numerous employment-related topics, such as interviewing, networking, legal practice areas and on- and off-campus recruitment programs. 1L students are asked to schedule an initial counseling meeting with their assigned CSO counselor to review their resume and gain access to our job posting database, Pearson. Our office is here 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.

Appointments with Career Counselors are made through the [Pearson](#) system. Career Counselors are assigned as follows:

- Public Interest or Child Law Legal Writing Section: Maureen Kieffer
- Students with last names beginning with A-G: Hollis Hanover
- Students with last names beginning H-O: Sheila Simhan
- Students with last names beginning with P-Z: Marianne Deagle
- Weekend JD Students: Marianne Deagle

We also encourage you to take advantage of our joint curriculum/career advising to discuss the integration of academic choices into career development plans starting in the spring semester of your 1L year. More information is available under *Academic Success & Support*.

Additional information and resources can be found on the [CSO's website](#). The CSO can be reached by e-mail at law-career@luc.edu or by phone at 312.915.7160.

Law Library

Research

The Law Library serves as the primary source of legal information for the entire University community. The [Loyola University Chicago Libraries' Catalog](#) allows you to search for print materials held at any of Loyola's libraries and also provides access to selected electronic materials. There are a variety of [research options](#) and [legal research guides](#) to assist you, including a [First Year Legal Research Guide](#). The Law Library maintains subscriptions to [various legal research databases](#), which include legal journals, West Academic Study Aids, a catalog of books in libraries around the world, and more. Additional information can be found on the Law Library website [here](#). Communications with the Law Library in general can be sent to law-library@luc.edu or by phone at 312.915.7200. Reference questions can be addressed to LoyolaLawReference@luc.edu or by phone at 312.915.7205. The Circulation Desk can be reached at 312.915.6986 and InterLibrary Loans at 312.915.7202.

LexisNexis, Westlaw, and Bloomberg Law

Law students have access to [LexisNexis](#), [Westlaw](#), and [Bloomberg Law](#) through the Law Library's subscription. You will be required to register using your username and password to perform law school-related legal research. For additional questions:

- Lexis Help Line: 1-800-45-LEXIS; ask-lexis@luc.edu
- Westlaw Help Line: 1-800-850-WED; ask-westlaw@luc.edu
- Bloomberg Help Line: 1-888-560-BLAW

Law School Computing Services

There are several systems that you should be familiar with. First, the University uses Outlook for email; you can login [here](#) using your UVID and password here. LOCUS 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. You can access LOCUS directly [here](#). Law School Computing Service's webpage, available [here](#), contains a list of Frequently Asked Questions and User Memos (under the Documentation tab) that may help. Additional questions can be directed to LSCS-INFO@luc.edu or 312.915.7192.

All first year classes will be managed through Sakai, which you can access [here](#). Instructional Technology & Research Support (ITRS) provides assistance on using Sakai. For information on using Sakai, please review the [Student Resources page](#). If you have more questions about using Sakai, please contact the ITS Service Desk: helpdesk@luc.edu, 773-508-4487.

Law Registrar's Office

The Law Registrar's Office oversees the coordination of registration, administration of final examinations, grades, and graduation, among many other important functions. Their [website](#) contains information about [academic calendars](#), [registration planning and course offerings](#), and more. The Law Registrar's website also contains links to many commonly used [forms](#), such as course approval forms, division transfer forms, and verification request forms, etc. Additional questions and document submission should be directed to Law-Registrar@luc.edu, or by calling 312.915.7167.

Bar Exam Considerations for First Year Students

Bar Exam & MPRE

The bar examination is generally administered over two days in February and July. The first day generally consists of 200 multiple choice questions spanning seven subjects: Civil Procedure, Constitutional Law, Contracts, Criminal Law, Evidence, Criminal Procedure, Torts, and Real Property. The second day, the "state" or "written" day, consists of multiple essays and a performance test that tests essential lawyering skills. For more information, see the [National Conference of Bar Examiners web page](#) for a link to the Bar Admissions Office for each jurisdiction.

Additionally, most jurisdictions have adopted the Multistate Professional Responsibility Examination (MPRE) as a requirement for practice. The MPRE is an examination separate from the Bar Exam that is offered three times a year (March, August, and November). It is a two-hour exam with 60 multiple choice questions. An applicant to the Illinois bar may take the MPRE at any time during or after law school. While you can take the MPRE after the Bar Exam, you must achieve a passing score on the MPRE before you can be recommended for admission to the bar.

For more information on the bar exam, please contact Professor Melissa Hale, Director of Academic Success and Bar Programs, mhale@luc.edu.

Character and Fitness

Along with your application to admission to the bar, which is filed during your final year of law school, you are also required to file a Character and Fitness Questionnaire. You may file the questionnaire during your third or fourth year of law school, or you may complete a Law Student Registration (LSR) during your first or second year of law school to file early.

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. If you have any concerns about issues of Character and Fitness, please contact Dean James Faught (jfaught@luc.edu) or Dean Giselle Santibanez-Bania (gsantibanez@luc.edu).

Know Where to Go Guide

Academics		
Academic Advisors	Last name A-G	Lindsey Johnson
	Last name H-O	Dean Giselle Santibanez-Bania
	Last name P-Z	Jenna Silver
	Specialized Writing Sections	Dean James Faught
Academic Success & Bar Programs		Professor Melissa Hale
Accommodations	Register with Student Accessibility Center	Dean Giselle Santibanez-Bania Dean James Faught
Character & Fitness		Dean James Faught Dean Giselle Santibanez-Bania
Curriculum		Dean Zelda Harris
Experiential Learning		Dean Josie Gough
Externships		Chipo Nyambuya, Director
Legal Writing Programs		Professor Mary Ann Becker Professor Jennifer Brendel
Law Library Services		Patricia Scott, Director
Law Registrar	Transcripts, class ranks, enrollment forms	Dora Jacks, Registrar Law-registrar@luc.edu
Study Abroad	Rome, Italy Study Abroad Program	Dean Giselle Santibanez-Bania
	London Comparative Advocacy Program	Dean James Faught

Student Life		
Career Counselors	Last name A-G	Hollis Hanover, Associate Director
	Last name H-O	Sheila Simhan, Associate Director
	Last name P-Z	Marianne Deagle, Director
	Specialized Writing Sections	Dean Maureen Kieffer
Career Services		law-career@luc.edu
Chaplain		T. Jerome Overbeck, S.J.
Office of Inclusion, Diversity and Equity/ Ombudsperson		Dean Josie Gough
Student Services	Student organizations; social programming	Dean Giselle Santibanez-Bania Jenna Silver, Associate Director
Weekend JD Program		Kirk Walter, Director Jenna Silver, Associate Director of Student Services
Wellness Center	Mental health resources; immunization records	Medical: 773.508.8883 Mental Health: 773.508.2530

Co-Curricular

Dan K. Webb Center for Advocacy		Dean Zelda Harris , Director Adrienne Mebane , Associate Director Gina Gerardi , Assistant Director
	Alternative Dispute Resolution	Teresa Frisbie , Director
Advocacy Honors Board	Mock Trial	Kerease Epps , Executive Director
	Moot Court	Shivani Rishi , Chief Justice
Journals	Law Journal	Professor John Breen Rebecca Bavlsik , Editor-in-Chief
		Annals of Health Law and Life Sciences
	Children's Legal Rights Journal	Professor Diane Geraghty Christina Cullen , Editor-in-Chief
		Consumer Law Review
	International Law Review	
		Journal of Regulatory Compliance
	Public Interest Law Reporter	
		Student Bar Association

Other Important Resources

Alumni Relations/Events		Dean Nora Kantwill
Financial Aid	Loans; Federal work study	University Financial Aid Office
Scholarships		JD Admission & Scholarship
Technology	Laptop issues, media services	Law School Computing Services
Technology - Sakai	Sakai courses and assignments	Information Technology Services