Welcome LL.M. Students!

From the Desk of
Karen Alicia Shaw
Director
Office of Graduate Legal Studies (GLS)

Welcome to Loyola University Chicago School of Law or welcome back if you are a graduate of the law school. Once again, congratulations on your admission to the Master of Laws (LL.M.) degree program! We are very pleased that you have decided to join the law school community and look forward to working with you as you pursue academic excellence and continue your legal education.

We ask that you become familiar with all of the details contained in this e-bulletin and the other supporting documents linked to this e-bulletin - for they contain pertinent information about the upcoming new student orientation, fall course registration as well as academic policies and procedures for the School of Law. You can click on the hyperlinks referenced throughout this document to access additional information and resources.

If you have not already done so, please confirm your acceptance of admission by sending an e-mail to gradapp@luc.edu upon receipt of this e-bulletin.

New Student Orientation

The LL.M. New Student Orientation will be held on Thursday, August 11, 2016 at the Philip H. Corboy Law Center located at 25 East Pearson Street, Water Tower Campus (Room 1403). We require that all admitted students attend this orientation session. During the orientation you will have an opportunity to meet law school faculty and staff as well as receive information regarding program requirements, computing services, and student policies and procedures. The program will begin at 6:00 p.m. and should conclude by 9:00 p.m. If possible, please arrive approximately 15 minutes before the start of the orientation for registration. A light dinner will be provided during the session.

The area around Loyola can become congested during rush hour - please allow plenty of time for travel and parking, which is available in nearby self-park lots or at area meters. The following link will provide you with parking around campus including lots that offer discount parking with a Loyola University Chicago validation: Water Tower Campus Parking.
Please confirm your attendance to the orientation session by sending an e-mail to Law.GLS@luc.edu upon accepting admission to the program or no later than Thursday, August 4, 2016.

Should you have any questions or concerns about attending the orientation session, please call (312) 915-7161 or send a message via e-mail to Law.GLS@luc.edu.

FALL SEMESTER REGISTRATION

Fall classes will begin on August 22 (August 20 - Saturday Classes).

You should have received via e-mail your Loyola user name identification and password for accessing the Loyola e-mail system (Web Link: Microsoft Outlook) and registration system (Web Link: LOCUS - Loyola’s On-line Connection to University Services).

If you have not received your Loyola user name identification and password, please contact the Office of Graduate & Professional Enrollment Management by sending a message via e-mail to gradapp@luc.edu.

If you are a returning student to the School of Law, your Loyola user name identification and password for accessing email (now via Microsoft Outlook) and LOCUS have been reactivated for the LL.M. Program. Should you need to reset your password, please contact the help desk by calling 773-508-7190.

At this time, please view the Fall 2016 Law Registrar webpage for the fall class schedule located at Fall 2016 Registration Tools. Please ensure that you also review the material within the link entitled Graduate Law – Required and Elective Course Listings, as well as other pertinent registration and enrollment documents available on this webpage. Upon receiving your user name and password, you will be able to register for your selected courses through the LOCUS system. The regular registration period ends August 19 and late registration will take place between August 20 and August 29. Please refer to page 4 of the Fall 2016 Academic Information and Guidelines for details regarding deadlines for registration and course withdrawal.

For course descriptions, please click here: Course Descriptions.

Special Note for Students in Child and Family Law: The following courses: “ChildLaw Trial Practice (January Intercession)”, “Interdisciplinary ChildLaw Seminar”, and “Juvenile Justice Seminar” are no longer required courses for the Spring semester and may be taken as electives. Therefore, the only required course for the Spring semester is the LL.M. Paper (Thesis). Please contact the GLS Office should you have any questions.

Special Note for Students in Trial Advocacy: The required course “Advanced Alternative Dispute Resolution” is no longer offered in the Fall semester according to the Graduate Law – Required and Elective Course Listings. All trial advocacy students must register for this course during the Spring 2017 semester. Please contact the GLS Office should you have any questions.

Special Note for Students in the U.S. Law and International Law Programs: Please contact Insa Blanke, Executive Director of Foreign and International ILM Programs, at (312) 915-7091 or iblanke1@luc.edu for curriculum planning details and guidelines.

TUITION & FEES

The approximate tuition for the 2016 – 2017 school year is $33,291 (for program concentrations that include an LL.M. thesis requirement) and $33,840 (for program concentrations with no thesis requirement). Courses are charged at a $1,481.00 per credit hour rate. For programs requiring the completion of an LL.M. thesis paper, the thesis course is billed not per credit hour but at a flat rate of $2,190.00. If your particular program concentration does not include a thesis requirement, then your tuition will be computed by the amount of required credit hours and the $1,481.00 per credit hour rate. For additional detailing of mandatory fees and other student fees, please refer to the following website: LUC Bursar Tuition Detail.

For questions regarding general billing or employer tuition reimbursement and payment plans, please contact the Office of the Bursar by calling (773) 508-7705 or sending an e-mail to bursar@luc.edu. You may also link onto the office’s website at Office of the Bursar.
FINANCIAL ASSISTANCE

If you are interested in being considered for governmental financial assistance, please refer to the Free Application for Federal Student Aid (FAFSA) located at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Also, you may refer to Loyola's [Financial Aid Checklist](#) and [Your Guide to Financing a Loyola Graduate Education](#) for additional information regarding financial assistance.

If you have questions about financial assistance or the FAFSA, please contact the Office of Student Financial Assistance by calling (773) 508-7704 or sending an e-mail to [lufinaid@luc.edu](mailto:lufinaid@luc.edu). You may also want to refer to the Loyola [Financial Aid Office](#).

TEXTBOOKS AND FIRST CLASS ASSIGNMENTS

You may purchase your textbooks at the [Loyola University Bookstore](#) by presenting your LOCUS course schedule to the bookstore staff. The bookstore is located at the following address:

Loyola University Bookstore  
Water Tower Campus  
26 East Pearson Street  
Chicago, IL 60611  
(312) 915-7420

Your professors may post class assignments that will be due on the first day of class. Please refer to the following link after **August 1** and up through the start of your first class sessions for more information: [First Class Assignments](#).

STUDENT HEALTH INSURANCE

Loyola University Chicago's Board of Trustees requires that all graduate and professional students enrolled for 8 or more credit hours (or registered for thesis or dissertation supervision) at the start of the fall or spring semester have individual health care insurance.

All students meeting the eligibility requirements will automatically be enrolled in and charged for student health insurance by the University to their student account. If you already have your own insurance or are covered as a dependant under another insurer (e.g., insurance coverage through a spouse or parent), you may waive out of Loyola's Student Health Insurance by providing proof of other coverage and a credit for the insurance charge will post to your student account.

Please refer to the following link for more information regarding student health insurance: [Student Health Insurance](#).

CERTIFICATION AND IMMUNIZATION

Loyola University requires all students registering for 7 credit hours or more to show proof of their immunization records to the Student Health Office. If you have any questions regarding this requirement, please contact the Wellness Center by calling (773) 508-2530 or linking onto its website at [www.luc.edu/wellness](http://www.luc.edu/wellness). To determine whether you are exempt from this requirement, please refer to [Immunization Records](#).

VENTRA CTA U-PASS PICK-UP

Your U-Pass provides unlimited rides on the Chicago Transit Authority rail and bus lines. In order to be eligible for the Ventra CTA U-Pass, you must be enrolled in at least 8 credit hours during each semester of your program. Please refer to the following link for more information: [http://www.luc.edu/upass/](http://www.luc.edu/upass/).

LAW SCHOOL ANNOUNCEMENTS

The Law School Announcements are distributed via electronically to your Loyola e-mail account (Microsoft Outlook) Monday through Friday during the academic year, and generally one to two times per week during breaks. Students are responsible for keeping up with the content of the daily announcements. Frequently, important deadlines and information will be announced solely through these messages.
ACADEMIC POLICIES AND PROCEDURES

For information regarding academic policies and procedures or general program questions, please contact the Office of Graduate Legal Studies by calling (312) 915-7161 or sending a message via e-mail to Law-GLS@luc.edu.

CAREER ASSISTANCE

The ultimate goal of the LL.M. program is to enhance a student’s employment and/or academic scholarship opportunities. While the program cannot determine the prospects that may become available to its graduates, the School of Law, through its program centers (the Beazely Institute for Health Law and Policy, the Center for Business and Corporate Governance Law, the Civitas ChildLaw Center, the Dan K. Webb Center for Advocacy, the Foreign and International LL.M. Programs, the Institute for Consumer Antitrust Studies and the Tax Law Program) along with the Office of Graduate Legal Studies will work on behalf of students to provide assistance with career pursuits.

DATES TO REMEMBER

- Now through August 19: Register for Classes
- August 11: LLM New Student Orientation
- August 20 through August 29: Late Registration Fee (These are the final days to add a course or to withdraw from a course for deletion from your academic record)
- August 22: First Day of Classes (August 20: First Day for Saturday Classes)
- August 30 – September 16: Course Withdrawal (A withdrawal from a course during this period will result in the grade of “W.” The grade of “W” is not counted in the grade point average, but is recorded on the transcript. Please note: Course withdrawals after September 16 will receive a grade of “WF” (withdrawal with failure) and the “WF” grade will be calculated in the grade point average as an “F.”)

ADDITIONAL RESOURCES

- Graduate Housing Guide
- Off-Campus Housing and Living in Chicago Guide

Please do not hesitate to contact the Office of Graduate Legal Studies should you have any question or require assistance in any way. Enjoy the remainder of your summer!

We look forward to meeting you at orientation on Thursday, August 11.