Welcome, incoming class of 2022/2023!

The F.Y.I. Handbook is designed to help orient you to the law school community as you begin your first year here at Loyola.

This handbook contains some basic information about the overarching operations of the Weekend J.D. Program, such as the semester's schedule, a calendar of upcoming events, and a contact sheet for some of the Law School’s administrators. It also contains important, day-to-day information about the Law School and its many resources and avenues of support. In this document, we will also try to introduce you to a number of opportunities that you may want to take part in at some point during your law school experience, including student organizations, study abroad programs, public interest work, and a variety of experiential learning opportunities.

Of course, this handbook only serves as an introduction to what we believe you will discover is a rich, diverse, and ever-expanding community. To include here all of the details that we think you might need would be impossible, so we have also included a number of suggestions for where 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 we look forward to meeting all of you as the year begins!
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How We Communicate With You

**Sakai WJD Resource Page:** This page (https://sakai.luc.edu/) serves as the Weekend JD student homepage. It contains important information and materials, and is used to provide students with announcements, updates, and additional resources. The Weekend JD Resources page is a tool for all Weekend JD students, 1Ls and returning students.

**Email:** It is your responsibility to check your Loyola email account daily. In addition to emails sent specifically to you, we will use your Loyola email address to send you general updates and important information about the Law School community. If you prefer, you can build a forwarding rule into your law school (@luc.edu) email account to auto forward messages to an account (i.e., gmail) that you check daily.

**Website:** The law school calendar and current student pages, accessible from the homepage, (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/).

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/), 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. If you have any questions, or wish to speak to anyone, please reach out to any of us in the administration:

- Dean James Faught, jfaught@luc.edu;
- Dean Jean Gaspardo, jgaspard@luc.edu;
- Lindsey Johnson, ljohn15@luc.edu;
- Giselle Santibanez-Bania, gsantiban@luc.edu;
- Kirk Walter, kwalter2@luc.edu.

In addition, a LAP counselor will be at Loyola on the following dates from 10am-12pm in office 1109: August 28th; September 25th; October 23rd; and November 27th. Check Law School Announcements for updates. Spring Semester dates will be posted on Law School Announcements. Appointments are available (contact Jamie Dureno at jdureno@illinoislap.org), Walk-Ins are welcome, and all help is free and confidential.
A student shall be eligible for the degree of Juris Doctor upon satisfying the following requirements:

- All students must successfully complete a minimum of eighty-six (86) credit units, seventy-four (74) of which must be graded credits.
- Students must complete their course of study for the JD degree no later than eighty-four (84) months after commencing law study at the School of Law or at a law school from which the school has accepted transfer credit.
- All students must satisfy residency requirements. These requirements are designed to comply with Standards of the American Bar Association and ensure that students have had sufficient exposure to the knowledge, skills, and values of the legal profession. At the same time, they are designed to equalize tuition costs to the extent possible.

RESIDENCY REQUIREMENTS FOR PART-TIME DIVISION WEEKEND STUDENTS:

- To earn a J.D. degree in the part-time Weekend J.D. Program, you must complete a minimum of eighty-six (86) credit hours of coursework in no fewer than seven (7) semesters. Students in the part-time Weekend J.D. Program must register for a minimum of 8 credit hours, and no more than 12 credit hours, each semester. Under no circumstances may a student in the part-time Weekend J.D. Program graduate in less than seven (7) full semesters (fall and spring).
- A student in the Part-time Weekend J.D. Program can achieve the required time in residence in these ways:
  
  ◇ A student in the part-time Weekend J.D. Program can meet the residency requirement upon the completion of seven (7) part-time semester and a minimum of eleven (11) academic credits over two or more summer sessions. Note: All students may register for a maximum of 8 credit hours during any one summer session. A student in the part-time Weekend J.D. Program, with approval from the Dean’s Office, may meet the residency requirement and reduce the number of required summer academic credits (11 credits) by completing no more than two additional hours above the maximum part-time limit of 12 hours in semesters three, four, five, six, or seven. In other words, a student in the part-time Weekend J.D. Program who wishes to graduate in seven semesters & who receives prior approval may be permitted to take up to 14 credit hours in a semester, thereby reducing the eleven credit hour summer requirement by two credit hours to nine credit hours of summer school. To receive approval, the student must demonstrate that his or her outside/work responsibilities will allow for sufficient time to participate fully in the study of law during that semester. Note: that students who receive prior approval from the Dean’s Office will be charged additional tuition at the hourly rate for each hour that exceeds twelve in that semester.
  
  ◇ In addition to an array of electives, many flexible course options are available, including independent study, and fully online courses (as many as 15 credit hours of fully online coursework after completion of 28 credit hours).
Students in the part-time division who wish to accelerate their graduation in this way should consult with a Student Advisor to make sure that they will be able to meet all degree and tuition requirements.

Note that additional credits earned in one academic year or summer session will not permit a student to take fewer than the minimum credit hours per semester thereafter.

- **Eight Semesters**
  A student in the part-time Weekend J.D. Program can meet the residency requirement upon the completion of eight part-time semesters of a minimum of 8 credit hours per semester.

**REQUIRED CURRICULUM FOR ALL STUDENTS**
All students must successfully complete the required curriculum. Required courses for both full-time (FT) and part-time (PT) students must include the following:

- *Civil Procedure* (4 credit hours in Fall semester of the first year)
- *Torts* (4 credit hours in Fall semester of the first year)
- *Property* (4 credit hours in Fall semester of the first year FT/second year PT)
- *Contracts* (4 credit hours in Spring semester of the first year)
- *Constitutional Law* (4 credit hours in credit hours in Spring semester of the first year FT/second year PT)
- *Criminal Law* (3 credit hours in Spring semester of the first year)
- *Legal Writing I and Legal Research* (2 credit hours in Fall semester of the first year)
- *Professional Identity Formation* (1 credit hour in Fall Semester of the first year)
- *Legal Writing II* (2 credit hours in Spring semester of the first year)
- *Perspective Elective* (2 or 3 credit hours in Spring semester of first year for FT students; PT students must take a Perspective Elective after the first year & before graduation.)
- *Advocacy* (2 credit hours taken during the fall semester of second year)
- *Professional Responsibility* (3 credit hours—after first year)
- *Skills Elective* (A minimum of 2 credit hours—after first year)
- *Experiential Learning Requirements*—A minimum of 6 credit hours are required after the completion of all first year required courses. A maximum of 3 Experiential Learning hours may be earned through a comprehensive simulation. Of the 6 required credit hours, at least 3 credit hours must be earned through a live-client experience. The following experiential opportunities provide students with a live client experience:
  1. participation in an intensive field placement through Loyola’s Externship Program;
  2. participation in one of Loyola’s clinics; or
  3. participation in one of Loyola’s practica.

Students may earn up to 3 credit hours through a comprehensive simulation experience. Please refer to the Course Catalog for detailed information regarding these Experiential Learning opportunities. Students may not satisfy the Experiential Learning requirement by taking a class that is also taken to satisfy the “Skills” requirement or the “Perspective Elective” requirement.

- Mandatory “bar skills” class—J.D. students who are ranked in the bottom 15% of their class after their second, third, or fourth semester of law school will be required to complete 2 credits in the “Bar Exam Fundamentals” class in order to graduate.

- Students are required to schedule a Graduation Interview with the Law Registrar **during the semester prior to their final semester** to review credentials and apply for graduation. In other words, if the student expects to graduate after the spring semester, he or she must schedule a Graduation Interview with the Law Registrar during the prior fall semester.

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Please note—Full-time 1L students may NOT take any courses other than those listed above during their first year of studies.
ELIGIBILITY TO CONTINUE IN THE J.D. PROGRAM

Students in the J.D. Program who matriculate prior to the 2017-18 Academic Year must achieve a minimum 2.0 grade point average in order to graduate. Prior to graduation, eligibility to continue in the J.D. Program is determined as follows:

◇ In order to remain in good standing and be eligible to continue in the program, a student:
  ▪ must have attained a grade point average of at least 1.75 at the end of the first semester of the first year;
  ▪ after the completion of every semester thereafter, maintain an cumulative grade point average of at least 2.00; and
  ▪ not receive a grade of “F” or “WF” in more than three courses during residence in the School of Law

Students who matriculate after the 2016-17 Academic Year must achieve a minimum 2.33 grade point average in order to graduate. Prior to graduation, eligibility to continue in the J.D. Program is determined as follows:

◇ In order to remain in good standing and be eligible to continue in the program, a student:
  ▪ must have attained a grade point average of at least 2.00 at the end of the first semester of the first year;
  ▪ after the completion of every semester thereafter, maintain a cumulative grade point average of at least 2.33; and
  ▪ not receive a grade of “F” or “WF” in more than three courses during residence in the School of Law

REQUIREMENTS FOR STUDENTS WHO TRANSFER DIVISIONS

Students who transfer divisions can satisfy residency requirement in the following ways. A student may not transfer divisions in their final semester of law school.

▪ **Full-time students** who seek to transfer to the weekend part-time division must meet with a member of the Dean’s Office to discuss the conditions upon which a transfer will be approved. If permitted, a student who transfers from the full-time division to the part-time division must comply with the academic schedule determined by the Dean’s Office. Students in this category may not graduate in fewer than seven semesters (excluding summers).

▪ A student in the **weekend program (part-time division)** who transfers, after approval from the Dean’s Office, to the full-time division:
  a) before the **third semester** and graduates in three years (six semesters) must complete a minimum of eight hours of summer courses;
  b) before the **fourth semester** and graduates in three years (six semesters) must complete a minimum of eleven hours of summer courses;
  c) before the **fifth semester** and graduates in three years (six semester) must complete a minimum of fifteen hours of summer courses over two summers

Additional credits earned in one academic year or summer session will not permit a student to take fewer than the minimum credit hours per semester thereafter.

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/degerequirements/divisiontransfer/](http://www.luc.edu/law/academics/registrar/degerequirements/divisiontransfer/)
# Student “Where-to-Go” Guide

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LOYOLA UNIVERSITY CHICAGO SCHOOL OF LAW
WEEKEND JD PROGRAM - 1L EVENTS FALL 2018

AUGUST 16th - 19th
• Orientation Activities*: Office of Student Affairs
  o See Orientation Schedule for full details

SEPTEMBER 8th – 9th
• Study Smarter not Longer: Bar and Academic Success
  o Saturday, September 8th, 12:55 pm - 1:55 pm, room 1403

SEPTEMBER 22ND – 23RD
• First Year Professionalism Luncheon*: Office of Student Affairs
  o Saturday, September 22nd, 1:00pm - 2:15pm, Kasbeer Hall
• Academic Tutor Sessions: Bar and Academic Success
  o Sunday, September 23rd, 11:50 am - 12:50pm, room 1403 - Civil Pro (Prof. Lind)

OCTOBER 6th – 7th
• Academic Tutor Sessions: Bar and Academic Success
  o Saturday, October 6th, 12:55pm - 1:55pm, room 1403 - Torts (Prof. Locke)
• Student Activities Fair: Office of Student Affairs
  o Sunday, October 7th, 11:50 am - 12:50 pm, 13th Floor Faculty Lounge Area

OCTOBER 20th – 21st
• Career Services Orientation*: Office of Student Affairs
  o Saturday, October 20th, 12:55pm - 1:55pm, room 1403
• Family Day: Student Affairs
  o Sunday, October 21st, 2:00pm - 4:00 pm, Kasbeer Hall

NOVEMBER 3RD – 4TH
• TBA

NOVEMBER 17TH – 18TH
• Academic Tutor Sessions: Bar and Academic Success
  o Saturday, November 17th, 12:55pm - 1:55pm, room 1403 - Torts (Prof. Locke)
  o Sunday, November 18th, 11:50pm - 12:50pm, room 1403 - Civil Pro (Prof. Lind)
• Intro to Criminal Law: Professor John Bronsteen
  o Sunday, November 18th, 5:00 pm - 6:00 pm, room 1403

DECEMBER 1ST – 2ND
• Final Examinations*
  o Saturday, December 1st, 9:00 am - 12:00 pm - Torts (Prof. Locke)
  o Sunday, December 2nd, 1:00 pm - 4:00 pm - Civil Procedure (Prof. Lind)

* denotes mandatory event
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.

Trial Requirement—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 the Dan K. Webb Center for Advocacy website and Law School Announcements for sign-up dates and details.

Dates: 
- Jury Duty #1: Saturday, November 10, 2018; 8:30am-1pm, Daley Center
- Jury Duty #2: Thursday, November 15, 2018; 5:45-8:30pm, Daley Center
- Jury Duty #3: Saturday, January 12, 2019; 8:30am-1pm, Daley Center
- Jury Duty #4: Saturday, April 13, 2019; 8:30am-1pm, Daley Center
- Jury Duty #5: Thursday, April 18, 2019; 5:45-8:30pm, Daley Center

Appellate Requirement—Each student must also bailiff or observe one round of an appellate argument at an approved moot court competition as a way to observe the appellate process. Sign-ups are available here.

Intraschool Moot Court Competition—Second year students compete against each other in rounds of oral arguments. Dates: 
- February 20, 2019; 4:30-7:30pm
- February 23, 2019, 10am-1pm

Philip C. Jessup Moot Court Midwest Regional Competition — A moot court competition where law schools from the Midwest compete against each other in rounds of oral arguments focused on International Law. The top two teams from this regional will compete in the International Rounds of the competition in Washington, D.C.

Dates: 
- February 8-10, 2019, Corboy Law Center

Career Services Meetings
Starting October 15, 2018, and no later than March 15, 2019, 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.

Weekend JD Lunch: Saturday, September 22, 2018; Lunch Break, Kasbeer Hall

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

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 2019; date, time and location TBA
Automatic Teller Machines:
ATMs are located across the street in Baumhart Hall (26 E. Pearson), 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 at 902 N. State Street (corner of State and Delaware).

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:
Students are encouraged to enter Campus Safety’s phone number, (773) 508-6039, into their cell phones in case of emergency. For complete information please visit http://www.luc.edu/safety.

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. Shuttle buses run a continuous loop between the Lake Shore Campus (LSC) and the Water Tower Campus (WTC), at approximately 20-minute intervals, Monday through Friday, starting at 7 a.m. The final shuttle buses depart LSC at 12 a.m. and WTC at 12:10 a.m.
## Parking

### Lots/Garages with Parking Validation

<table>
<thead>
<tr>
<th>Location</th>
<th>Discount</th>
<th>Restriction</th>
<th>Validate at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 West Superior Street (entrance on State Street)</td>
<td>Up to 9 hours for $8</td>
<td></td>
<td>Machine in Corboy Lobby</td>
</tr>
<tr>
<td>25 East Pearson (entrance on Huron Street)</td>
<td>Up to 9 hours for $8</td>
<td>Out by 10:00pm</td>
<td>Machine in Corboy Lobby</td>
</tr>
<tr>
<td>100 West Chestnut</td>
<td>Up to 12 hours for $9</td>
<td></td>
<td>Machine in Corboy Lobby</td>
</tr>
<tr>
<td>850 North State (entrance on State Street)</td>
<td>Up to 12 hours for $9</td>
<td></td>
<td>Purchase Sticker in Corboy Lobby</td>
</tr>
<tr>
<td>900 North Michigan (entrance on Walton or Rush)</td>
<td>Sat in after 7am out by 6pm</td>
<td>No Sunday validation</td>
<td>Machine in Corboy Lobby</td>
</tr>
</tbody>
</table>

### Lots/Garages with Online Prepay

<table>
<thead>
<tr>
<th>Location</th>
<th>Discounted rate</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>111 E Chestnut (entrance on Pearson)</td>
<td>$13.00</td>
<td>Between 5am to 7pm</td>
</tr>
<tr>
<td>900 North Michigan Ave</td>
<td>$20.00</td>
<td>Student 24 hour rate</td>
</tr>
<tr>
<td>Chestnut Place Tower (entrance 850 N State)</td>
<td>$9.00</td>
<td>12 hour student rate</td>
</tr>
<tr>
<td>One Superior Place (1 W Superior)</td>
<td>$8.00 $20.00</td>
<td>9 hour student rate; 24 hour student rate</td>
</tr>
<tr>
<td>Ontario Place (10 E Ontario)</td>
<td>$10.00</td>
<td>12 hour student rate</td>
</tr>
<tr>
<td>The Fordham (25 E Superior)</td>
<td>$8.00</td>
<td>9 hour student rate</td>
</tr>
<tr>
<td>Water Tower Place (175 E Chestnut)</td>
<td>$34.00</td>
<td>24 hour student rate</td>
</tr>
</tbody>
</table>

To access the Online Prepay portal, please follow the below instructions:

1. Visit: [https://loyola.clickandpark.com/](https://loyola.clickandpark.com/)
2. Select your desired facility and then select the desired discount (i.e. Student Parking.)
3. Input your desired time followed by your access code. The Loyola access code is LUC and the last four of your Loyola ID number. Example: **LUC1234**
4. The available rate(s) will then populate.

If you have any questions, please contact Campus Transportation at 773.508.7036 or campustransportation@luc.edu.
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/campustransportation/generalinformation/watertowercampus/

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

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

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

Water Tower Campus Ministry:  
http://www.luc.edu/wtcl/ministry/
### Bar Associations and Legal Organizations:

#### State & Local Bar Associations
- Champaign County Bar Association
- Chicago Bar Association
- Chicago Council of Lawyers: Chicago's Public Interest Bar Association
- Decatur Bar Association
- DuPage County Bar Association
- Illinois Association of Defense Trial Counsel
- Illinois State Bar Association
- Illinois Trial Lawyers Association
- Kane County Bar Association
- Lake County Bar Association
- Northwest Suburban Bar Association
- Peoria County Bar Association
- Will County Bar Association
- Winnebago County Bar Association

#### National Bar Associations
- American Bar Association
- ABA Career Center
- American Constitution Society
- American Immigration Lawyers Association
- American Health Lawyers Association
- American Inns of Court
- Appellate Lawyers Association
- Association of Corporate Counsel
- Association of Federal Defense Attorneys
- American Association for Justice
- Commercial Law League of America
- Federal Bar Association
- Federal Communications Bar Association
- Federalist Society
- International Bar Association
- International Municipal Lawyers Association
- National Association of Consumer Bankruptcy Attorneys
- National Association of Criminal Defense Lawyers
- National Association of Law Placement
- National District Attorneys Association
- National Employment Lawyers Association
- National Lawyers Association
- National Lawyers Guild
- National Legal Aid & Defender Association

#### Women & Minority Bar Associations
- **State & Local**
  - Asian American Bar Association of Greater Chicago
  - Black Women Lawyers Association of Greater Chicago
  - Chicago Committee on Minorities in Large Law Firms
  - Cook County Bar Association
  - Hispanic Lawyers Association of Illinois
  - Lesbian & Gay Bar Association of Chicago
  - Puerto Rican Bar Association of Illinois
  - South Asian Bar Association of Chicago
  - Women's Bar Association of Illinois

- **National**
  - Black Entertainment & Sports Lawyers Association
  - Dominican Bar Association
  - Hispanic National Bar Association
  - Minority Corporate Counsel Association
  - National Asian Pacific American Bar Association
  - National Bar Association
  - National Black Prosecutors Association
  - National Conference of Women's Bar Associations
  - National LGBT Bar Association
  - National Native American Bar Association
CAMPUS PARTNER MATERIALS
The JD Admissions Office is committed to helping students learn about financing their legal education. Working with the Financial Aid Office (FAO), 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.

The JD Admissions Office can assist you with questions regarding scholarships and fellowships. The Financial Aid Office processes all loans.

### Financial Education

The JD Admissions Office helps provide students with knowledge and tools to help manage finances during their time in law school and beyond. Loyola University Chicago School of Law is pleased to partner 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 is partnering with iGrad, which provides resources for financial literacy. iGrad information can be found here: [https://www.luc.edu/finaid/financialliteracy/igrad-financialwellnessplatform/](https://www.luc.edu/finaid/financialliteracy/igrad-financialwellnessplatform/)

We will provide information about online resources, scholarship notifications and workshops throughout the year.

### 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.

**Need-Based Scholarships:** Need-based scholarships are awarded annually. Completion of your FAFSA by April 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 March 1st.
<table>
<thead>
<tr>
<th>AWARD TYPE:</th>
<th>WHAT YOU NEED TO KNOW:</th>
<th>WHAT TO DO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellowships</td>
<td>Awarded by specific departments in exchange for work, teaching, or research.</td>
<td>Check with your academic department</td>
</tr>
<tr>
<td>Scholarships, Grants</td>
<td>Usually based on merit and/or need, these gifts do not have to be repaid. Check individual scholarships/grants for renewal criteria.</td>
<td>Check with your academic department for opportunities. Research outside opportunities at websites such as findtuition.com or on our site’s resource page.</td>
</tr>
<tr>
<td>Loans</td>
<td>These funds must be repaid with interest after you leave school.</td>
<td>1. Review your loans in LOCUS. You may reduce or decline a loan in View Financial Award in the Campus Finances menu in LOCUS.</td>
</tr>
</tbody>
</table>

**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. For loans disbursed between July 1, 2018 and June 30, 2019 the interest rate is fixed at 6.6%. 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 creditworthiness of the borrower. Although you accrue interest on these loans while you are in school, repayment begins when you are no longer enrolled. The maximum amount for which you can apply is listed in the “Eligibility for Additional Graduate Loans” section of your Financial Aid Award.

Private loans, or alternative loans, are another credit-based loan option to help pay the difference between your total costs at Loyola and your total financial assistance. These loans are applied for at a private bank or lender of your choice, and that lender will determine the interest rate and repayment requirements. A credit check is required for these loans. More information can be found here: [https://www.luc.edu/finaid/loans/private/](https://www.luc.edu/finaid/loans/private/)
### 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 FAO 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 Office of the Bursar’s 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.

### Important Financial Aid Dates & Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1, 2018</td>
<td>FAFSA becomes available for Aid Renewal.</td>
<td>We recommend filing no later than March 1st to ensure your results are received by April 1st, the FAFSA deadline date.</td>
</tr>
<tr>
<td>April 1, 2019</td>
<td>Your FAFSA must be on file to renew loan eligibility and need-based scholarships. <strong>NOTE:</strong> Failure to submit FAFSA by the deadline will result in the loss of need-based funding.</td>
<td></td>
</tr>
<tr>
<td>April 1, 2019</td>
<td>Upperclass scholarship applications are due.</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>Complete new request for Direct Graduate PLUS loan and sign MPN.</td>
<td></td>
</tr>
</tbody>
</table>

### Other Important Deadlines:

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

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**Financial Aid Logistics**

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**Important Financial Aid Dates & Deadlines**

**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 FAO 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 Office of the Bursar’s 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 loan checks** should be submitted through the process explained at: [https://www.luc.edu/finaid/resources/externalscholarshipprocessing/](https://www.luc.edu/finaid/resources/externalscholarshipprocessing/)
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 October 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 March 1st to ensure that the results are received by April 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 University 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 eligible to apply for a variety of law school endowed scholarships. All law school scholarship applications should be submitted through Academic Works.

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 need-based scholarships, do factor in the decision process, particularly for those scholarships that are based upon need. There is a listing of all available scholarships sponsored by the University on the website at https://luc.academicworks.com. Please review any scholarships that may be of interest to you. There is also a listing of outside scholarship opportunities at https://www.luc.edu/law/admission/jdadmissions/financialaid/scholarships/outsidescholarships/.

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 lufinaid@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 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 https://www.luc.edu/media/lucedu/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 Financial Aid Office is available for walk in appointments at Corboy Law Center, first floor. You may also contact the 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—Friday: 8:30 a.m.—5:00 p.m.
Saturday/Sunday: Closed

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

Dora Jacks
Law Registrar

Shanese Jaddua
Administrative Assistant

Curriculum Requirements

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 2.33 (if matriculating after the Spring 2017 semester; 2.00 gpa required if matriculating before the 2017-18 Academic Year); 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.
(See Page 10 of this booklet for more information)

RESIDENCE AND COURSE LOAD REQUIREMENTS:
A minimum of eighty-six (86) credit units are required for the degree of Juris Doctor (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 part-time division 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. Please see pages 8-10 of this booklet for more information.
Eligibility to Continue: In order to remain in good standing and be eligible to continue in the program:

1. **Students in the J.D. program who matriculate prior to the 2017-18 Academic Year:**
   - (a) must 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 2.00; and
   - (c) not receive a grade of “F” or “WF” in more than three courses during residence in the School of Law.

2. **Students in the J.D. program who matriculate after the Spring 2017 Semester:**
   - (a) must have attained an average of at least 2.00 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 2.33; and
   - (c) not receive a grade of “F” or “WF” in more than three courses during residence in the School of Law.

**LOCUS:** LOCUS is 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 their 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/degreerequirements/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 J.D. program 1Ls must register for Contracts, Criminal Law, and Legal Writing II in the same section. Weekend program 1Ls may not register for Perspective Elective (Per Elec) or any other courses.

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

**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, Room 1203, 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 who are enrolled in 6 hours of graded credit will be 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 are enrolled in 6 hours of graded credit and attain a semester grade point average of 3.40 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.
**REQUIREMENTS FOR GRADUATION**

⇒ All courses marked with an asterisk (*); i.e., all First Year Required Courses; Advocacy (2L); and Professional Responsibility (before graduation)

⇒ One Perspective Elective Course (2L fall); and Professional Responsibility (before graduation)

⇒ 2 credits of Skills-designated courses

⇒ 6 credits of Experiential Learning-designated courses

Please note: Only 3 Experiential Learning credits can be completed through a comprehensive simulation; at least 3 credits must be completed through Live Client Experience

**HIGHERLY RECOMMENDED COURSES:**

⇒ Administrative Law, Business Organizations, Evidence, Federal Income Tax; Rigorous Writing Courses

**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.
<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>Professional Identity Formation (1)</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>
</tr>
<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>
</tr>
<tr>
<td>Perspective Elective (2-3)</td>
<td></td>
</tr>
<tr>
<td>Advocacy (2)</td>
<td></td>
</tr>
<tr>
<td>Professional Responsibility (3)</td>
<td></td>
</tr>
<tr>
<td>Skills Courses (2 Credits)***</td>
<td></td>
</tr>
<tr>
<td>Experiential Learning (6 Credits)** (***</td>
<td></td>
</tr>
</tbody>
</table>

**HIGHLY RECOMMENDED COURSES**

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

**ELECTIVES:**

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

**MINIMUM Number of Credits Required for Graduation:** 86

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

** Students must complete 6 credits of Experiential Learning prior to graduation. Only 3 of those credits may be earned through a Comprehensive Simulation (CS). At least 3 credits must be completed through Live Client Experience (LCE).

*** No double dipping! Some courses count as both Skills and Experiential, but you cannot double-dip (for example, you can’t use a 2 credit skills course as both skills and experiential – you still need to complete 2 credits of skills, and 6 credits of experiential, regardless of any overlap).

**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 the “BAR EXAM FUNDAMENTALS” class in order to graduate.
Other Academic Considerations ...

GRADUATION REQUIREMENTS:

**Full-Time Students** must complete the following required courses:

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

* No double dipping! Some courses count as both Skills and Experiential, but you cannot double-dip (for example, you can't use a 2 credit skills course as both skills and experiential – you still need to complete 2 credits of skills, and 6 credits of experiential, regardless of any overlap).

FOR ALL STUDENTS:

- **Experiential Learning credits**: A minimum of 6 credit hours are required. A maximum of 3 Experiential Learning credits may be earned through a comprehensive simulation (CS). At least 3 credits must be earned through a Live Client Experience (LCE), including either: (1) an intensive field placement through Loyola’s Externship Program, (2) through participation in one of Loyola’s clinics, or (3) through an approved practicum. 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 requirements”.
- **Mandatory “BAR EXAM FUNDAMENTALS” 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 of the “BAR EXAM FUNDAMENTALS” class in order to graduate.
- **Online Courses**: Students who have completed at least 28.0 hours may take up to 4 hours per term, and a maximum of 15.0 credit hours, throughout their Juris Doctor program.

Curriculum Planning:

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

**Note**: Due to different scheduling requirements, Fall sessions are not offered for the Weekend JD section; we will meet with you in the Spring.
TRANSFERRING DIVISIONS: Please see page 10 of this booklet for information on how to transfer divisions.

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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Academic Support and Success

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, which is an upper classman that did well in that course. They will hold review sessions and office hours, and you are encouraged to take advantage of this assistance.

For more information on academic success, please contact Prof. Melissa Hale, mhale@luc.edu

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School of Law Policies

CODE OF CONDUCT: All Loyola students are expected to comply with Loyola University Chicago’s Community Standards as well as the Loyola University Chicago School of Law Code of Student Conduct; 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 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.
Plagiarism, continued:

If you are uncertain how these principles apply to your work, you are responsible for seeking clarification from your professor or faculty advisor.

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.

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.

EXAMINATION 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 32 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 their 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. Any complaints under Title IX should be reported via Loyola University Chicago’s EthicsLine Reporting Hotline.

**Resolving the Complaint:** When a formal written complaint has been made, 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.
Externship Overview—Loyola Externship Program: Intensive Field Placements

The Loyola Externship Intensive Placement Program (“Externship”) 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. Externships qualify as one of the ways that students can engage in a live-client experience while fulfilling their experiential learning requirement. Students are required to earn 6 academic credit hours designated as Experiential.

Students may select from a variety of Externship opportunities. Students may earn 1, 2, or 3 credit hours of academic credit per semester. A student may earn up to 8 hours of academic credit after completion of all required course work in their first year of law school. Students who have secured an approved Externship field placement are also required to enroll in a seminar course which has been designed to complement the field work performed by students. The seminar course incorporates and emphasizes professionalism, cultural competence, practice skills, professional responsibility, and ethics in all classroom assignments and activities.

Eligibility:
Externship opportunities for academic credit are available to all students. Students are required to have completed all required first year courses in order to participate in the Externship program. Certain Externships may also have additional requirements which must be adhered to in order to qualify for placement by the individual field placement sites.

Academic Credit and the Application Process:
Students are required to work at their externship field placement site a minimum of 55 hours in order to earn 1 hour of academic credit, a minimum of 110 hours in order to earn 2 academic credits, and a minimum of 165 hours in order to earn 3 academic credits. In addition, students must attend and fully participate in the Externship seminar course. This course is offered each semester. The seminar course is offered during the week, including on Saturdays, each semester. Students may earn a total of 8 hours of academic credit as an extern upon completion of all required first year courses.

Students meet individually with their course instructor during the semester and in a group class setting on a regularly scheduled basis. The Externship program and seminar course is also offered during the summer semester in Washington, DC.

Once the Externship has been secured, students are required to submit for review and approval an Internal Law School Externship Application by the deadline indicated in the application. Applications for the semester in question may be found on the Externship website. Applications will also be posted through Law School Announcements.

Additional information, including course descriptions of the various approved field placements, may be found on the Pearson system.

Students are encouraged to review the law school’s website at https://www.luc.edu/law/academics/experientiallearning/liveclientexperiences/externships/. For additional information, please contact Professor Gough at jgough@luc.edu.
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.

If you have any technical questions, students should start by contacting Law School Computing Services

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 by going to https://outlook.luc.edu/

LOCUS (Loyola's Online Connection to University Services): 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. 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.

**Sakai Information:** University Information Technologies (UITS) provides assistance on using Sakai. For information on using Sakai, please go to [http://luc.edu/its/sakai/sakai-student-tutorials.shtml](http://luc.edu/its/sakai/sakai-student-tutorials.shtml). If you have more questions about using Sakai, please contact the ITS Help Desk: helpdesk@luc.edu, 773-508-4487.

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**Law School Exams**

**Final Exams on Your Laptop:**
Loyola offers students the option of taking fall and spring semester exams on your laptop computer.

Students choosing to take a laptop exam will need to provide their own laptop, have a working connection to Loyola’s wireless network, and use the exam software (Examplify) 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 set-up 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).
Law Library

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

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

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

Website:
http://www.luc.edu/law/library/
Follow Loyola University Chicago Law Library on Facebook!

Patricia Scott
Director

Lucy Robbins
Assistant Director for Access and Technical Services

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 https://loyola-
primo.hosted.exlibrisgroup.com/primo-explore/search?mode=SIMPLE&amp;tab=law&amp;search_scope=Law&amp;vid=LAW.

Subscription Databases
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.
Access to the full list of our subscription databases through the links on the Law Library A-Z

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://lawlibguides.luc.edu/.

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/firstyearlegalresearch, 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>
</tr>
</thead>
<tbody>
<tr>
<td>Maureen Kieffer</td>
<td>Director</td>
</tr>
<tr>
<td>Hollis Hanover</td>
<td>Associate Director</td>
</tr>
<tr>
<td>Sheila Simhan</td>
<td>Associate Director</td>
</tr>
<tr>
<td>Alissa Holtermann</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Kristen Kasperek</td>
<td>Assistant Director</td>
</tr>
</tbody>
</table>

**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

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**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.

**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:  
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 here.

Handouts
The CSO has a variety of handouts on topics such as job search materials, interviewing techniques, and basic job search information. They are available in hard copy in the office and online at http://www.luc.edu/law/career/handouts.html.

Career Services Library
The CSO maintains a library of career-related books covering topics such as job search strategies, cover letter & 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.

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.

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.
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 2019 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. Applications will be available beginning in October. Students interested in participating in this mentoring program may contact Gina Gerardi, Assistant Director of the Dan K. Webb Center for Advocacy, at ggerardi@luc.edu.

The Loyola University Chicago School of Law Leadership Circle — Chicago and Washington D.C.
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 Professor Gough, Director, Experiential Learning, at jgough@luc.edu.
The opportunity to study and live in the legal, social and political environments of other countries greatly enhances a student's understanding of international and comparative law. For detailed information on the programs listed below, please visit: http://www.luc.edu/law/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 2019 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 under-served. 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 attending criminal trials at the historic “Old Bailey,” London’s central criminal court. Students later meet with barristers, judges, and court administrators to discuss the cases and the English legal profession. They 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/
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. All law students are invited to participate.

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 19th, 4:00pm-6:30pm in Kasbeer Hall.
• Student Activities Fair for Weekend JD students: Sunday, October 7th 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 Brian Gibbons at bgibbons@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
- Foreign Lawyers Association
- 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
- Student Animal Legal Defense Fund (SALDF)
- 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/
Student Competitions

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, 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 Honors 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 15 Moot Court Competition teams. (Please visit: [http://www.luc.edu/law/centers/advocacy/appt_advocacy.html](http://www.luc.edu/law/centers/advocacy/appt_advocacy.html) for more information).

**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** is comprised of approximately 10 second- or third-year students who compete in about 5 competitions, three in the fall and two in the spring.

- **The Constance Baker Motley Mock Trial Team** is 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.

Visit [http://www.luc.edu/law/centers/advocacy/trial_advocacy.html](http://www.luc.edu/law/centers/advocacy/trial_advocacy.html) for details.
DISPUTE RESOLUTION AND SKILLS COMPETITIONS: Loyola participates in Dispute Resolution 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. (Please visit: http://www.luc.edu/law/centers/advocacy/adr/competitions.html)

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 2017, students competed in Glasgow, Scotland. INADR was hosted at Loyola in March 2018, 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. In 2017, Loyola’s team advanced to the semi-finals in advocacy and mediation, and a Loyola student was named second-place individual mediator (Glasgow). In 2018, Loyola’s team advanced to the semi-finals in advocacy and a Loyola student was named best individual mediator (Chicago).

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>
<th>Type</th>
<th>WHO IS ELIGIBLE?</th>
<th>HOW TO APPLY</th>
<th>TIME COMMITMENT</th>
<th>SKILLS/BENEFITS</th>
<th>APPLICATION</th>
<th>SELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLIENT COUNSELING TEAM</td>
<td>Trial</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 ungraded credit.</td>
<td>September</td>
<td>September</td>
</tr>
<tr>
<td>MEDIATION TEAM</td>
<td>ADR</td>
<td>All 2L and 3L students</td>
<td>Complete application and perform mediation skills at a tryout.</td>
<td>1. Students attend a 3 hour Saturday training before practices begin. 2. Practice 3 days per week one month prior to competition.</td>
<td>1. Become well-versed in mediation techniques (an alternative to litigation with growing popularity and acceptability). 2. 1 ungraded credit.</td>
<td>September</td>
<td>September</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 ungraded credit.</td>
<td>September</td>
<td>September</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>2L and 3L students</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>CONSTANCE BAKER MOTLEY 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</td>
<td>April</td>
<td>April</td>
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<tr>
<td>LOYOLA CIVIL LAW MOCK TRIAL TEAM</td>
<td>Trial</td>
<td>2L and 3L students</td>
<td>Complete application &amp; perform trial skills at a tryout.</td>
<td>1. Three week trial skills boot camp in August. 2. Practice 3-5 days per week for 1-2 months prior to spring competition.</td>
<td>1. Mock trial: Opening &amp; closing statements, direct &amp; cross-examinations, motions, exhibits, &amp; trial skills. 2. 3 graded credits in the semester of competition.</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 fall 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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</tbody>
</table>
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.

**Journal of Regulatory Compliance**
Exclusively online, the Journal of Regulatory Compliance publishes scholarship from the interdisciplinary perspectives of law, economics, philosophy, and ethics.

**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/]
<table>
<thead>
<tr>
<th><strong>LOYOLA STUDENT PUBLICATIONS</strong></th>
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<tr>
<td><strong>PUBLICATION</strong></td>
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<tr>
<td>ANNALS OF HEALTH LAW</td>
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<td>CHILDREN’S LEGAL RIGHTS JOURNAL</td>
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<td>CONSUMER LAW REVIEW</td>
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<td>INTERNATIONAL LAW REVIEW</td>
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<tr>
<td>JOURNAL OF REGULATORY COMPLIANCE</td>
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<td>LOYOLA LAW JOURNAL</td>
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<tr>
<td>PUBLIC INTEREST LAW REPORTER</td>
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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.

**Curt and Linda Rodin Center for Social Justice**
The Curt and Linda Rodin Center for Social Justice serves to strengthen and further develop several leading law school programs at Loyola that assist the most underserved members of society by offering educational training and assistance to improve their quality of life. The center also supports meaningful research and advocacy to foster systemic change and to help eradicate gross inequities in areas of basic human needs. The center provides learning opportunities for our students to use their professional skills to serve the most vulnerable members of our communities and to gain invaluable real-life practical training as student clinicians and agents for social change.

**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, appellate, and dispute resolution lawyers in Chicago and across the country. Students in our advocacy program are given the opportunity to learn from distinguished academics, attorneys, mediators, and judges as they prepare for careers as trial, appellate, and dispute resolution attorneys.

**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 six 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

The practicum courses are part of the experiential learning curriculum at Loyola as required by ABA Standard 303. A practicum is a seminar course focused on a discrete area of law that provides students with the option of acquiring experiential learning credit either through a live client experience (LCE) in a field placement or a comprehensive simulation (CS). Practicum courses allow the student to focus on practical skills, ethical considerations, professionalism doctrine, and theory associated with specific practice areas and the development of core competencies. Practicum courses are available to students after completion of their first year course work. A practicum differs from a live-client clinic or a field placement through our externship program in three distinct ways: 1) the weekly seminar is grounded in doctrinal law tied to a specific area of practice; 2) the clients served remain attached to the agency where the student is completing the field placement work; and 3) some practicums may not have a live client experience component and as such will not satisfy the law school’s 3 credit LCE requirement.

To learn more about the different practica available, please visit:
http://luc.edu/law/academics/registrar/coursecatalog/coursesbytopic/experientiallearning/
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, Compliance Studies, Health, International Law and Practice, Public Interest, Tax, and Transactional Law.

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/degerequirements/certificates/advocacy.shtml

Child and Family Law
http://luc.edu/law/academics/registrar/degerequirements/certificates/child_family.html

Compliance Studies
https://www.luc.edu/law/academics/registrar/degerequirements/certificates/certificateincompliancestudies/

Health Law
http://luc.edu/law/academics/registrar/degerequirements/certificates/healthlaw.html

International Law and Practice
http://luc.edu/law/academics/registrar/degerequirements/certificates/international_curric.html

Public Interest Law
http://luc.edu/law/academics/registrar/degerequirements/certificates/public_interest.html

Tax Law
http://luc.edu/law/academics/registrar/degerequirements/certificates/tax.html

Transactional Law
http://www.luc.edu/law/academics/registrar/degerequirements/certificates/certificateintransactionallaw/

For more information about certificates in general, please go to:
http://luc.edu/law/academics/registrar/degerequirements/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.

Once you graduate, you will need to obtain a license in the jurisdiction in which you wish to practice. Each jurisdiction has its own rules and procedures for admission to practice (including but not limited to the format and subject matter tested, deadlines, fees, and accommodation and laptop policies). For more information on these jurisdictions, or information on other jurisdictions, see the National Conference of Bar Examiners web page (http://ncbex.org/) for a link to the Bar Admissions Office for each jurisdiction (you can find Illinois here).

The bar examination is generally administered over the course of a two (2) day period in February and July.

Every jurisdiction except Louisiana and Puerto Rico has adopted the Multistate Bar Examination (MBE). It consists of 200 multiple choice questions spanning seven (7) subjects:

- Civil Procedure
- Constitutional Law
- Contracts
- Criminal Law
- Evidence
- Criminal Procedure
- Torts
- Real Property

The other part of the bar examination is referred to as the “state” or “written” day. It consists of multiple essays, and in several jurisdictions, a performance test, which is designed to test essential lawyering skills. More than 30 jurisdictions, including Illinois (beginning in July 2019), have adopted the Uniform Bar Exam, which consists of 6 essays and 2 performance tests.

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

Professional Responsibility Requirement

Every jurisdiction except Maryland, Wisconsin, and Puerto Rico has adopted the Multi-state Professional Responsibility Examination (MPRE). The MPRE is a separate ex- amination 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. Although advisable, you need not take the MPRE before writing the bar exam. 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. For more information on the MPRE, please contact Professor Melissa Hale, Director of Academic Success and Bar Programs, mhale@luc.edu.
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 cannot 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.

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

A comprehensive Guide to Bar Admissions Requirements can be located at: http://www.ncbex.org/
POLICIES AND PROCEDURES
Regular and punctual class attendance, as determined by the Course 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 for the course, 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 Course 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.

Given the reduced number of in-person class sessions, regular and punctual attendance in the Weekend JD Program is particularly important. However, we recognize that situations or circumstances can arise that may cause a student to miss a scheduled class or mandatory law school event. In certain instances, when the reason for a student’s absence falls outside of their control and is of such a nature that it would be unfair to require their attendance, the absence may be excused. For example, absences due to religious observance, unplanned hospitalization, or an illness that directly affects the student or an immediate family member would likely be considered excused.

Students enrolled in the Weekend JD Program who will be absent from class or a mandatory law school event must notify the Director of the Weekend JD Program in advance of their absence using the form below. If the circumstances make advance notice impossible, such as in the case of a medical emergency, the student is required to provide an e-mail notification as soon as possible after the missed class or event. After reviewing the student’s request, the Director of the Weekend JD Program will inform the student whether their absence is excused or unexcused.

A Weekend JD Student who misses more than one class session in any given course will be required to meet with the Associate Dean for Administration and the Director of the Weekend JD Program to determine if, at the discretion of the Course Instructor, the student should be subject to sanctions, which could include a reduction in the grade for the course, 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 measures deemed appropriate.

Each Course Instructor may supplement this general attendance policy by announcing a more specific attendance requirement for their class. It is the obligation of each student to conform to these requirements. The administration supports Course Instructors in their determination on the limit on class session absences as well as on their distinctions between “excused” and “unexcused” absences.
LOYOLA UNIVERSITY CHICAGO
Weekend JD Program

ABSENCE NOTIFICATION FORM

STUDENT INFORMATION

Name: ____________________________________________

Loyola Email Address: ____________________________

INFORMATION ABOUT THE ABSENCE

Date(s) of Absence(s): ____________________________

Courses Affected by Absence(s):

Course: ___________________ Professor: ___________

Course: ___________________ Professor: ___________

Course: ___________________ Professor: ___________

Course: ___________________ Professor: ___________

Have you been absent from any of the above courses already in the term? _______

REQUEST FOR EXCUSED ABSENCE

If you feel that your absence should be “excused,” please provide a brief explanation for the absence as well as any documentation that you feel will support this request.

_________________________________________________________________________

_________________________________________________________________________

CERTIFICATION

I hereby certify that the information that I have given to support this request for an excuse absence is accurate, and I authorize the Loyola University Chicago School of Law to verify this information. I recognize that a misrepresentation of a material fact regarding the basis for my request for an excused absence is a violation of the Loyola University Chicago School of Law’s Code of Conduct.

Student Signature: ____________________________ Date: ____________

Please return this completed form to the Kirk Walter,
Director of the Weekend JD Program, at kwalter2@luc.edu.
Loyola University Chicago  
Weekend JD Program  

CLASSROOM RECORDING POLICY

Courses offered on the Weekend JD Program will utilize audio/video equipment to record live classroom discussions. As a student in this program, your participation in live classroom discussions will be recorded. These recordings will be made available only to students enrolled in the particular class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. All recordings will become unavailable to students in the class when the Sakai course is unpublished (i.e. shortly after the course ends, per the Sakai administrative schedule [http://www.luc.edu/itrs/sakai/sakaiadministrativeschedule]).

The use of all audio/video recordings will be in keeping with the University Privacy Statement shown below:

Privacy Statement

Assuring privacy among faculty and students engaged in online and face-to-face instructional activities helps promote open and robust conversations and mitigates concerns that comments made within the context of the class will be shared beyond the classroom. As such, recordings of instructional activities occurring in online or face-to-face classes may be used solely for internal class purposes by the faculty member and students registered for the course, and only during the period in which the course is offered. Students will be informed of such recordings by a statement in the syllabus for the course in which they will be recorded or in a programmatic announcement made accessible to students. Instructors who wish to make subsequent use of recordings that include student activity may do so only with informed written consent of the students involved or if all student activity is removed from the recording. Recordings including student activity that have been initiated by the instructor may be retained by the instructor only for individual use.

For questions about this policy or matters related to the use of in-class audio/video recordings, please contact the Office of Online Learning at online@luc.edu or visit their website: https://www.luc.edu/officeofonlinelearning.
LOYOLA UNIVERSITY CHICAGO
Weekend JD Program

STUDENT IMMUNIZATION POLICY

Under Title 77, Section 694.100, of the Illinois Administrative Code, students enrolled at a post-secondary educational institution must provide evidence of appropriate immunization or laboratory evidence of certain immunities documented in writing by a health care provider. In accordance with this law, all Loyola students enrolled in seven or more credit hours must complete a two-step process to verify proof of immunity.

Step 1: Enter your immunizations on LOCUS. This also allows you to print copies of your immunization records.

Step 2: Submit your official immunization record (from your high school or a healthcare provider) to the Wellness Center via fax, mail, or in person. The Wellness Center DOES NOT accept scanned/emailed copies.

Students must enter immunization requirements into LOCUS and submit supporting documents to the Wellness Center before the 10th day of the academic term in which they matriculate. A student who fails to complete the Immunization History form will receive a block on their account, which will prohibit them from registering for future classes, and may result in a $50 Non-compliance fee that may be applied to their student account. The Non-compliance fee is non-refundable, and will not be removed even after immunization information is completed.

**Required Vaccines**
- Measles (2 doses)
- Mumps (2 doses)
- Rubella (2 doses)
- Diphtheria/Tetanus (3 doses). One must be TDAP, and must have been within the ten years of the date of enrollment.
- Meningitis (required if student is under the age of 22)

**Recommended Vaccines**
- Hepatitis B
- Influenza (during flu season)
- Varicella

For information on how to enter your immunization history on LOCUS, please visit https://www.luc.edu/wellness/tools/immunizations. For questions about this policy or any other matter relating to the Student Immunization requirement, please contact or visit the Loyola University Chicago Wellness Center at:

26 E. Pearson, Suite 250
Chicago, IL 60611
Phone: 312.915.6360
Immunization Fax: 773.508.2505
# IMMUNIZATION HISTORY

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M □ F □ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>Have you attended LUC previously?</th>
<th>No [ ] Yes [ ] Age</th>
</tr>
</thead>
</table>

City/State/Country/Zip or Postal Code | LUC ID # if known | Phone Number

To satisfy the immunization requirement, all students must enter their immunizations through **LOCUS** before submitting a copy of their immunization record to the Wellness Center. Missing or incomplete immunization information will BLOCK access to registering OR changing classes.

### REQUIRED IMMUNIZATIONS (dates required)

**Licensed Provider:** Complete Immunization documentation or attach signed physician/school immunizations.

**Note:** *A physical exam is not required*

#### MEASLES-MUMPS-RUBELLA –
- 2 doses against measles, 2 doses against rubella, and 2 doses against mumps (exempt if born before 1/1/57)

<table>
<thead>
<tr>
<th>MMR</th>
<th>MEASLES (Rubella)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 2 doses at least 28 days apart and after 12 months of age</td>
<td>1. 2 doses at least 28 days apart and after 12 months of age</td>
</tr>
</tbody>
</table>

Positive serum titers are also acceptable proof of immunity against measles, rubella, and mumps.

- Required lab report attached.

Documentation of dates of disease IS NOT acceptable evidence of immunity against measles, mumps, or rubella.

#### TETANUS-DIPHTHERIA PERTUSSIS (DPT, DTaP, Tdap, Td) – no age exemption

At least 3 doses of diptheria, tetanus, and pertussis containing vaccine are REQUIRED.

One MUST be a Tdap vaccine and have been administered within 10 years of the student’s enrollment date.

<table>
<thead>
<tr>
<th>DTP / DTaP</th>
<th>Tdap</th>
<th>Td</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. mm/dd/yy</td>
<td>2. mm/dd/yy</td>
<td>3. mm/dd/yy</td>
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</table>

#### MENINGOCOCCAL CONJUGATE VACCINE - Meningococcal meningitis is a potentially fatal, vaccine-preventable illness. The Meningococcal Conjugate Vaccine is **REQUIRED** for all students under the age of 22. A 2nd vaccine MUST be given if the 1st vaccine was given before age 16. It is available at the Wellness Center for a fee.

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<th>1. mm/dd/yy</th>
<th>2. mm/dd/yy</th>
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</table>

### RECOMMENDED IMMUNIZATIONS (complete if received)

<table>
<thead>
<tr>
<th>Hepatitis A</th>
<th>1. mm/dd/yy</th>
<th>2. mm/dd/yy</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Hepatitis B</th>
<th>1. mm/dd/yy</th>
<th>2. mm/dd/yy</th>
<th>3. mm/dd/yy</th>
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<table>
<thead>
<tr>
<th>HPV (Gardasil)</th>
<th>HPV (Gardasil 9)</th>
<th>HPV (Cervarix)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. mm/dd/yy</td>
<td>2. mm/dd/yy</td>
<td>3. mm/dd/yy</td>
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<table>
<thead>
<tr>
<th>Varicella</th>
<th>1. mm/dd/yy</th>
<th>2. mm/dd/yy</th>
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</thead>
</table>

### Required Healthcare Provider Verification

<table>
<thead>
<tr>
<th>Provider Name (print or stamp)</th>
<th>Signature/Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td>Phone</td>
</tr>
</tbody>
</table>

**International Students Only**

Tuberculosis skin testing is mandatory and must be done in the United States. If you have been treated for Tuberculosis please bring your English translated medical records. If you were diagnosed with a positive reaction to tuberculosis documentation is required. TB testing is available at the Wellness Center for a small fee.

**Mail, fax, or bring your completed immunization form to one of the locations below:**

- Lakeshore Wellness Center | 6439 N. Sheridan, Suite 310 | Chicago, IL 60626 | FAX: (773) 508-2505
- Water Tower Wellness Center | 26 E. Pearson, Suite 250 | Chicago, IL 60611 | FAX: (773) 508-2505

Rev.03.2016 DA