WELCOME TO PROLAW!

Congratulations on your admission to the Master of Laws (LLM) or Master of Jurisprudence (MJ) in Rule of Law for Development – colloquially referred to as the PROLAW program. I am very pleased to welcome you to the Loyola University Chicago School of Law on behalf of everyone. My name is Helena Lundgren Doyle, PROLAW Associate Director. I work with Vanessa Caruso, PROLAW Administrative Assistant, to offer student services and help make your PROLAW experience memorable. These guidelines have been drafted to facilitate the preparation of your PROLAW studies.

Loyola University Chicago School of Law will deliver the Rule of Law for Development Program entirely online in 2020-21. With this decision, we are ensuring that the program will proceed without interruption while minimizing health risks posed by the COVID-19 health crisis.

By moving the program online, we will take advantage of Loyola's leading expertise in online learning. During your 10 months of study, you will be part of a highly interactive virtual community. You will not be required to travel to Rome or Chicago at any time. Instead, you are part of an online global PROLAW community of students coming together across countries and time zones to learn the theory and practice of rule of law.

As the premier international program that prepares professionals to advance the rule of law throughout society, the Rule of Law for Development degree program—and your dedication to it—is more relevant than ever.

1. ACADEMIC SCHEDULE

The program kicks-off on 7 September 2020. The key dates for the program are detailed on our website: PROLAW Academic Calendar.

Exceptionally for the 2020-21 academic year, students will complete all required courses online, between 7 September, 2020, and 16 April, 2021. After this, students will complete a capstone project requirement due by 14 July 2021, through online interaction with an assigned project advisor.

2. E-MAIL AND LOCUS ACCOUNT AND REGISTERING FOR COURSES

A few days after you accept Loyola’s admission offer, you will receive an email with your Loyola Universal
ID and Password that gives you access to the Loyola e-mail system and to LOCUS, Loyola's Online Connection to University Services. You will find the link to LOCUS on the main Loyola website, in the far right upper corner. In LOCUS you can register for classes, check your grades, pay your tuition and student fees, and manage other items regarding your student account.

Enrolling in classes at Loyola through LOCUS is very easy. A helpful guide to registering for classes in LOCUS can be found under the help menu, see this link.

The term number for the Fall 2020 semester is 1206 and below are the Fall 2020 courses:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Systems and Methods</td>
<td>PLAW 108</td>
<td>MJ only</td>
</tr>
<tr>
<td>History, Theory and Practice of Law for Development</td>
<td>PLAW 102</td>
<td>LLM &amp; MJ</td>
</tr>
<tr>
<td>Comparative and Ethical Lawyering for the Rule of Law</td>
<td>PLAW 101</td>
<td>LLM &amp; MJ</td>
</tr>
<tr>
<td>Theory &amp; Practice of Assessments in Rule of Law Advising</td>
<td>PLAW 103</td>
<td>LLM &amp; MJ</td>
</tr>
<tr>
<td>Research and Writing on the Rule of Law</td>
<td>PLAW 250</td>
<td>LLM &amp; MJ</td>
</tr>
</tbody>
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3. LOYOLA ONLINE LEARNING PLATFORMS

Loyola has much experience and a well-developed distance learning infrastructure which the School of Law uses in several of its graduate law programs. Loyola's Learning Management System, Sakai, acts as an electronic extension of classroom teaching. Faculty use Sakai to post course materials online, facilitate discussion between students via electronic message boards, and administer tests and quizzes remotely. Visit the Sakai Student Guide for self-help instructions.

To accommodate PROLAW students worldwide and the varying availability of internet services, courses will be pre-recorded videos available to students, as per their viewing preference, within the professor's recommended class schedule. Opportunities for student-student exchange and professor interaction is built into the system.

See the Loyola Graduate Students Technology Roadmap. The short videos or PDF's will orient you to various Loyola systems you will use as a Graduate student at Loyola. Be sure to review and get well acquainted with the various tech tools at your disposal before the start of classes.

✓ LOCUS – see “Help Links for Students”
✓ Sakai
✓ Zoom for Students
✓ Panopto for students
✓ Microsoft Office 365 & OneDrive

Additional online program details and resources are forthcoming before the start of the program.

4. FINANCIAL AID

If you are a US student and are seeking financial assistance to subsidize your graduate education, you will need to complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov. You can also contact Loyola's Financial Aid Office for additional information at (773)508-7704 or lufinaid@luc.edu. Because you are only eligible for student loans through the FAFSA as a graduate student, you may also want to explore external scholarship funding that may be available to you via fastweb.com and findtuition.com. Further information on financial support can be found on PROLAW website with resources for admitted students.

5. TUITION AND STUDENT FEES

The tuition and fees for the programs can be found on the website of the Office of the Bursar: Rule of Law for Development Program: Tuition and Fees. For the academic year 2020-21, PROLAW students will only be required to pay tuition and a technology fee for two semesters. No other fees are due. Upon course registration, your LOCUS account will generate a bill. Your bill will be adjusted accordingly each semester to reflect any potential financial aid or scholarship award received. Note that The Office of the Bursar
maintains the right to assess a late payment fee of 1.5% to any past due balances on a student's account. Please refer to the website of the Office of the Bursar: Billing/Payment for any details of how to pay your tuition and student fee bills and the official due dates.

NEW STUDENT CHECKLIST: PREPARING FOR YOUR PROGRAM START

✓ **Confirm your acceptance.** To confirm your intent to enroll, please respond to the admissions response form found on the "Applicant Status Page" of your online application.

✓ **Apply for financial aid or other scholarships.**

✓ **Register for the Fall semester courses in LOCUS.**

✓ **Check Loyola email and Sakai.** Familiarize yourself with Loyola's online platforms and student user-guides and check for important communication from the PROLAW.

✓ **Pay the Fall semester tuition and fees.** If you have received financial aid or a scholarship, then ensure that this award has been reflected in your bill before making the payment.

If you have any questions, don't hesitate to send an e-mail to prolaw@luc.edu.

We look forward to seeing you online very soon!

Helena Lundgren Doyle  
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Loyola University Chicago School of Law  
John Felice Rome Center  
[www.luc.edu/prolaw](http://www.luc.edu/prolaw)