Northwestern Pritzker School of Law

2016-2017 Pre-Matriculation Guide: LLM/Kellogg
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WELCOME!

Welcome to the Northwestern Pritzker School of Law community! We are delighted that you have chosen to join us. We know the summer months will be a hectic time for you as you prepare to embark upon your law school journey. This Pre-Matriculation Guide explains what you need to do before orientation starts and what you can expect over the coming months. Read it carefully and be sure to reach out to our office with any questions you may have. All admitted students are encouraged to take advantage of the priority email address created specifically for their questions: admissions@nlaw.northwestern.edu.

Orientation

Orientation is mandatory for all incoming students and begins on June 13, 2016 at 9:00 AM. For specific orientation questions, please contact Student Services at 312-503-0785.

ACCESS TO CAMPUS SYSTEMS

Net ID and Password

You should have already received your Net ID and activation code from the Admissions Office (or, if you were recently admitted, you will receive it as soon as it is available). Your Net ID is a series of three letters followed by three numbers that you will use to access the university’s computer network, in conjunction with a personalized password you create.

For security reasons, you will periodically be asked to change the password associated with your Net ID. Depending on when you initially activated your Net ID, you may even receive instructions to change your password over the summer. Please make sure you respond quickly to reminders to change your password. If you do not change your password within the time allotted, your account will be locked and you will be unable to access the university’s computer network. If your account is locked, you will need to contact IT at 312-503-7000 or law-admins@law.northwestern.edu to have it unlocked.

Northwestern Law Email Account

Instructions on how to create and activate your Northwestern Law email account are sent to you along with Net ID activation information. If you have not already done so, please create your
Northwestern Law email account immediately. You can login to your Northwestern Law email account [here](#).

You should check your Northwestern Law email account as you prepare for the summer. Important information about financial aid and orientation will only be sent to your Northwestern Law email account.

**Student ID Number and WildCARD**

Once admitted, you are assigned a 7-digit Student ID number that serves as your unique identifier within the university. You may be asked to provide this number on university forms throughout your time at the Law School. You can retrieve your Student ID number by logging into [CAESAR](#). Under the “Personal Profile” panel of your CAESAR homepage select the link called “View My Student ID” to retrieve your Student ID number.

During orientation, you will receive your Student ID card, called a WildCARD. You will use your WildCARD for library access and for after-hours access to the Law School. You may also receive student discounts at local vendors by showing your WildCARD.

**TUITION BILLING AND PAYMENT**

**Tuition Billing and Payment**

Your tuition bills will be posted to your student account and will be available through [CAESAR](#).

For the summer semester, tuition bills will be available online on May 10. Your tuition payment will be due by June 1. For the fall semester, your tuition bill will be available online on August 10; payment will be due September 1. For the spring semester, your tuition bill will be available online on December 10; payment will be due January 1.

You can pay your tuition by check, money order, eCheck, or credit card. You can also authorize other people to view your student account online and to make payments on your behalf. For information on how to pay tuition, how to authorize third-party payers, how to set up an installment payment plan, and other information related to your student account, please visit the [Student Financial Services website](#).
Direct Deposit

If your financial aid has disbursed and you have any remaining funds after the term's tuition and fees are paid, you can receive this credit as a refund no earlier than the first day of class. This automatic refund process is run by the Student Accounts Office on the first day of class and then each Friday for the first month of the term. To receive your refund as quickly as possible, you should set up Direct Deposit through your CAESAR account before your first day of class. For more information on the refund process as well as instructions on how to set up Direct Deposit, please visit the “Financial Aid Refunds” page on the Student Financial Services website.

HEALTH AND WELLNESS

Admissions Health Record

You must submit an Admissions Health Record ("AHR") demonstrating that you have received required vaccinations by May 1. You can obtain the AHR from the Health Services website.

The AHR form details the vaccinations the university requires. You will either need to visit your doctor or obtain your health records from another educational institution to provide proof of immunization. Please give yourself plenty of time to coordinate with these other organizations. Failure to submit a completed and compliant AHR may result in a monetary fine and a hold on your account.

For more information about the AHR and health entrance requirements, please visit the Entrance Health Requirements website.

Do not send your AHR to the Admissions Office.
You should email or fax your completed AHR to:

Lisa Teel, Manager of Health Information Management Services at l-teel@northwestern.edu or via fax at (847) 491-8699. Lisa can also be reached by phone at (847) 491-2203.

Student Health Insurance

The Vice President for Student Affairs has mandated that all degree-seeking international students purchase health insurance through the Northwestern University Student Health Insurance Plan (NU-SHIP); in accordance with this policy, all degree-seeking international
students are required to maintain insurance coverage through the NU-SHIP for the entire time they are studying at Northwestern. An international student is defined as a student holding an F-1 or J-1 U.S. visa.

The LLM-K program begins on June 13, 2016; students may select from one of two NU-SHIP coverage options, to meet their particular insurance needs. The regular LLM-K Program Start coverage period runs from June 11 – August 31, 2016, at a rate of $830. For students who may need their coverage to begin earlier, the LLM-K Early Arrival coverage period runs from June 2 – August 31, 2016, at a rate of $921. Please indicate your preferred coverage option on the LLM-K Enrollment Form, and return the signed form by no later than June 1, 2016 to Wendy Weaver at w-weaver@northwestern.edu.

Please note: all degree-seeking LLM-K students who will be continuing at NU in the fall will be required to confirm their NU-SHIP enrollment for the 2016-2017 academic year by completing the online Coverage Selection Form during the open enrollment period, from July 1 – October 1, 2016.

For additional information about NU annual insurance requirements, deadlines, and NU-SHIP plan benefits, please review the NU Student Health Insurance website, www.northwestern.edu/student-insurance or contact Wendy Weaver at w-weaver@northwestern.edu.

**Health Service-Chicago**

The **Health Service-Chicago**, located in Galter Pavilion, Northwestern Medicine, 675 N. St. Clair St., Suite 18-200, is available to all Northwestern Law students. Health Service office visits are free to students enrolled in the NU-SHIP when seen by a General Internal Medicine doctor at Health Service. You must identify yourself as a northwestern student when scheduling an appointment so claims are submitted appropriately to Aetna. To schedule an appointment call 312.695.8134. If you have private health insurance, claims will be submitted to your insurance company for payment.
Gym Membership

Northwestern University subsidizes membership to the River East Club operated by LA Fitness, a private fitness facility located five blocks from the Law School. Annual membership for full-time students and their spouses/partners is $156 per person. Gym membership also gives you access to the Chicago Park District Lake Shore Park Fieldhouse in September after Labor Day.

To apply for gym membership, complete both the River East Club Membership Application and the Northwestern Fitness/Recreation Benefits Application, available here. Your spouse/partner must complete a separate application to gain membership. Gym membership applications must be received by the 22nd of the month in order for your membership to be active by the 1st of the following month.

You should mail your completed applications and payment to:

Northwestern University
University Services - Fitness Club Manager
1801 Maple Ave. Suite 2300
Evanston, IL 60201
LIVING IN CHICAGO

Housing

StudentSpace, a free apartment finding service located at Northwestern Law, can help you find an apartment to rent, bring you to various properties to tour, and even help you sign a lease remotely. They work exclusively with graduate school students and can answer housing questions about nearby properties or anywhere that you may be interested in living in the Chicagoland area.

Additionally, more information to assist you with your housing search is posted on the Admitted Students Website.

Ventra Card

You will receive a Ventra Card from the Chicago Transit Authority (“CTA”) during orientation. The Ventra Card will give you unlimited access to the CTA trains and buses while classes are in session.

For information on the CTA, visit www.transitchicago.com. For Ventra Card questions, please call Student Services at 312-503-0785.

Student Parking

Students who live more than two miles from the Law School are eligible for student parking. Students who live less than two miles away may not apply for parking. Student Services will distribute parking application information during the first week of classes. If demand for parking exceeds availability, parking privileges will be determined by a lottery. Academic year parking permits are valid beginning October 1.

Students who would like parking privileges before October 1 may apply for a partial spring permit or a temporary parking permit.

Partial Spring Parking Permit

- **Term:** May 20, 2016—June 30, 2016.
- **Eligibility:** All registered LLM/Kellogg students.
**Price:** $84.25.

**Procedure:** Partial spring permits will be assigned on a first come, first serve basis. Students must fill out the parking application. Once approved for parking, students must provide the Parking Office in Abbott Hall Room 100 with a current driver's license, evidence of vehicle ownership (car registration or insurance papers), proof of address (e.g. lease, utility bill, etc.), and evidence of registration as a Northwestern Law student (ID or tuition bill). Students do not have to live within the 3-mile radius during the spring.

### Temporary Summer Parking Permit

- **Term:** July 1, 2016–September 30, 2016.
- **Eligibility:** All registered students.
- **Price:** $168.50 for the summer quarter.
  - When purchased with a partial spring permit, the total will be $252.75.
- **Procedure:** Temporary permits will be assigned on a first come, first serve basis. Students must fill out the parking application. Once approved for parking, students must provide the Parking Office in Abbott Hall with a current driver's license, evidence of vehicle ownership (car registration or insurance papers), proof of address (e.g. lease, utility bill, etc.), and evidence of registration as a Northwestern Law student (ID or tuition bill). Students do not have to live within the 3-mile radius during the summer.

The cost of a student parking permit for the 2016-17 academic year (October 1 - June 30) has not yet been determined; but as a reference, the cost of a permit for 2015-16 was $478.

For more information on parking privileges, the parking lottery, and the parking application process, please visit the Student Services website or call 312-503-0785.
ACADEMICS

Course Schedules

LLM/Kellogg program students take the core of an Executive MBA curriculum through classes taught by leading Kellogg faculty members. Your summer term will consist of four of the following six courses at Kellogg:

Required Kellogg Core Courses

- Accounting for Decision Making
- Marketing Management
- Finance 1
- Microeconomic Analysis
- Leadership in Organizations
- Business Strategy

You will also take the following two law courses this summer:

Required Law Core Courses

- Common Law Reasoning
- Business Associations

You will take the remaining two Kellogg courses during the fall and winter quarters. Since the rest of the law courses you will take for the remainder of the year will be electives, the Director of International Programs will hold several sessions for you as a class, and will try to meet individually with you during the summer to help develop a curriculum that meets your needs.

Remember that you will not be able to choose your fall term courses until later this summer.

Information about Law School classes can be found at:
http://www.law.northwestern.edu/registrar. Click on the “Current Course Listing” link.

Information about Kellogg classes can be found at:
Books

You will not be able to purchase books until you have received your class schedule. You will have an opportunity to purchase your summer semester books during orientation.

There is a bookstore on the first floor of Abbott Hall, located at 710 N. Lakeshore Dr., directly across the street from the Law School. You will be able to purchase all of your required and recommended course materials in the bookstore.

Canvas

Each of your courses will have a corresponding Canvas site. Your professors will generally distribute the course syllabus and the required reading for the first day of class through Canvas. It is up to each professor to determine whether and when to make this information available through Canvas. You are responsible for checking the Canvas sites for your classes on a regular basis.

Laptop Requirements

Students in our programs are required to have a laptop computer that meets or exceeds university requirements. The Law School specifications for Laptops can be found here.

Due to U.S. export restrictions, Dell Computer Corp. is unable to ship outside of North America. International Students purchasing a notebook will need to provide Dell with a valid U.S. shipping address, or alternatively have their computer shipped to the Law School at:

Student Name

c/o Northwestern Pritzker Law IT Department

350 E Superior Ave MC B71

Chicago, IL 60611

For further questions, please contact Information Technology at 312-503-7000.

Official Copies of Undergraduate Transcripts

The American Bar Association requires Northwestern Law to have a final official copy of your LLB transcripts on file with our Registrar.
• If you applied through LSAC and used their CAS service to have your transcripts evaluated, they will send your official transcripts to us.
• If you did not have your credentials evaluated by LSAC, you must submit an official copy of your LLB transcript to the Admissions Office by May 15.
• The official copy of your transcript should be sent to us directly from your college or university, or you may deliver the transcript yourself in an envelope originally sealed by the issuing institution. Please note that transcripts issued in a language other than English must be accompanied by a certified English translation.

Your transcripts should be mailed to:

Northwestern Pritzker School of Law
Office of Admissions and Financial Aid
375 E. Chicago Ave., RB 130
Chicago, IL 60611
PRE-MATRICULATION CHECKLIST

April
___ Activate Net ID and create password
___ Contact CAPS if you will need to transfer prescriptions
___ Order laptop meeting the Law School’s minimum specifications
___ Set up Northwestern Law email account
___ Visit doctor or contact undergraduate institution for proof of required vaccinations

May
___ Tuition bill is available through CAESAR on May 10
___ Admission Health Record due May 1st
___ Submit Early Arrival Coverage Form for insurance coverage
___ Submit official transcripts to Admissions Office
___ Gym membership application for June 1 activation due by May 22

June
___ Summer semester tuition due June 1
___ LLM-K Program Health Enrollment Form due June 1
___ Complete online orientation survey
___ Mandatory orientation student check-in on June 13