Northwestern Pritzker School of Law

2016-2017 Pre-Matriculation Guide:
General LLM & LLM-IHR
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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. Orientation week begins on August 22, 2016 at 9:00 AM.

In early August, you will receive an email from Student Services at your Northwestern Law email address asking you to complete an orientation survey. Completion of this survey is mandatory and will help Student Services in its planning efforts.

Over the course of the summer, Student Services will follow-up with detailed information about orientation including a tentative schedule. 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 throughout 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 fall semester, tuition bills will be available online on August 10. Your tuition payment will be due by 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 Admission Health Record (“AHR”) demonstrating that you have received required vaccinations by July 15. If you were admitted after July 15, you have 30 days from your date of admission to submit it. 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
l-teel@northwestern.edu or via fax at (847) 491-8699.
Lisa can also be reached by phone at (847) 491-2203.

Health Insurance for International Students

All Northwestern students are required to have adequate health insurance. Students may meet this requirement either by enrolling in the Northwestern University Student Health Insurance Plan (NU-SHIP), sponsored by Aetna Student Health. In accordance with Northwestern University policy, all degree-seeking international students are required to maintain enrollment in the NU-SHIP for the duration of their studies at NU.

International students are required by NU policy to enroll in the NU-SHIP, and maintain active coverage throughout their time at Northwestern.
International students are encouraged to confirm their enrollment in the NU-SHIP via the online Coverage Selection Form in CAESAR as soon as possible during the open enrollment period – July 1 through October 1 – to ensure they will have access to plan benefits at the start of the plan year on August 15. **Please note:** although NU-SHIP open enrollment runs from July 1 – Oct. 1, 2016, incoming Law School students will not have access to the online system in CAESAR until *August 1*, when Law Student data is uploaded into NU’s main student information system. Early confirmation also is strongly encouraged if students will need to add dependents to their NU-SHIP coverage.

Please also note that the NU Student Health Insurance Office is in the midst of an extensive rebuild and redesign of our internal systems. As a result, our automated online enrollment system in CAESAR will not properly bill enrollments that begin prior to Sept. 1. To accommodate Northwestern Law School programs that require insurance coverage beginning August 15, 2016, please take the following actions:

- Log into CAESAR with your Net ID and password.
- Select “Health Coverage Plan” from the “Quick Links Panel.”
- Choose either “Option 1” to enroll in the NU-SHIP.
- Once you select Option 1, the online form will present your coverage period as Sept. 1, 2016 – August 31, 2017, and the annual premium as $3,799.
- Click “Submit” > “Yes” > “OK” to complete your selection. To properly align NU-SHIP enrollments for Law Program start dates, Law students who select Option 1 and enroll in the NU-SHIP will have their NU-SHIP coverage manually adjusted to begin on Monday, Aug. 15, and their student account will be billed an additional $177 to adjust coverage to their program start.

If you have difficulty logging in to complete the form or you do not receive an email confirming submission, please contact the Student Health Insurance Office at student.insurance@northwestern.edu or call 312-503-1242.

**Dependents Insurance**

Students can enroll their Dependents through the Aetna Student Health website once their policy is active. Aetna Student Health collects Dependent premiums at the time of application on their
Dependent premiums cannot be billed to CAESAR. Eligible Dependents include Spouses / Same Sex Domestic Partners, and Children.

**Optional Dental / Vision Insurance**

All Northwestern students, regardless of whether or not they are enrolled in the NU-SHIP, may elect to enroll in optional dental or vision coverage. Northwestern has contracted with Delta Dental of Illinois to offer a choice of dental plans – a DHMO or PPO – as well as a PPO vision plan. Open enrollment will begin in early August and will run through Oct. 1, for plans providing 12-month and 6-month periods of coverage, beginning on Sept. 1, 2016. Please visit the Student Health Insurance website after mid-June 1 for detailed information on dental and vision enrollment options and rates.

**Alternate Dental Benefits**

Vital Saving by Aetna is a dental discount program helping you and your dependents save with one low annual fee. In most instances, savings range from 15-30 percent on services from general dentistry and cleanings, to root canals, crowns and orthodontia (braces). There are no claims to file. Enroll online through the Aetna Student Health website. All Northwestern students, including those waiving the NU-SHIP, may enroll in Vital Saving by Aetna.

**NU Student Health Insurance Plan (NU-SHIP) Basics**

The 2016-2017 coverage period for Law School students runs from August 15, 2016 through August 31, 2017; the annual premium costs $3,977 and is charged to your student account through CAESAR. (Please note: due to our system construction, this will be charged on your student account as two fees, a Student Health Plan cost of $3,799 and the August adjustment of $177).

The plan carries a $250 annual deductible; after the deductible is met, Aetna covers 80 percent of the cost of care (for in-network providers), and you will pay the balance (coinsurance), up to an annual out-of-pocket maximum of $1,300. Aetna pays the entire cost of covered expenses after you’ve met your $1,300 annual out-of-pocket maximum (the out-of-pocket maximum only applies to costs incurred from in-network providers; there is no annual out-of-pocket maximum for out-of-network providers).
The NU-SHIP is designed to work in coordination with University Health Services; students should contact the Chicago Campus University Health Service to obtain a referral for outside care, to avoid plan penalties. A $20 copayment per visit is required when you receive care outside of the University Health Service.

For more information, visit the NU Student Health Insurance website.

NU-SHIP enrollment also includes a travel assistance service, On Call International, which provides hospital admission arrangements, medical evacuation services, interpreter/counseling/legal referrals, and other services while you are 100 miles or more from your primary residence. The On Call website has more details.

For questions about insurance coverage, please contact:

**Wendy Weaver**  
Insurance Representative  
375 E. Chicago Ave.  
Law School Office MC 131  
w-weaver@northwestern.edu  
312-503-1242

**NU-SHIP Insurance ID Card**

Aetna has gone green! After you have confirmed your NU-SHIP enrollment online, please allow approximately 10-15 days for your data to be processed in Aetna’s system. To print your NU-SHIP ID card, visit Aetna’s website for Northwestern students at [www.aetnastudenthealth.com/northwestern](http://www.aetnastudenthealth.com/northwestern), click on “Print Your ID Card”, enter prefix 334 followed by your student ID, and date of birth.

**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.
Counseling and Psychological Services (CAPS)

CAPS serves as the primary mental health service at Northwestern University with offices on both the Evanston and Chicago campuses. CAPS provides a set of core services, including clinical services, educational workshops, and consultation with faculty, staff, and parents. If you are currently taking medication and know that you will need to speak with a CAPS staff member in order to continue receiving prescriptions during your time at the Law School, we recommend you contact CAPS prior to classes starting.

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 to apply for purchase 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.

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.

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

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).

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 Registration

Registration for fall semester courses takes place before your arrival. We use a web-based system of bidding to determine course enrollment. The bidding system is a method for deciding which students get into high demand courses, when there is not enough space for every student who wants to take the course. We also offer multiple sections of popular courses, so it is likely that most of your desired courses will be available to you. However, about 15% of the courses do close. It is to your advantage that you participate in the registration process.

Fall course listings will be available on CAESAR in July. The registration process begins with the first round of bidding scheduled tentatively for the second week of August. After the first round of bidding, you will have an opportunity to adjust your bids and participate in a second round of bidding tentatively set for the end of the third week of August.

An email with further information regarding the bidding process, registration, and classes will be sent to your Northwestern Law email address at a later date. Therefore, it is important to check your Northwestern Law email account regularly.

Books

You will not be able to purchase books until you have received your class schedule and your section assignment. Each professor chooses his/her own books and course materials, so the materials you are required to have will depend on your section assignment. You will have an opportunity to purchase your fall 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.

Additionally, early in the fall semester, the Student Funded Public Interest Fellowship Program (SFPIF) holds a used book sale. The used book sale is a good opportunity to purchase course books and supplemental materials (e.g., commercial outlines, study guides). The used book sale is held before the bookstore’s return period expires. SFPIF uses the money raised through the book sale (and other fundraising events) to give grants to students who work in unpaid public interest positions over the summer.

**Canvas**

Each of your courses will have a corresponding Canvas site, which serves as a hub for course documents, communication and other collaborate work. 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 Law IT Department
350 E Superior Ave MC B71
Chicago, IL 60611
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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.

A. If you applied through LSAC and used their CAS service to have your final transcripts evaluated showing your final degree awarded and conferred, they will send your official transcripts to us so you do NOT need to take further action.

B. However, if you did not have your final credentials (confirming degree conferred, i.e., you graduated in Spring/Summer of 2016 academic year) evaluated by LSAC, you must submit an official copy of your LLB transcript to the Admissions Office by August 1.

- 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

June
___ Activate Net ID and create password
___ Set-up Northwestern Law email account
___ Begin housing search if looking for August 1 lease
___ Order laptop meeting the Law School’s minimum specifications
___ Visit doctor or contact undergraduate institution for proof of required vaccinations
___ Contact CAPS if you will need to transfer prescriptions

July
___ Admission Health Record due July 15
___ Begin housing search if looking for September 1 lease
___ Submit official undergraduate transcript to Admissions Office due by August 1st

August
___ Tuition bill is available through CAESAR on August 10
___ Register for classes during the bidding period (exact dates to be determined)
___ Complete online orientation survey
___ Gym membership application for September 1 activation due by August 22
___ Mandatory orientation student check-in on August 22