Northwestern
PRITZKER SCHOOL OF LAW

JD-MBA Program
2016-17 Pre-Matriculation Guide
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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 can expect in the coming weeks and what you need to do before orientation starts. 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 August 22, 2016.*

Please note that there are several optional Pre-Orientation events on the preceding Friday, August 19th, including a talk on Acclimating to Law School.

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.

Student Services maintains the orientation website. Over the course of the summer, this site will be updated 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. 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 this address.

**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.
FINANCIAL AID AND TUITION PAYMENTS

Financial Aid

Over the summer, you will receive an email at your Northwestern Law account with your official financial aid package. Your financial aid package will have instructions on accepting or declining the loans you have been offered. It will also explain how to complete the application for the loans you choose to accept.

Once you receive this email from the Chicago Financial Aid Office, it will then unlock the screens you will need to use for the loan accept/decline process in CAESAR. The “Accept/Decline” link can be found under the “Student Financial Services” panel of your CAESAR homepage. This page will allow you to accept, reduce, or decline your financial aid offer. Please note: To reduce a financial aid offer, check the “accept” box, which will allow you to then reduce the amount of loan funding you are receiving.

Loan Entrance Counseling and Promissory Notes

You will need to complete loan entrance counseling and promissory notes before your loans will be disbursed to you. For students using federal student loans, you can complete the entrance counseling and your Master Promissory Notes (MPN) online at www.studentloans.gov.

Entrance Counseling

- Sign into www.studentloans.gov using your FAFSA PIN. Select “Complete Entrance Counseling.”
- Identify yourself as a graduate/professional student.
- When selecting a school, be sure to select “NORTHWESTERN UNIVERSITY-DLID: 01739 633 CLARK STREET, EVANSTON, IL 602080001.”

Master Promissory Notes (MPN)

- Sign into www.studentloans.gov using your FAFSA PIN. Select the link “Complete Master Promissory Note.”
- STAFFORD LOANS: Select “Subsidized/Unsubsidized” on the MPN Type Selection page. You will be guided through a four-step process and will receive confirmation upon successful completion of your MPN.
- GRADUATE PLUS: Select “Graduate PLUS” on the MPN Type Selection page. You will be guided through a 4-step process and will receive confirmation upon successful completion of your MPN.
- Be prepared to include two references and your driver’s license number.
- On your application, be sure to only select “NORTHWESTERN UNIVERSITY-DLID: 01739 633 CLARK STREET, EVANSTON, IL 602080001.”

Financial Aid CAESAR “To Do” List

To assist you with the financial aid application process, you can find a financial aid checklist in CAESAR that will detail everything you must complete to receive your loan funding. Your “To Do Items” can be found under the “Student Financial Services” panel of your CAESAR homepage. More items will be added to your To Do List as you move through the loan application process, so we recommend checking this list often.

You must follow the instructions and the deadlines established by the Financial Aid Office and detailed on your To Do list carefully. If you comply with the established deadlines, your loans should disburse in time for the first day of class. You may still apply for loans after the established deadlines pass, but in that instance you may not receive your aid on the first day of class.

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 a 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

No later than July 15 you must submit an Admission Health Record (“AHR”) demonstrating that you have received required vaccinations. If you were admitted after July 15, then you have 30 days from your date of admission to submit the AHR form. 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
Email: l-teel@northwestern.edu
Fax: (847) 491-8699
Telephone: (847) 491-2203

Medical Insurance

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, or by affirming active coverage in an alternate plan that meets Northwestern’s comparable coverage requirements. International students are required by NU policy to enroll in the NU-SHIP and maintain active coverage throughout their time at Northwestern.

Students must confirm or waive enrollment in the NU-SHIP via the online Coverage Selection Form in CAESAR during the open enrollment period, August 1 – Oct. 1, 2016. Students who do not waive their NU-SHIP enrollment online by the Oct. 1 deadline will remain enrolled in the NU-SHIP for the 2016-2017 academic year, and will be billed the annual premium on their student account. Please review the 2016-2017 Comparable Coverage Checklist to ensure alternate insurance plans qualify to waive NU-SHIP enrollment.

Please note: the NU Student Health Insurance Office is in the midst of an extensive rebuild and redesign of its internal systems. As a result, its automated online enrollment/waiver 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 or “Option 2” to waive NU-SHIP enrollment.
If 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.

Please note: You can access the Coverage Selection Form beginning August 1, 2016

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.

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 in mid-June 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 cost is $3,976 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 have 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
Email: w-weaver@northwestern.edu
Telephone: (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, click on “Print Your ID Card”, enter prefix 334 followed by your student ID, and date of birth.

University Health Service

The Chicago Campus University Health Service, located in Galter Pavilion, 675 N. St. Clair St., Suite 18-200, is available to all Northwestern Law students. Health Service Office visits are free and may be scheduled by calling 312-695-8134. You must identify yourself as a Northwestern student when scheduling an appointment. For NU-SHIP enrollees, claims for services such as x-rays or lab work are submitted to Aetna and there are no out-of-pocket costs for such services. If you have private health insurance, you may have to pay out of pocket for services such as x-rays or lab work and then submit a reimbursement claim to your insurance company.

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 and professional school students and can answer housing questions about nearby properties or anywhere else that you may be interested in living in the Chicagoland area.

Additional 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 temporary parking permit.

Annual Parking Permit

- **Term:** October 1, 2016–September 30, 2017
- **Eligibility:** All registered students
- **2015/16 Price:** $478.00*

Academic year Parking Permit

- **Term:** October 1, 2016–June 30, 2017
- **Eligibility:** All registered students
- **2015/16 Price:** $428.75*

Temporary Summer Parking Permit

- **Term:** August 1, 2016–September 30, 2016
- **Eligibility:** All registered students
- **2016/17 Price:** $168.50

*2016/17 parking rates will be announced during the summer months

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

ACADEMICS

Class Schedules

All 1L fall semester class schedules and section assignments are created by the Law School. You will not register for classes during your first semester. Your class schedule will be distributed through CAESAR in late August. Although there is no set date on which your class schedule will be released, your schedule will be available before orientation begins. Student Services will send out an email notification when 1L class schedules are available. You may not request or change your section assignment. The first day of classes is Friday August 26th.

Books

You will not be able to purchase books until you receive 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 course management 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.

Notebook/Laptop Computer Requirement
Students in all JD programs are required to have a computer that meets or exceeds university requirements. Most students opt for a laptop computer with these minimum specifications. The warranty should cover the length of your program. Most new laptops come with a 1 year warranty. We recommend that students in three year programs purchase an additional 2 year warranty to cover your law school tenure. We strongly advise purchasing a Dell or Apple laptop that meets or exceeds the minimum specifications. Laptops that are not manufactured by Dell or Apple, and/or do not meet the minimum specifications will receive limited support from IT.

Finally, it is highly recommended to add an Accidental Damage warranty to Dell laptop purchases.
- Visit the Dell for Education website for educational pricing on Dell laptops.
- Visit the Apple for Education website for student pricing on Apple laptops.

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

Official Copies of Undergraduate Transcripts
Northwestern Law must receive official transcripts from all post-secondary institutions a student attended by the first day of classes. Official college transcripts must be sent directly to the Admissions Office from the issuing institution, and must include the following information:
1. The college seal
2. The degree and date the degree was awarded
3. The grade point average
4. An appropriate school official’s signature (usually the Registrar)

All 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

LSAC Transcript Authentication
The American Bar Association requires all law schools to obtain official copies of your undergraduate transcript indicating the date your bachelor’s degree was conferred upon you. The ABA also requires law schools use the Law School Admission Council (LSAC) to verify the LSAT and GPA credentials of their entering class. As such, you are required to submit your final undergraduate transcript to LSAC. This transcript is in addition to the hard copies you must send to both Northwestern Law and Kellogg. In sum, you will submit three transcripts before arriving on-campus in the fall.

Currently Registered with LSAC
If you have a valid LSAC account and registered for the Credential Assembly Service (CAS), you must request LSAC send Northwestern Law a copy of your CAS report and pay the $28 fee. Our office will reimburse you for the fee. (Please note that your admission to the JD-MBA program is guaranteed regardless of your LSAT score. We are requesting the score because the ABA requires us to report the LSATs and GPAs of every
member of our incoming class, including JD-MBA students.)

Never Registered with LSAC
If you never registered with LSAC, took the LSAT, or registered for the CAS, you will need to create an account with LSAC in order to comply with this requirement.

To create an LSAC account:
1. Visit LSAC’s website.
2. Create an account.
3. Download the transcript request form.
   Please Note: You may be prompted to pay a fee for the Credential Assembly Service. Do not pay the CAS fee. You only need to submit your transcripts to LSAC.
4. Submit the transcript request form to your degree granting undergraduate institution along with your request for a copy of your official transcript and pay any processing fee(s) including expedited service.
5. Finally, submit documentation of any fees charged by your undergraduate institution to send your transcript to LSAC to Cristina A. Gapasin, Director of Admissions, for reimbursement.

If you have any questions or concerns about this requirement, please contact Director Gapasin at c-gapasin@law.northwestern.edu.

KELLOGG PRE-MATRICULATION REQUIREMENTS

Transcripts
Please submit copies of official transcripts to the following address:

Kellogg School of Management
C/O Re Vera Services
101 Palafox Place
Unit 310
Pensacola, FL 32591-0310

Transcripts for study abroad or transfer credits are not needed separately if the course, grades and credit hours are listed on the degree-granting institution transcript.

Application Verification Form
To complete the Re Vera application verification process, click here.

Re Vera is committed to making this process as easy as possible for you. You are welcome to contact Re Vera with any questions or concerns at 1 (888) 408-4384 or kelloggmba@reveraservices.com. If the contact information for your recommenders has changed, please contact recommenders@reveraservices.com with the updated information.

Please note the deadline for submitting these forms has passed. If you have not yet completed this step your signed release and payment of $105.00 are due immediately.

Discounted Software Program
Kellogg has a Microsoft Campus agreement, giving JD-MBA students the ability to download one free copy of each of the following Microsoft software products: Windows 7 or Windows 10, Office 2016 Professional 32-bit for Windows (recommended for compatibility with Excel add-ins), Office 2016 for Mac, and Stata IC 14 (Mac or Windows). The software will be available for incoming JD-MBA students to download after August 15, 2016 at http://kelloggschool.onthehub.com.

Please contact the Kellogg Information Systems (KIS) team at kis-help@kellogg.northwestern.edu with any questions.
International JD-MBA Students

International students can learn about different types of visas, review the steps for new students, and access all forms on the International Office Website. If you have questions about the I-20/DS-2019 process, please contact:

Adam Blough
International Advisor
Northwestern University
The International Office
Email: a-blough@kellogg.northwestern.edu
Telephone: (847) 467-4294

Once international JD-MBA students arrive, please check in with the Northwestern University International Office to receive the name of your International Office Advisor who will be able to assist you throughout your time in the JD-MBA program.
PRE-MATRICULATION CHECKLIST

June
☐ Activate Net ID and create password
☐ Begin housing search if looking for August 1 lease
☐ Contact CAPS if you will need to transfer prescriptions
☐ Order laptop through the Law School’s Notebook Program
☐ Send transcripts for Kellogg to Re Vera Services and the Law School’s Admissions Office
☐ Send transcripts to LSAC
☐ Set-up Northwestern Law email account
☐ Visit doctor or contact undergraduate institution for proof of required vaccinations

July
☐ Admission Health Record due July 15
☐ Begin housing search if looking for September 1 lease
☐ Open enrollment for university health insurance plan
☐ Receive financial aid notification
  ☐ Accept/decline loan options
  ☐ Officially apply for loans
  ☐ Complete online entrance counseling
  ☐ Sign Master Promissory Notes (MPN)

August
☐ Complete online orientation survey
☐ Gym membership application for September 1 activation due by August 22
☐ Tuition bill is available through CAESAR on August 10
☐ Submit Early Arrival Coverage Form for insurance coverage from August 24 – August 31
☐ Submit Insurance Coverage Selection Form to elect or waive insurance coverage
☐ Mandatory orientation student check-in on August 22