Northwestern Law
JD PRE-MATRICULATION GUIDE
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WELCOME!

Welcome to the Northwestern 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 24, 2015.

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
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](http://www.studentloans.gov).

**Entrance Counseling**

- Sign into [www.studentloans.gov](http://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](http://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](http://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 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 mail your completed AHR to:

Northwestern University Health Service
Health Information Management Services
633 Emerson St.
Evanston, IL 60208

You can also email your AHR to Wendy Weaver, Insurance Representative, at w-weaver@northwestern.edu.

Medical Insurance

Northwestern requires all full-time students to be covered by a comprehensive health insurance plan. You may choose between using a qualifying private health insurance plan that covers you in Illinois or the NU-sponsored plan administered by Aetna Student Health. Unless you are an international student, you must complete the Coverage Selection Form through CAESAR to enroll in or opt out of the NU-sponsored plan. Students who do not opt out will be automatically enrolled in the NU-sponsored plan and billed for a year of coverage.
Your coverage will be effective September 1, 2015 through August 31, 2016. If you wish to make changes to your insurance you must complete the online Coverage Selection Form.

You can access the Coverage Selection Form beginning **August 1** using the following steps:

- 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-sponsored plan or “Option 2” to waive.
- Click “Submit” > “Yes” > “OK” to complete your selection.

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

**Health Insurance for International Students**

It is mandatory for all full-time international students to select the NU-sponsored plan; there are no exceptions. International students are not required to complete the online Coverage Selection Form, as they will automatically be enrolled in the NU-sponsored plan. An international student is defined as holding an F-1 or J-1 United States visa.

**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 website at [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com). Dependent premiums cannot be billed to CAESAR. Eligible Dependents include Spouses, Children and Same Sex Domestic Partners.

**CIGNA Optional Dental Plan**

All full-time Northwestern University Students are eligible to enroll in the Optional Dental Plan offered by CIGNA during open enrollment. The dental plan enrollment and payment is done directly through CIGNA by calling 1-800-244-6224.
Optional Dental Plan

Vital Saving by Aetna on Dental is a dental discount program helping you and your dependents save with one low annual fee. In most instances, savings range from 15-50 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 Aetna Student Health plan, may apply for the Aetna Advantage Dental Plan.

Aetna Student Health Basics

For the mandatory coverage period, September 1, 2015 - August 31, 2016, enrollment costs $3,692 and is charged to your student account through CAESAR. The plan carries a $250 annual deductible; after the deductible is met, Aetna covers 80 percent of the cost of care, and you will pay the balance (coinsurance) up to an annual out-of-pocket maximum of $1,000. Aetna pays the entire cost of covered expenses—up to $500,000—after you’ve met your $1,250 annual out-of-pocket maximum. A $20 copayment per visit is required when you receive care outside of the University Health Service; this copayment does not apply toward the annual deductible or out-of-pocket maximum.

Insurance coverage is effective beginning September 1. You may purchase early arrival coverage at a cost of $9.45 per day if you would like insurance to cover the orientation period. Please complete the Prorated Enrollment Form if you would like early arrival coverage.

For more information, visit the Aetna Student Health website and select “Northwestern University” from the drop-down menu. For full plan details, click “Medical Plan: Enroll” > “Full Plan Details.”

Enrollment in the Aetna Student Health plan includes a travel assistance service, “On Call International,” which may be used when hospital admission arrangements, medical evacuation services, interpreter/counseling/legal referrals, and other services are needed while you are away—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., MC 131  
Chicago, IL 60611  
weaver@northwestern.edu  
312-503-1242

**Aetna Student Health ID Card**

Your insurance card will be mailed to your campus address about two weeks after you have been charged in CAESAR for enrolling in the NU-sponsored Aetna Student Health plan. Whenever you need your insurance information, contact the Student Health Insurance Office at 312-503-1242 or Aetna Student Health Customer Service at 877-626-2314. To print an Insurance ID card, visit the Aetna website at [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com) click on “Print Your ID Card”, enter prefix 334 followed by your student ID and date of birth.

**Qualifying Private Health Insurance**

Students may waive the Aetna Student Health Insurance Plan if the following criteria are met (“policy” and “plan” below refer to the plan the student will use in lieu of the Aetna Student Health Insurance Plan):

- The student does not hold an F1 or J1 visa.
- The claims administrator of the plan is based in the United States and has a U.S. telephone number and address for submission of claims and the insurance policy has not been issued outside the U.S.
- The policy is not a traveling policy.
- The plan provides both emergency and non-emergency health care and mental health benefits in the Cook County, Illinois area including Northwestern Memorial Hospital and Northshore University Healthsystem (Evanston Hospital).
- The plan provides inpatient and outpatient mental health care (with at least 40 visits per year) and chemical dependency benefits are comparable to the coverage provided by the ASHIP.
- The plan provides coverage for prescription medication.
Out-of-state Medicaid and state Children’s Health Insurance Plans do not qualify for a waiver.

Please contact your medical insurance carrier to confirm that your insurance covers emergency and non-emergency care at Northwestern Memorial Hospital and Northshore University Healthsystem and that you have a deductible small enough to allow you to afford your portion of the bill.

**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 so claims are submitted appropriately to Aetna. 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.

There are no out-of-pocket costs for such services if you have coverage through the NU-sponsored Aetna Student Health plan.

**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. Dr. Durr is the CAPS staff psychologist who works with the Law School. He can be reached at [RDurr@northwestern.edu](mailto:RDurr@northwestern.edu).

**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 $192 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 a 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. We also encourage you to use the Class of 2018 Facebook page, maintained by the Student Admissions Committee, to look for roommates if you are interested in living with other law students.

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.

**Temporary Summer Parking Permit**

- **Term**: July 1, 2015–September 30, 2015.
- **Eligibility**: All registered JD students.
- **Price**: $165.00 for the summer quarter.
- **Procedure**: Temporary permits will be assigned on a first come, first served 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).

The cost of a student parking permit for the 2015-16 academic year (October 1 - June 30) has not yet been determined; but as a reference, the cost of a permit for 2014-15 was $475.

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

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 sometime 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.

Books

You will not be able to purchase books until you have received your class schedule and your section assignment. Each professor chooses their 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. 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 Program

Students in all JD programs are required to have a computer that meets or exceeds university requirements. Most students opt for a laptop. The Law School has a Notebook Program through which you can purchase a school-supported laptop.

The primary benefit of purchasing a laptop through the Notebook Program is that, should a problem arise, the Law School IT department can help troubleshoot your machine and offer a limited number of loaners if repairs are necessary. All major and minor hardware problems can be fixed for free onsite. Laptops purchased outside of the Notebook Program are not, under any circumstances, serviced by the Law School’s IT department.

The Notebook Program supports both Microsoft Windows and Macintosh options. If you purchase a laptop through the Notebook Program, you will need to have it shipped to your personal mailing address. Please time your order accordingly. Mac orders can also be picked up from the Michigan Avenue Apple store.

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 has 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 Law
Office of Admissions and Financial Aid
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
___ 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 begins
___ Submit official transcripts to Admissions Office
___ 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 Prorated Enrollment 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 24