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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 21, 2017 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 lit@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 11. 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. The 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

Admission 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 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, Health Information Management Services  
Email: l-teel@northwestern.edu  
Fax: (847) 491-8699  
Telephone: (847) 491-2203

Student Health Insurance

All Northwestern students are required to have comprehensive health insurance. To ensure all students meet this requirement, every academic year they are defaulted into the Northwestern University Student Health Insurance Plan (NU-SHIP). Students must confirm or waive their NU-SHIP enrollment via the online Coverage Selection Form in CAESAR during the fall open enrollment period, July 1 – Oct. 1, 2017. Per University policy, international students – students holding an F-1 or J-1 U.S. visa – are required to confirm their NU-SHIP enrollment, and maintain NU-SHIP coverage throughout their time at Northwestern.

Confirming NU-SHIP Enrollment

Although registered, degree-seeking students are defaulted into the NU-SHIP, your enrollment data is not forwarded to Aetna Student Health, and processed in their system, until you have confirmed your NU-SHIP enrollment in CAESAR.

It takes approximately 5-7 business days from the time you confirm the NU-SHIP online for this information to be processed in Aetna Student Health’s system.

Thus, we strongly encourage you to confirm at your earliest convenience to ensure you have access to all NU-SHIP benefits as of Sept. 1.

The Insurance Selection Process

1. Log into CAESAR with your Net ID and password.
2. Select the “Health Coverage Plan” link in the “Quick Links” pagelet. (Returning students use the “Update Student Health Insurance” link, in the “Annual Confirmations” pagelet.) This will take you to the online Coverage Selection Form in CAESAR.

3. Indicate your selection – confirm NU-SHIP enrollment, or apply for a waiver – click “Continue,” and follow the instructions on the subsequent pages to complete your insurance selection.

4. Once you have submitted your selection in CAESAR, you will receive an automated confirmation email sent to your Northwestern email account. Please save this email to verify your online selection.

For additional assistance, links to the Comparable Coverage Checklist, the 2017-18 NU-SHIP Plan Design & Benefits Summary brochure, and the Student Health Insurance website, also can be accessed from the online form page.

If you need assistance making your annual insurance selection, have difficulty completing the online form, or do not receive a confirmation email identifying your selection, please contact the Student Health Insurance Office at student.insurance@northwestern.edu or 312-503-1242.

**University Health Service**

All Northwestern Law students are encouraged to use the Chicago Campus University Health Service (CCUHS), located in Galter Pavilion, 675 N. St. Clair, Suite 18-200.

CCUHS 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.

If you have private health insurance, you may incur out of pocket costs for services such as x-rays or lab work, which you can submit to your insurance company for reimbursement. NU-SHIP enrollees have no out-of-pocket costs for these services.

**Overview of NU-SHIP Coverage**

- The 2017-2018 NU-SHIP provides coverage for incoming Law School students from August 15, 2017 -- August 31, 2018; the $4,036 annual premium is charged to your student account through CAESAR.
- The plan has a $250 annual deductible; after the deductible is met, Aetna covers 80 percent of the cost of care (for in-network providers), and you pay the balance.
- The NU-SHIP has an annual $1,300 out-of-pocket (o-o-p) maximum. This means Aetna pays the entire cost of covered expenses after you’ve met the o-o-p maximum. (Please note: the o-o-p maximum only applies to in-network provider costs; there is no o-o-p maximum for out-of-network providers).
- The NU-SHIP works in coordination with CCUHS; CCUHS serves as your primary care provider, and should be your first stop for your healthcare needs.
- If follow-up specialty care or outside services are required, students should contact the CCUHS to obtain a referral, and avoid plan penalties.

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

**NU-SHIP Coverage for Dependents**

Students can enroll dependents under their NU-SHIP coverage during open enrollment. Eligible dependents include spouses/same-sex domestic partners, and children.

- To enroll dependents, first confirm your own NU-SHIP enrollment in CAESAR. Then go to Aetna Student Health’s site for Northwestern students, www.aetnastudenthealth.com/northwestern, and click on the Enroll: Dependents link.
- You will have the option either to pay the premium for your dependent(s) in full, or to select quarterly payments. Payments are made directly to Aetna Student Health. (Dependent premiums cannot be billed to students’ CAESAR accounts.)

**Optional Dental/Vision Insurance**

All Northwestern students, regardless of whether they confirm or waive NU-SHIP enrollment, 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 begins in early August and runs
through Oct. 1, for 12-month plans (coverage from
9/1/17-8/31/18), and fall 6-month plans (coverage from
9/1/17-2/28/18). Delta Dental also offers a spring open
enrollment period, for 6-month plans providing coverage
3/1/18-8/31/18. Please visit the Student Health Insurance
website after mid-June for detailed information on dental
and vision enrollment options and rates.

Dental/Vision Benefits for NU-SHIP Enrollees

NU-SHIP enrollees may purchase Vital Saving by Aetna
($25 annual cost), a dental discount program offering
savings 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. NU-
SHIP enrollees also have access to vision-services
discounts, including eye exams, prescription and contact
lenses, and eye-care items. To find participating
providers and review discounted services, go to the
Aetna Student Health website.

NU-SHIP Global Travel Benefits

NU-SHIP enrollees are provided with travel support
services through On Call International, a global
emergency travel service offering assistance with pre-trip
medical consultation, 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.

NU-SHIP Insurance ID Card

Aetna has gone green! After you have confirmed your
NU-SHIP enrollment online, please allow approximately
5-7 days for your data to be processed in Aetna’s system.
Once your NU-SHIP enrollment is active, you will receive
a confirmation email from Aetna with links to print your
NU-SHIP ID card, create an Aetna Navigator account,
and download the Aetna mobile app. Alternately, you can
visit Aetna’s website for Northwestern students at

www.aetnastudenthealth.com/northwestern and click on
“Print Your ID Card.” Enter prefix “334” followed by your
student ID, and your date of birth to view and print your
card.

Questions? Contact Us!

If you have questions about Northwestern insurance
requirements, confirming or waiving NU-SHIP enrollment,
NU-SHIP plan benefits, reviewing alternate coverage
options, or other insurance concerns:

Chicago Campus Insurance Support:
Wendy Weaver
Patient Advocacy Coordinator
375 E. Chicago Ave., Law School, MC 131
Email: w-weaver@northwestern.edu or
student.insurance@northwestern.edu
Phone: 312-503-1242 or 847-491-3621

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 provides discounted membership
to Fitness Formula Club-Gold Coast for the Northwestern
community members based on the Chicago campus. 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’s Lake
Shore Park facilities.

To apply for a gym membership, follow the instructions
available here. 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.
If you have any questions, please contact:

Salem Marrougi  
Northwestern University  
University Services - Fitness Club Manager  
1801 Maple Ave., Suite 2300  
Evanston, IL 60201  
Email: s-marrougi@northwestern.edu

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 2017-18 academic year (October 1 – June 30) has not yet been determined; but as a reference, the cost of a permit for 2016-17 was $486.

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

Temporary Summer Parking Permit

- **Term**: August 1, 2017 – September 30, 2017
- **Eligibility**: All registered students
- **Price**: $140.00 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. 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 Requirement
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 East Superior Avenue, MC B71
Chicago, Illinois 60611

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

Official Copies of Transcripts
The American Bar Association requires Northwestern Law to have final official copies of all transcripts post-high school level 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 2017 academic year) evaluated by LSAC, you must submit an official copy of your transcripts 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 East Chicago Avenue, RB 130
Chicago, Illinois 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 all official transcripts to Admissions Office due by August 1

August
☐ Tuition bill is available through CAESAR on August 11
☐ 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 21