# Table of Contents

Welcome! ................................................................. 3  
Orientation .......................................................... 3  
Access to Campus Systems ........................................ 3  
  Net ID and Password ............................................. 3  
  Northwestern Law Email Account .............................. 3  
  Student ID Number and WildCARD ........................... 3  
Tuition Billing and Payment ....................................... 4  
  Tuition Billing and Payment .................................... 4  
  Direct Deposit .................................................... 4  
Health and Wellness ............................................... 4  
  Admissions Health Record ...................................... 4  
  Student Health Insurance ....................................... 4  
    Confirming NU-SHIP Enrollment ............................. 5  
    The Insurance Selection Process ............................ 5  
    University Health Service ................................... 5  
    Patient Support Services .................................... 5  
    Overview of NU-SHIP Coverage .............................. 5  
    NU-SHIP Coverage for Dependents ......................... 6  
  Optional Dental/Vision Insurance ............................. 6  
    Dental/Vision Benefits for NU-SHIP Enrollees 6 ......... 6  
    NU-SHIP Global Travel Benefits ............................ 6  
    NU-SHIP Insurance ID Card .................................. 6  
  Contact Information ............................................. 7  
    Counseling and Psychological Services (CAPS) ......... 7  
    Gym Membership ............................................... 7  
Living In Chicago .................................................. 7  
  Housing ............................................................ 7  
  Ventra Card ....................................................... 7  
  Student Parking .................................................. 7  
Academics ........................................................... 8  
  Course Registration .............................................. 8  
  Books .............................................................. 8  
  Canvas ............................................................ 8  
  Laptop Requirement ............................................. 9  
  Official Transcripts ............................................. 9  
Pre-Matriculation Checklist ..................................... 10
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 begins on Monday, August 20, 2018 and programming will take place throughout the week.

A tentative schedule of events is available on the orientation website. Over the course of the summer, this site will be updated with detailed information about orientation.

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 Service in its planning efforts.

For specific questions about orientation, 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 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.

If you are using your financial aid to pay your tuition bill, you can find more information on how that works on the Chicago Office of Financial Aid's website.

Direct Deposit
If your financial aid has disbursed and you have remaining funds after the term’s tuition and fees are paid, you will receive this credit as a refund for use towards covering your living expenses. The Office of Student Finance automatically processes these refunds for Law students, and this automatic refund process is run by Student Finance a few days before the start of classes, then on the first day of classes, 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 at least two weeks before your first day of class. For more information on the refund process as well as for 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 August 1. If you are admitted after August 1, you will have 30 days from your date of admission to submit it. You can obtain the AHR (pdf) 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 review the Entrance Health Requirements webpage.

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

Lisa Teel, Associate Director
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 you are defaulted into the Northwestern University Student Health Insurance Plan (NU-SHIP). You must confirm your NU-SHIP enrollment via the online Coverage Selection Form in CAESAR during the fall open enrollment period, July 1 – Oct. 1, 2018. 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 August 15, 2018, the start of the plan year for incoming Law students.

The Insurance Selection Process

1. Log into CAESAR with your Net ID and password.

2. Click on the “Profile” tile, and then click on “Student Health Insurance” in the left-hand menu. 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 sent to your Northwestern email account. Please save this email to verify your online selection. (If you do not receive a confirmation email, then your insurance selection was not successfully saved. Please resubmit your NU-SHIP confirmation or waiver.)

For additional assistance, links to the Comparable Coverage Checklist, the 2018-19 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 you do not receive a confirmation email identifying your selection, please contact the Student Health Insurance Office at student.insurance@northwestern.edu or 847-491-3621.

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.

Patient Support Services

Wendy Weaver serves as the Patient Advocacy Coordinator for the Chicago campus. Wendy is available to assist you with navigating student healthcare services, providing support for insurance issues and questions (e.g., making your annual insurance selection, locating in-network providers, resolving insurance billing and claims issues, etc.), and resolving access and satisfaction concerns.

Wendy is available to meet with students:

- Mon, Tues, Thurs afternoons – Law School, 372 E. Chicago Ave., Room MC131

To ensure Wendy has dedicated time available to assist you, we encourage you to schedule an appointment with her, as needed. You can contact Wendy at w-weaver@northwestern.edu, or 312-503-1242.

Overview of NU-SHIP Coverage

- The 2018-2019 NU-SHIP provides coverage for incoming Law School students from August 15, 2018
- August 31, 2019; the $4,134 annual premium is charged to your student account through CAESAR.

- The plan has a $250 annual deductible (for in-network services); after the deductible is met, Aetna covers 80 percent of the cost of care (in-network), and you pay the balance.

- The NU-SHIP has an annual $1,800 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, http://www.northwestern.edu/student-insurance/.

NU-SHIP Coverage for Dependents

You may enroll your dependents under your 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 October 1, for 12-month plans (coverage from 9/1/18-8/31/19), and fall 6-month plans (coverage from 9/1/18-2/28/19). Delta Dental also offers a spring open enrollment period, for 6-month plans providing coverage 3/1/19-8/31/19. 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 have access to vision-services discounts with providers in the EyeMed network, 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 enrollees also 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 Global Travel Benefits

NU-SHIP enrollees have 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, whenever you are 100 miles or more from your primary residence. The On Call website has more details, https://www.oncallinternational.com/.

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 http://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: 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 Clubs 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 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 2018-19 academic year (October 1 – June 30) has not yet been determined; but as a reference, the cost of a permit for 2017-18 was $495.

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

**Temporary Summer Parking Permit**

- **Term:** August 1, 2018 – September 30, 2018
- **Eligibility:** All registered students
- **Price:** $141.75 for the summer quarter.
  - There is also a later summer term parking permit for the period of August 20, 2018 until October 30, 2018 for the price of $91.00.
- **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 Transcripts**

Northwestern Law must receive official transcripts from all institution(s) (post-high school level) you have attended. Transcripts must be submitted to LSAC for evaluation by August 1.

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 transcript confirming that your degree was conferred (i.e., you are a 2018 graduate) evaluated by LSAC, you must submit an official, final copy to LSAC for evaluation by **August 1**.

Please contact [Gina Song](#) with any questions regarding this requirement.
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
- Begin housing search if looking for September 1 lease

August
- Submit all final, official transcripts to LSAC by August 1
- Admission Health Record due August 1
- 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 20