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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 continue your law school journey at Northwestern. This Pre-Matriculation Guide explains what you can expect in the coming weeks and what you need to do before the academic year begins. 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 your questions: admissions@nlaw.northwestern.edu.

TRANSFER STUDENT ORIENTATION

Orientation is mandatory for all incoming transfer students. Transfer student orientation will take place on Tuesday, July 31, 2018.

A tentative schedule of events is posted on this page of the Student Services website. You will receive timely updates and information directly from the Student Services team as we get closer to Orientation.

For specific questions about Orientation, please contact Student Services at (312) 503-0785.

INTRODUCTION TO JOURNALS & WRITE-ON

As an admitted transfer student, you have received an introductory letter from the development editors of the Northwestern University Law Review. The letter contains detailed guidance and deadlines for the Journal Write-On. If you have not reviewed this letter yet, we urge you to do so as soon as possible. Good luck!

ON-CAMPUS INTERVIEW PROGRAM (OCI)

Acclimating to a new school, particularly with fall recruiting right around the corner, can be daunting. The Career Strategy Center will serve as your support system as you make the adjustment. As you review the employers on Symplicity and develop a bid strategy, please be certain to speak with your Career Adviser. Once you have received your Symplicity log-in information and the name of your Career Adviser from the Career Strategy Center, you may make an appointment by logging into Symplicity and clicking on the ‘Request an Appointment’ link on the right-hand side of the opening page. Once you have scheduled the appointment type, select your Adviser’s name and then click on the calendar to find available times on a variety of days. As soon as your appointment has been approved, you will receive an email confirmation.

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 respond quickly to reminders to change your password. If you do not change your password within the time allotted, your account will be locked and you will be unable to access the university's computer network. If your account is locked, you will need to contact IT at 312-503-7000 or law-admins@law.northwestern.edu to have it unlocked.

Northwestern Law Email Account

Instructions on how to create and activate your Northwestern Law email account were 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 may 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 be sent solely 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 entitled ‘View My Student ID’ to retrieve your Student ID number.

During orientation, you will receive your student ID card, known as 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**

If you have [applied for student loan funding](#), you will receive an email at your Northwestern Law account over the summer with your official financial aid package. This financial aid package notification email will have instructions on accepting or declining the loans you have been offered. This critical email will also outline any steps you must take to finalize your loan funding.

Once you receive this email from the Chicago Financial Aid Office, the screens you will need to access for the loan accept/decline process in [CAESAR](#) will be unlocked. The ‘Accept/Decline’ link may be found by selecting the ‘Financial Aid’ tile on 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 and thereafter, you will be able to reduce the amount of loan funding you are receiving.

**Federal Loan Entrance Counseling and Master Promissory Notes**

If you will be using federal student loans, you will need to complete loan entrance counseling and promissory notes before your loans will be disbursed to you. You may complete the entrance counseling and your Master Promissory Notes (MPN) online when visiting [https://studentloans.gov](https://studentloans.gov).

**Entrance Counseling**

- Sign into [https://studentloans.gov](https://studentloans.gov) using your FSA PIN. Select ‘Complete Entrance Counseling.’
- Identify yourself as a graduate/professional student.
- When selecting a school, be sure to select “NORTHWESTERN UNIVERSITY”, School Code/Branch: G01739, Address: 633 CLARK STREET, EVANSTON, IL 602080001.

**Master Promissory Notes (MPN)**

- You may need to complete two separate MPNs based on which federal loans you choose to accept.
- Sign into [https://studentloans.gov](https://studentloans.gov) using your FSA PIN. Select the link titled ‘Complete Loan Agreement (Master Promissory Note).’
  - STAFFORD LOANS: Select ‘MPN for Subsidized/Unsubsidized Loans’ 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 ‘PLUS MPN for Graduate/Professional Students’ 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.
- In each MPN, when selecting a school, be sure to select “NORTHWESTERN UNIVERSITY”, School Code/Branch: G01739, Address: 633 CLARK STREET, EVANSTON, IL 602080001.
Financial Aid CAESAR ‘To Do’ List

To assist you with the financial aid application process, you will 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 by selecting the Financial Aid tile on your CAESAR homepage.

More items may be added to your ‘To Do’ list as you navigate through the loan application process. As such, we recommend checking this list often.

You must follow the instructions and the deadlines established by the Financial Aid Office and as 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 classes. 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 bill(s) 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 may pay your tuition by check, money order, eCheck, or credit card. You may 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 semester’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. Furthermore, this automatic refund process is run by Student Financial Services a few days before the start of classes, on the first day of classes, and thereafter, on each Friday for the first month of the semester. 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 classes. 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 will be defaulted into the Northwestern University Student Health Insurance Plan (NU-SHIP). You must confirm or waive your NU-SHIP enrollment via the online Coverage Selection Form in CAESAR during the fall open enrollment period, July 1 – October 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

While you will be defaulted into the NU-SHIP as a registered and degree-seeking student, your enrollment data will not be 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 your NU-SHIP enrollment in CAESAR for this information to be processed in Aetna Student Health’s system.

Thus, we urge you to confirm your NU-SHIP enrollment 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.

Waiving NU-SHIP Enrollment

To waive NU-SHIP coverage, the online Coverage Selection Form in CAESAR will ask you to provide the following insurance information: policyholder first and last name; relationship to insured; insurance subscriber number (i.e., member ID); insurance company name, state, and phone number; insurance type (e.g., HMO, PPO, etc.); and your plan’s deductible and annual out-of-pocket maximum. The enrollment/waiver deadline is October 1.

You also will need to affirm that your plan provides all required benefits to meet Northwestern’s comparable coverage requirements. Please review the 2018-2019 Comparable Coverage Checklist, available at https://www.northwestern.edu/student-insurance to ensure your plan qualifies to waive NU-SHIP enrollment.

If you do not confirm or waive your NU-SHIP enrollment during the open enrollment period – July 1-Oct. 1 – you will remain enrolled for the 2018-2019 plan year. And, your data will be sent to Aetna Student Health immediately after the October 1 enrollment/waiver deadline.

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 – and click ‘Continue’. Thereafter, 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, which will be sent to your Northwestern email account. Please save this email to verify your online selection. (If you do not receive a confirmation email, this indicates that 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, you may access from the Forms & Resources 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 at (847) 491-3621.

University Health Service

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

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.

If you have private health insurance, you may incur out-of-pocket costs for services such as x-rays or lab work, which you must 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:

• Monday, Tuesday, and Thursday afternoons at the Law School, 372 E. Chicago Ave., MC131.

• Wednesday afternoons and Fridays at Northwestern Medicine GIM, Galter Pavilion, 675 N. Str. Clair, Suite 18-200.

To ensure Wendy has dedicated time available to assist you, we encourage you to schedule an appointment with her, as needed. You may contact Wendy at: w-weaver@northwestern.edu, or at (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% 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 Health Service-Chicago and Health Service serves as your primary care provider. Health Service should be your first stop for your healthcare needs.

• If follow-up specialty care or outside services are required, students should contact Health Service-Chicago to obtain a referral to avoid plan penalties.

For more information, visit the Northwestern Student Health Insurance website, 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. Thereafter, 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 to either 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 may also purchase ‘Vital Saving’ by Aetna, a $25 annual cost, a dental discount program offering savings from 15-30% 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. On Call International is 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. Assistance is available when you are 100 miles or more from your primary residence. The On Call website has more details at 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 Student Health 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 matters, please contact us at:

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 the first day of classes.
Gym Membership

Northwestern University provides discounted membership to Fitness Formula Clubs for 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 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 during the 2017-18 academic year was $495.

Students needing 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 (WildCARD 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

Class Schedules
There will be a meeting to discuss course selection and registration during the Transfer Student Orientation on **July 31, 2018**. At the meeting, the Assistant Dean for Curriculum and Programming will walk you through the course registration process. In the meantime, please review the [Law Bidding Instructions](#). The first day of classes is **Monday, August 27th**.

The fall 2018 course schedule will be posted in CAESAR. Curriculum and registration announcements may be found on the [Registration page](#). Please be sure to check for updates weekly so that you do not miss important information. To reiterate, the first day of classes is **Monday, August 27th**.

Books
You will not be able to purchase books until you have developed your class schedule.

There is a [bookstore](#) on the first floor of Abbott Hall, located directly across the street from the Law School at 710 N. Lakeshore Dr. 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 provide 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 Transcript(s) Requirement

Northwestern Law must receive final, official transcripts from the degree-granting institution(s) you have attended. Transcripts must be submitted by the first day of classes.

This requirement arises from ABA Standard 502, Interpretation 502-1: Official transcript means: 1) a paper or electronic transcript certified by the issuing institution and delivered directly to the law school; or 2) a paper or electronic transcript verified by a third-party credential assembly service and delivered directly to the law school.

- If you applied to Northwestern Law through LSAC, and if you submitted your final transcript(s) as described below through the Credential Assembly Service, you have satisfied the ABA requirement.

Final and official transcripts must include the following information:

1. The college or university seal;
2. The degree;
3. The date the degree was conferred;
4. The final grade point average; and,
5. A relevant school official’s signature; e.g. the college registrar.
PRE-MATRICULATION CHECKLIST

Late June and Early July

☐ Activate Net ID and create password
☐ Set-up Northwestern Law email account
☐ Begin housing search if seeking an August 1 lease
☐ Review OCI materials from Career Strategy Center
☐ Schedule meeting with Career Adviser
☐ Deadline for submission to the Northwestern University Law Review is July 20
☐ Deadline to guarantee you receive your journal offer before OCI is July 20
☐ Ensure that your laptop meets 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

Mid to late July

☐ Begin housing search if seeking a September 1 lease
☐ Submit official transcripts
☐ Receive financial aid notification
  ☐ Accept/decline loan options
  ☐ Officially apply for loans
  ☐ Complete online entrance counseling
  ☐ Sign Master Promissory Notes (MPN)
☐ Attend mandatory Transfer Student Orientation on Tuesday, July 31

August

☐ Review course bidding and registration information
☐ OCI begins August 1
☐ Admission Health Record due August 1

☐ Submit insurance coverage selection form to elect or waive insurance.
☐ Last day to turn in submission for a Northwestern Law Journal is August 10
☐ Tuition bill is available through CAESAR on August 10
☐ Gym membership application due by August 22 for September 1 activation
☐ First day of academic year is Monday, August 27