

# Handbook for Incoming Law Exchange Students

Prepared by  
Global Legal Studies Center  
UW Law School

For questions, please contact:  
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## Welcome to the University of Wisconsin Law School!

The Global Legal Studies Center (GLS), a joint initiative of the Law School and the Division of International Studies, would like to join others in welcoming you to University of Wisconsin-Madison. We are glad that you have chosen to participate in one of our exchange programs and hope that you have a very rewarding experience here both academically and socially.

You would have already received information about UW and living in Madison, visa requirements and health and safety issues. This booklet is designed to welcome you to the Law School and to tell you how to register for courses here, where to buy books and who to contact in the event you require assistance. It should be read in conjunction with other material sent to you by the International Academic Programs (IAP) which coordinates exchange programs for the whole university. We have not duplicated the information in the orientation guide sent to you by the IAP, so it is important for you to read that information very carefully. The information in this orientation guide is specifically about the Law School and we have endeavored to highlight areas where the procedure is a little different from other campus bodies – such as enrolling in classes and buying books.

As you embark on this new experience we encourage you to share your experience with us and seek assistance if you feel that things are getting out of control. Coming to another country and living in a new environment can be overwhelming, particularly if this is your first experience abroad. We hope that the information given here would facilitate your transition into settling down in Madison and familiarizing yourself with the procedures here.

GLS has been coordinating all study abroad programs of the Law School since fall 2006. As such, your first point of contact at the law school will be the Associate Director of GLS. Please refer any general questions you may have to:

Sumudu Atapattu  
Associate Director, GLS  
UW Law School  
Office: 6218 Law  
Phone: (608) 890 1395  
Email: [saatapattu@wisc.edu](mailto:saatapattu@wisc.edu)

Finally, we would like to have your feedback on your experience so that we could improve our services to future incoming exchange students. Please complete the evaluation form at the end of this booklet and return it to Sumudu Atapattu before you leave Madison.

## UW Law School Contact Information

### Coordinator of Study Abroad Programs

**Sumudu Atapattu**

Associate Director, GLS

Office: 6218 Law

Phone: 890 1395

Email: [saatapattu@wisc.edu](mailto:saatapattu@wisc.edu)

### Program Directors

**Professor Heinz Klug** (European University Institute program, and University of the Witwatersrand program)

Director, GLS

Office: 5211B Law

Phone: 262 7370

Email: [klug@wisc.edu](mailto:klug@wisc.edu)

**Professor Steven Barkan**

(Giessen programs)

Office: 6358 Law

Phone: 262 1151

Email: [smbarkan@wisc.edu](mailto:smbarkan@wisc.edu)

**Professor Nina Camic** (University of Groningen program, University of Sheffield program and University of Paris X program)

Office: 6230 Law

Phone: 263 5623

Email: [nlcamic@wisc.edu](mailto:nlcamic@wisc.edu)

**Professor Alexandra Huneeus** (Diego Portales University Program, Catholic University program and Pontifical Catholic University program)

Office: 7110 Law

Phone: 265 1149

Email: [huneeus@wisc.edu](mailto:huneeus@wisc.edu)

**Professor Shubha Ghosh** (National Law School of India University program)

Office: 8111Law

Phone: 262 1679

Email: [ghosh7@wisc.edu](mailto:ghosh7@wisc.edu)

**Regarding admission issues, see:**

**Marilyn Johnson**

Office: 4314B Law

Phone: 262 8558

Email: [mjjohns1@wisc.edu](mailto:mjjohns1@wisc.edu)

**For approval of course plans, see:**

**Associate Dean Kevin Kelly**

Associate Dean for Curricular Affairs

Office: 5105 Law

Phone: 262 4041

Email: [kenvinkelly@wisc.edu](mailto:kenvinkelly@wisc.edu)

**To enter authorizations so that you can register for classes, see:**

**Jane Ford Bennett**

Senior Grade Reporter

Office: 5110A Law

Phone: 262 8564

Email: [jmford@wisc.edu](mailto:jmford@wisc.edu)

or

**Joanna Binsfeld**

Office: 5109 Law

Phone: (608) 262-6297

Email: [binsfeld@wisc.edu](mailto:binsfeld@wisc.edu) or [aarntsen@wisc.edu](mailto:aarntsen@wisc.edu)

**To obtain your stipend (where applicable), see:**

**Josh Cutler**

Financial Specialist

Office 5106A Law

Phone: 262 3138

Email: [cutler@wisc.edu](mailto:cutler@wisc.edu)

**Others you may have to contact:**

**Mike Hall (re: rescheduling exams)**

Director, Student Life

Office: 5101 Law

Phone: 890 0115

Email: [mahall2@wisc.edu](mailto:mahall2@wisc.edu)

**Bethany Pluymers**

Associate Dean for Administration

Office: 5111 Law

Phone: 265 7981

Email: [bapluymer@wisc.edu](mailto:bapluymer@wisc.edu)

## **Program Directors**

The Director of your exchange program will be your academic advisor during your stay in Madison. You should be in regular contact with him/her from the moment of admission to the time of leaving Madison. You need to contact the Program Director if you need information/advice regarding courses. Keep the Program Director informed of your travel plans and contact him/her as soon as you arrive in Madison. The contact details for each Program Director are given on page 5. The Associate Director of GLS will arrange meetings with the Program Director during the orientation week – you need to attend these meetings in order to finalize your course plan and clarify any issues that may not be clear to you.

## **Selecting courses**

It is a good idea for you to have a look at the Law School website and decide which courses you would like to enroll in before you arrive in Madison. The law school courses and schedule are available online at <http://www.law.wisc.edu/academics/courses/>. Also select some back-up courses in case the courses you have selected are not available.

However, you cannot enroll in courses online until you get to Madison. Exchange students are categorized as “special students” for internal purposes and cannot register without authorization being entered into the computer by the Law School. The procedure to follow is given below. All foreign students (including exchange students) are required follow “An Introduction to American Law” course.

When selecting courses make sure that the courses do not overlap. You need to ensure that there is at least a 5 minute gap between the courses which would allow you to get to the class on time. This time gap will have to be longer if you have to go to a different building. Please do not arrive late as this can distract the class and aggravate the instructor.

## **Important dates to remember**

Check <http://law.wisc.edu/shared/calendar.htm> for the law school calendar for the current academic year

## **Lexis/Nexis and Westlaw IDs**

If you would like to have access to the legal databases, Lexis/Nexis and Westlaw, please inform Sumudu who will obtain these IDs for you.

## **How to register for courses at the Law School**

Registering for courses at the Law School may seem complicated as you have to follow the procedure below in order to enroll in classes. You cannot pre-register for courses because of your status as a special student.

When you arrive in Madison:

- Meet with the Coordinator of Study Abroad Programs.
- Discuss with her the courses you would like to enroll in. She will prepare a course plan for you.

- She will forward the course plan to Assistant Dean Kelly for approval with a copy to Jane Ford Bennett.
- You may have to contact the instructor either in person or via email, particularly if the course is full (this can be done before you arrive in Madison).
- Once Dean Kelly approves the course plan, Jane Ford Bennett ([jmford@wisc.edu](mailto:jmford@wisc.edu)) will enter authorization into the computer. She will then email you with instructions to enroll for classes.
- Make an appointment with your program director to get the courses approved.

### **What to do when you arrive in Madison**

Your main point of contact at the law school is Sumudu Atapattu. You should inform her of your travel plans and your arrival date. When you arrive in Madison, plan to meet Sumudu so that she can navigate you through various procedures at the law school. You need to plan your arrival date so that you would be in Madison for the exchange student orientation. Details of the orientation will be sent separately.

### **Health Insurance**

Please note that obtaining health insurance is a **mandatory** condition of your visa which you need to obtain irrespective of other insurance you may already have. Occasionally, you may be entitled to apply for a waiver. If you fail to enroll in SHIP by the deadline, you will be automatically enrolled and charged a late fee. Please visit SHIP website for more details: <http://www.uhs.wisc.edu/ship/international.shtml>

### **Obtaining your stipend (where applicable)**

Students who come under the South Africa program are entitled to a stipend under the Exchange Agreement. In order to obtain your stipend, please contact your Program Director who will authorize payment. You will then need to meet Josh Cutler (Office: 5106A, phone: 262 2240, email: [cutler@wisc.edu](mailto:cutler@wisc.edu)) who is the Financial Specialist at the Law School. If you have a social security number, you need to take your US visa and all other documentation that was necessary to enter the United States when you go to see Josh. If you don't have a social security number, Sumudu will schedule an appointment with Jose Carus in Accounting Services (Room 6234, 21 N Park St, Phone(608) 262-0582, email: [jcarus@bussvc.wisc.edu](mailto:jcarus@bussvc.wisc.edu)) in order to obtain an ITIN (Individual Taxpayer Identification Number) for you. You need to take the documents given to you by Jose to Josh who will process payment for you.

### **Buying Books**

While the University Book Store on State Street houses books and course materials for almost all the schools/departments on campus, the Law School has its own book store in the Law Building. The Bookmart is located in Room 2115 in the Law Building and the hours are posted on the website and on bulletin boards in the building. Please note that the Bookmart does not accept credit cards or debit cards – it accepts cash or checks only.

Once you have registered for courses, take a list of the courses to the Bookmart. The Bookmart has a list of required reading and recommended reading for all the courses. You should plan to buy at least all the required reading materials. As the instructor expects you

to complete your readings before class, it is important to have your own copy of the reading material for the courses you have registered. While books are quite expensive, you will soon realize that without your own copy it is hard to prepare for the class on time. Check with the Bookmart whether they have used copies for sale at discount prices or if this option is not available, check with them whether they will buy your textbooks back once you are done with them. More information is available at: <http://law.wisc.edu/current/book-mart.htm>

### **Reporting on the number of credits/Reduced Course Load**

New federal regulations require the university to report on each person on a student visa who is taking less than the required number of credits (usually 12 for undergraduates, 8 for graduates and 3 for dissertators). As part of this process, the International Student Services (ISS) Office requests this information from all schools participating in exchange programs.

**It is very important to give this information to Sumudu as soon as you have registered for classes.** Please email her the following information: the courses you have registered for, the number of credits taken, your student ID, and your contact information.

However, sometimes you may find that you need to take a reduced course load due to language difficulty, health issues or unfamiliarity with US teaching methods. Please discuss this with Sumudu if you would like to apply for a reduced course load. The application is available at: <http://iss.wisc.edu/upload/documents/rcl.pdf>.

### **Final Exams and rescheduling final exams**

It is important to check the final exam schedule when you register for classes. If you see any overlap, please inform your Program Director immediately. Final exams can take many forms at the Law School, the most common being the traditional closed book written exam. Open book exams or take home exams are the other options that the instructor may adopt. For seminar type classes, the instructor may require a written paper (the length to be determined by the instructor) instead of an exam.

Law School rules have certain provisions on rescheduling exams for “extraordinary or compelling circumstances.” You may want to familiarize yourself with these rules in case you are faced with an emergency situation that requires rescheduling exams. These provisions are found in “Read This First” available at <http://www.law.wisc.edu/current>. You need to contact Mike Hall, Director, Student Life ([mahall2@wisc.edu](mailto:mahall2@wisc.edu)) if you need to reschedule exams.

### **Transfer of credits and obtaining transcripts**

You should be in touch with your advisor in your home institution regarding transfer of UW credits once you know how many credits you will be taking here. You can now order your transcripts online at: <http://www.registrar.wisc.edu/> once all your grades have been entered.

### **A final word of advice!**

If you have any questions, or are unsure of something, please **ASK** somebody. Sumudu is available to help you with general questions or she will refer you to the correct person. Keep regular contact with the Program Director and seek advice whenever you need. While academics are important, don't forget to enjoy Madison and surrounding cities. Madison is a beautiful city, no matter what time of the year you arrive. **Have a great semester!**



15. What other information would have been useful to you in preparing you for the exchange program? Please specify.

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16. Were your expectations met with by the exchange program you participated in? Please specify.

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17. How do you think this exchange program can be improved?

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18. Please write any other comments/suggestions you may have

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**Thank you for taking the time to complete this evaluation form!**  
**Please forward it to**  
**Sumudu Atapattu, Associate Director, GLS, Room 6218 Law**

**(Updated: 11/16/2011)**