

**To:** Incoming First-Year Class

**From:** Assistant Dean Michael A. Hall & UW Law School Admissions Office

**Date:** June 2009

**Re:** Orientation Packet and General Information

▪ **GENERAL INFORMATION**

**Directory of New Students:**

Each year the Law School publishes a printed *Directory of New Students*. The *Directory* has a photo (taken at Orientation), background information, and a brief biography for each student in the entering class. The *Directory* is an important resource for the Law School and is a useful way to introduce new students to the faculty, staff, and each other. We have attached a page of student biographies from last year's directory to give you an idea of the format.

Please submit your biography via our website **as soon as possible and no later than Friday, August 14, 2009. THIS IS REQUIRED AND IMPORTANT**; this biography must be submitted before you will be able to check-in when you arrive at the Law School. To submit information, go to <http://law.wisc.edu/prospective/biography.php> . (This form also includes a request for some additional information to enable our Career Services Office to better serve you during the upcoming year.)

Because of space limitations in the printed booklet you'll need to fit your biographical text into the space provided on the web form, approximately 75 to 80 words. Note that this is really a brief piece of writing: a few statements about your life experiences, educational interests, and favorite pastimes – and it's done. Please follow the style guidelines on the form carefully so that we will have consistency in our printed book, and write it for a professional audience. Copies of the *Directory* will be given to all students and the faculty early in the fall term (so you will not want to include statements such as "See you in the fall in Madison").

**Proof of Undergraduate Degree:**

If you have not yet submitted proof of your college degree (i.e., an official transcript) you must arrange to have this submitted prior to check-in on Wednesday, August 26. **You must provide us with a final official transcript, showing the awarding of your degree. Your degree granting undergraduate school must send the official transcript directly to the Admissions Office, University of Wisconsin Law School, 975 Bascom Mall - Room 4314, Madison, WI 53706.** We cannot accept the transcript submitted to us via LSDAS as confirmation of your degree. **If we do not have confirmation of your undergraduate degree by the start of classes, your registration will be revoked and you will be withdrawn from the Law School.**

**Confirmation of Your Attendance:**

Please note that on the basis of your assurance that you will attend, we are holding a place for you in the Fall 2009 class. If at any time between now and August 26<sup>th</sup>, you determine that you will not be attending, let us know immediately by sending an email to Marilyn Johnson at [mjjohns1@wisc.edu](mailto:mjjohns1@wisc.edu). At this time, we know that a few students have deposited at more than one school. We also know that you all are working to finalize your plans as quickly as possible. This is a year, however, where we have many highly qualified students who are still hoping for an offer. Your sensitivity to this situation is most appreciated.

**Class Schedules:**

In late July to early August you will receive via email your individual course schedule for the fall 2009 semester. Therefore, it is very important to keep the Admissions Office informed of any email address changes. Classes are generally held from early morning until mid-evening all week. The course schedule is built around approximately 12 small-section modules and cannot be altered except in cases of extraordinary/compelling need. Examples of extraordinary/compelling need include documentable health issues, specific child-care requirements, rigid employment schedules, etc. ***Be sure to bring your class schedule with you when you arrive for Orientation on Wednesday, August 26, 2009.***

If you have special scheduling requirements based on an extraordinary/compelling need, you must send a letter detailing the need, along with any supporting documentation, such as a letter from your employer, by **Wednesday, July 1st**. Your letter should be sent to Assistant Dean Kevin Kelly, University of Wisconsin Law School, 975 Bascom Mall, Madison, WI 53706. No phone calls or e-mails, please. If you have already indicated to the Admissions Office that you will be attending part-time in the fall 2009 semester, you need not contact Dean Kelly; he will be in touch with you if necessary.

**Address Changes:**

Please keep us up-to-date on any address changes between now and mid-July.

**Student ID Numbers:**

Student ID numbers were mailed to all incoming students earlier this spring. The campus student ID number is an essential part of your permanent record at UW-Madison. If you were a student on this campus before, in most cases, you will be assigned the same student ID number. If you did not receive your student ID number in the mail, contact Marilyn Johnson at (608) 262-8558.

**Name Change:**

If your name has changed since you submitted your application to the Admissions Office, you must contact the Registrar's Office, Student Records Office, to file a formal name change form. To download a student name change declaration form, visit the UW-Madison website [www.wisc.edu](http://www.wisc.edu) and type in "student name change" in the search field. After you have filed a formal name change form with the Student Records Office, the Law School Admissions Office will be notified and we will update our records.

**Hardware and Computing Needs:**

On our website, our Director of Technology has put together a page of technical specs and suggestions should you be in the market for a new PC or laptop. You will also find a FAQ section on that page designed to address some basic computing questions you may have at this point. Because the Law School now allows exam-taking on laptop computer, we strongly encourage you to purchase a laptop if you are in the market for new hardware. In addition, our wireless network in the building works extremely well, and

you may find a laptop more versatile for in-class note-taking, memo writing in the library and other study spaces, as well as for your summer employment. You will see our recommendations at [http://law.wisc.edu/help/for\\_students/recommendations.htm](http://law.wisc.edu/help/for_students/recommendations.htm) . For more technology related information, please see [http://law.wisc.edu/help/for\\_students/](http://law.wisc.edu/help/for_students/) .

#### ▪ **NEW STUDENT CHECK-IN AND ORIENTATION**

Fall 2009 Orientation begins at 8:15 a.m. on Wednesday, August 26th, and runs through Friday, August 28th. Students should arrive in Madison far enough ahead of time to be settled and able to attend all mandatory Orientation activities. On Friday, August 28th first-year students will buy their books for fall semester at the Law School Book Mart. Classes begin on Wednesday, September 2nd.

Check-in is the first and most critical step. Students must be at the Law School to check in with the Admissions Office in Room 2260 on Wednesday, August 26th, between 8:15 a.m. and 9:00 a.m., in order to claim their seats in the incoming class. ***You will need to show proof of identification, such as a picture ID or driver's license.*** Students who do not check in on time will lose their place in the entering class. We will take Law School identification photos after check-in.

On Wednesday and Thursday students will attend activities designed to introduce them to the Law School. There will be opportunities to meet Small Section professors, Small Section classmates, and members of student organizations. The schedule will run until early evening on both days. A detailed agenda for orientation will be included in our next mailing. Students may dress comfortably for all orientation activities.

Tuesday, August 25th is an additional, optional orientation for students wanting to learn about the Legal Education Opportunity Program, the law school's program for recruitment, retention and success of students of color. That evening all students are welcome to attend a picnic at a local park after the day's activities conclude where they will have a chance to meet and socialize with their classmates.

#### ▪ **REGISTRATION**

All University students, including law students, register for their courses using Web enrollment. Enrollment information will be emailed to you by the University Registrar's Office in approximately late July/early August. Web Enrollment is accessed through the "My UW" portal at [www.my.wisc.edu](http://www.my.wisc.edu) . However, students who are new to the University will not be able to activate a NetID until late July. Incoming first-year law students are cleared to register in mid-August and are encouraged to complete registration before Orientation. As an incoming first-year law student, you will have a pre-assigned fall schedule. Therefore, there is no need to be concerned that you will be unable to register for your first-year courses. We will provide more registration information in our July mailing.

▪ **LAW SCHOOL ACADEMIC CALENDAR**

*Fall Semester 2009*

Optional LEO Orientation	Tuesday, August 25
Law School Orientation	Wednesday, August 26 - Friday, August 28
First Day of Classes	Wednesday, September 2
Labor Day	Monday, September 7 (no classes)
Rosh Hashanah*	Saturday, September 19
Yom Kippur*	Monday, September 28
Thanksgiving Recess	Thursday, November 26 - Sunday, November 29
Last Day of Classes	Thursday, December 3
Final Exam Period begins	Sunday, December 6
Final Exams end	Monday, December 21
Commencement	Sunday, December 20

[\* In accordance with Faculty Document 488a, faculty are asked not to schedule mandatory exercises on these dates, to include applicable hours of the previous day.]

**Wiscard Photo ID Cards:**

After you have registered for your classes, you may go to the Wiscard Photo ID office and get your campus student ID card. The Wiscard Photo ID office (262-3258) is located in Room 4316 in the fourth floor's east wing of Memorial Union on 800 Langdon Street, and is open Monday through Friday, 8:00 a.m. - 4:15 p.m. The website is [www.wiscard.wisc.edu/](http://www.wiscard.wisc.edu/). Students must present a form of identification (valid driver's license/passport/state or federal ID). Please note that during Orientation, the Law School will be taking individual photos of incoming first-year students and transfer students for use in the *Directory of New Students*. These individual photo sessions at the Law School are separate from your campus Student ID photo session.

▪ **COURSES AND BOOKS**

**Courses:**

Full-time first-year students take the following courses in the fall:

- Contracts I - 4 credits
- Civil Procedure I - 4 credits
- Torts - 4 credits
- Introduction to Substantive Criminal Law - 4 credits
- Legal Research & Writing - 1 credit

Part-time students will typically choose to take two of the 4-credit courses listed above, in addition to Legal Research & Writing (1 credit). Part-time student fees are assessed on a per-credit basis for any course load under 12 credits.

**Books:**

Although we know that you are anxious to begin your studies, you will not be able to purchase your books at the Law School until Orientation Week. Each course is divided into several sections and not all sections and instructors use the same books. When you arrive for Orientation you may purchase your law books at the Law School Bookmart, Room 2115, Law Building. We list the cost of books and duplicated materials required for law courses at \$2040 for the year, however, our current students report that the cost is often closer to about \$1000 per year. NOTE: the Law School Bookmart does not take credit cards or debit cards; sales are by cash or check only.

- **FINANCIAL MATTERS**

**Financial Aid Award Letters:**

By this time, most of you have received your financial aid award letters from the UW Office of Student Financial Services (OSFS). If you have not yet received an award letter from the University, in most cases, that means that the office is missing something from you. If you have not gotten your award letter, please contact the OSFS at (608) 262-3060 to check the status of your award letter. The OSFS generates federal award letters on a daily basis once a student's file becomes complete. If you are in the process of relocating, please let that office know about any changes of address. Should you have any financial aid related questions, other than those for OSFS, please contact the Law School at (608) 262-5914. As a reminder, you can use your campus ID number and PIN to access the status of your award and your eventual award on-line at [www.myinfo.wisc.edu](http://www.myinfo.wisc.edu)

**2008-2009 Tuition Rates\*:**

The 2008-2009 total tuition and segregated fee figures are \$14,730 for residents and \$34,655 for non-residents. We thought it important to bring this to your attention early in the summer so that you could make your plans accordingly for your 2009-2010 personal budget. As you may know, we have a webpage at [www.law.wisc.edu/prospective/tuitionandcosts.htm](http://www.law.wisc.edu/prospective/tuitionandcosts.htm) which provides detailed tuition and living expenses figures for law students. These are the figures which the OSFS uses to build the federal financial aid award letters.

\*2009-2010 tuition has not been determined at this time.

**Fee Payment:**

After you have registered, a tuition bill will be sent to you. Instructions for payment of fees will be enclosed in that mailing. The deadline date by which to pay tuition fees will be posted on the Bursar's website later this summer. The majority of you will be paying your tuition bill out of financial aid funds. Thus, it is your job to ensure that the OSFS has everything they need from you in order to process your aid. Tuition will automatically be deducted from your financial aid proceeds once they reach the Bursar's Office.

For more information regarding the schedule of fees & tuition for First Semester 2009-10, please refer to the Bursar's web page at [www.bussvc.wisc.edu/bursar/directry.html](http://www.bussvc.wisc.edu/bursar/directry.html) or you may call the Bursar's Office at (608) 262-3611.

**Law School Scholarship Disbursements:**

All law school scholarship awards will be applied directly to your tuition. If you were awarded any kind of scholarship, beyond your federal loans, 1/2 of your scholarship award will be applied at the beginning of each semester.

- **STUDENTS WITH DISABILITIES /HEALTH INSURANCE**

**Students with Disabilities:**

If you are a student with a disability, we want to help you make the necessary arrangements for a smooth transition into Law School. Before the start of the school year, you should contact Ruth Robarts, the Assistant Dean for Student and Academic Affairs ([rrobarts@wisc.edu](mailto:rrobarts@wisc.edu)) and the University's McBurney Disability Resource Center at (608) 263-2741 or (608) 263-6393 for TDD.

Advance planning and cooperative efforts help to provide better arrangements for each student. The McBurney Center evaluates your need for accommodations and the Law School implements these recommendations. Our procedures are designed to protect the confidentiality of students and our system of blind-grading. You will be working with Ruth Robarts on accommodations, rather than with individual professors. Please contact her with questions about any part of this process.

**Student Health Insurance Options:**

The Student Health Insurance Plan (SHIP) is a UW-Madison health insurance program developed for students and their dependents. Information regarding the University-sponsored health insurance for UW-Madison students is available at (608) 265-5600 at [www.uhs.wisc.edu](http://www.uhs.wisc.edu) . The American Bar Association Law Student Division also offers a health plan. Information regarding this plan may be obtained by calling 1-800-810-1891 or by visiting their website: [www.studentresources.com](http://www.studentresources.com) .

## Checklist for Incoming First-Year Students

- Submit information for the *Directory of New Students* by **Friday, August 14th**. Use the web-based form at <http://law.wisc.edu/prospective/biography.php>
- Submit proof of your college degree by having your degree granting institution send your official transcript to the Admissions Office, UW Law School, 975 Bascom Mall, Rm. 4314, Madison, WI 53706.
- Send a letter to Assistant Dean Kevin Kelly at UW Law School, 975 Bascom Mall, Madison, WI 53706 by **Wednesday, July 1st**, to request special scheduling consideration based on extraordinary/compelling need.
- Inform both the UW Law School Admissions Office and the Registrar's Office of any address changes between now and late July.
- File a formal name change with the University of Wisconsin's Registrar's Office, (608) 262-4378, if your name has changed since you submitted your application.
- Contact the Office of Student Financial Services if you have not received your award information; please contact the OSFS at (608) 262-3060 to check the status of your award.
- If you will need accommodations for a disability, please email Ruth Robarts, Dean of Students, at [rrobarts@wisc.edu](mailto:rrobarts@wisc.edu) as soon as possible, so that she can help you follow the procedures for getting accommodations. Also please contact the McBurney Resource Center at 1305 Linden Dr, Madison, WI 53706 - 1523, phone (608) 263-2741, (text) 608-225-7956, (hearing impaired TDD, (608) 263-6393.) The McBurney Center evaluates the medical records of students. This evaluation is the first step in our process for accommodations.
- Follow-up with the Student Health Insurance Plan or the ABA Plan if you are not covered by health insurance.