

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 International Division, 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 law classes, where to buy books and who to contact in the event you require assistance. It should be read in conjunction with other materials 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 entities – such as enrolling in classes.

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 not right. 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 Director of Research Centers. Please refer any general questions you may have to:

Sumudu Atapattu
Director, Research Centers
UW Law School
Office: 6218 Law
Phone: (608) 890 1395
Email: sumudu.atapattu@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

(all administrative questions and to reduce the course load)

Sumudu Atapattu

Director, Research Centers

Office: 6218 Law

Phone: (608) 890 1395

Email: sumudu.atapattu@wisc.edu

Program Directors

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

Director, GLS

Office: 8109 Law

Phone: (608) 262 7370

Email: heinz.klug@wisc.edu

Professor Steven Barkan

(Giessen programs)

Office: 6358 Law

Phone: (608) 262 1151

Email: steven.barkan@wisc.edu

Professor Jason Yackee (University of Groningen program, University of Sheffield program and University of Paris X program)

Office: 7106 Law

Phone: (608) 262 5230

Email: jason.yackee@wisc.edu

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

Office: 8111 Law

Phone: (608) 265 1149

Email: alexandra.huneeus@wisc.edu

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

Office: 8111 Law

Phone: (608) 262 1679

Email: ghosh7@wisc.edu

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

Jane Heymann

Externship Director and Curricular Coordinator

Office: 5103 Law

Phone: (608)262-6413

Email: jane.heyman@wisc.edu

To obtain your stipend (where applicable), see:

Jennifer Gardner

Financial Specialist

Office 5106A Law

Phone: (608) 262 6297

Email: jennifer.gardner@wisc.edu

If you have questions about re-scheduling exams or have academic difficulty, see:

Mike Hall

Director, Student Life

Office: 5101 Law

Phone: (608) 890 0115

Email: mike.hall@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 or advice regarding courses. The contact details for each Program Director are given on page 3. The Director of Research Centers 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 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 system by the Law School. The procedure to follow is given below. All foreign students (including exchange students) are encouraged to take “An Introduction to American Law” course.

When selecting courses make sure that the courses do not overlap. Please note that you are not allowed to enroll in classes classified as 1L (first year classes) small sections or where pre-requisites are needed. 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 the Director of Research Centers 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:

- Make an appointment to meet with Sumudu Atapattu, Director of Research Centers.
- 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 Jane Heymann to enter authorizations with a copy to Associate Dean Kelly.
- If advised to do so by Sumudu Atapattu, contact the instructor either in person or via email, particularly if the course is full.
- Once Dean Kelly approves the course plan, Jane Heymann 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 with Jennifer Gardner (Office: 5106A, phone: 262 6297, email: jennifer.gardner@wisc.edu), 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 Jennifer. If you do not 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) in order to obtain an ITIN (Individual Taxpayer Identification Number) for you. You need to take the documents given to you by Jose to Jennifer who will process payment for you.

Buying Books

All law books are now available from the University Book Store on State Street. Once you have registered for courses, take a list of the courses to the Book Store which should have 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 online to see whether any used books are available cheaper but make sure that it is not an outdated edition.

Reporting on the number of credits

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.

Reduced Course Load

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>.

Attendance

Please note that Federal law as well as Law School rules require you to be a full time student. This means that you are required to attend classes regularly. If you do not attend classes without a valid reason, you may jeopardize your visa status. In addition, your final grade may be affected. Check with each professor what his/her attendance policy is and discuss any concerns you may have with your professors. Inform Mike Hall and Sumudu if you have to miss classes **for any valid reason** (please note that sightseeing in the US is not a valid reason).

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 (mike.hall@wisc.edu) if you need to reschedule exams. Make sure you discuss this with Sumudu first.

Transfer of credits and obtaining transcripts

You should be in touch with your adviser 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. If your home institution requires an official transcript sent by us to them directly, please sign the form in Appendix 1 and give it to Sumudu Atapattu **before you leave**. Without your signature, the Registrar's Office will not issue a transcript to us.

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!**

Appendix 1

Authorization to obtain transcripts

I hereby authorize the UW Law School Registrar/ Coordinator of Study Abroad Programs to obtain an official transcript of my record from the UW-Madison Registrar.

Full name _____

UW student identity number _____

Exchange program _____

Semester: fall _____ spring _____

Signature

Date

Appendix 2 Evaluation form

Your feedback is very important to us. Please take a few minutes to fill this evaluation form so that we can improve our services to you.

1. Name of student **(optional)**

2. Exchange program attended

3. Did you get sufficient information about the program you wished to participate in?

Yes

No

For questions 4-11, please rate your experience on a scale of 1-5, 5 being very satisfied/helpful/useful and 1 being totally dissatisfied/unhelpful/useless.

4. Please rate your satisfaction with the information provided to you prior to departure:

1 2 3 4 5

5. Please rate your satisfaction with the assistance provided by the law school staff when you arrived in Madison:

1 2 3 4 5

6. Please rate your interaction with the Program Director at UW law school

1 2 3 4 5

7. How helpful was the orientation guide prepared by the GLS?

1 2 3 4 5

8. How would you rate the assistance provided by UW law school in relation to logistical arrangements?

1 2 3 4 5

9. How would you rate your experience at the UW law school in relation to academic content?

1 2 3 4 5

10. How would you rate your accommodation in Madison?

1 2 3 4 5

11. Please rate your satisfaction with the exchange program overall

1 2 3 4 5

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

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

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

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

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

(Updated: 8/18/2016)