

Valparaiso University School of Law

Summer Newsletter

2011

Registrar's Office

ENROLLMENT CONFIRMATION

Web Enrollment Confirmation

Mon.-Tues., Aug. 15-23 at: <https://datavu.valpo.edu>.

Web confirmation instructions at:

www.valpo.edu/law/registrar/webconfirmation.pdf

*** Please note that new student Orientation is on Wednesday, Thursday and Friday August 17, 18 & 19.**

If you must return late, please call our office to avoid the late confirmation fee of \$40.00.

REPLACEMENT STUDENT I.D. CARDS

If your Valpo student ID (OneCard) is lost you should replace it. To replace your student ID do the following:

1. Call 464-5131 or go to

www.valpo.edu/it/onecard/hours.php for hours of the OneCard office located in Room 250 in Christopher Center (undergraduate library).

2. Take \$15.00 cash to the OneCard office and request a new I.D. Be prepared to show a government-type I.D. (driver's license).

PARKING STICKERS

All motor vehicles (including motorcycles) must be registered on campus. There is a **\$170.00** fine for violation for non-compliance and the fine increases with each offense. Students must report to the Valparaiso University Police Office (across from the ARC) to process updated vehicle registration. You will need your vehicle registration, driver's license and \$115.00 (check or cash).

DROP/ADD

Schedules may be changed (drop, add, S/U, audit) at any time, but should be done after you have confirmed your registration. The deadline for making any permitted changes to your schedule is 5:00 p.m. on **Monday, August 29.**

NON-CLASSROOM COMPONENTS

Registration for non-classroom activities such as externships, T.A. positions, moot court, *pro bono* and co-curricular activities must be initiated by students contacting the Registrar. **It is the student's responsibility** to drop or add a class to their schedule, even though a student has been selected for a particular program by a professor. When you register for an externship, T.A. position, etc., you are formally accepting the position. If you do not register or something does not

appear on your schedule by the drop/add deadline, **you will not receive credit.**

EXTERNSHIPS

All externship registration forms and interviews are coordinated by Lisa Cannon, Director of Experiential Education. If you have been chosen for an externship in the Fall 2011 semester, please be certain you have completed the required forms, gathered the appropriate signatures and added the course to your schedule with the Law Registrar. Prof. Curt Cichowski will conduct a mandatory Orientation with all non-judicial Fall Extern students and Prof. Ruth Vance for all Fall State Judicial Externs during the first week of classes. Check the CPC weekly email and Strategy for the full details and dates. Plan to attend to receive the externship syllabus and guidelines for the FALL semester.

The deadline to submit a proposal for a new spring externship is October 10 and for summer or fall 2012 externship approval, the date is February 10. This is only for externships that are not approved by the law school as yet. Please plan ahead. A list of current externships can be found at www.valpo.edu/law/externships.externlisting.php. Contact Lisa Cannon if you have questions or concerns, or check out the FAQ section on externships for more details and guidelines for the program, <http://www.valpo.edu/law/externships/faq.php>.

WAIT LISTS

If you are on a wait list, please check your email daily for a permission to register notice. You have only one day to respond before the next person on the list is contacted. If you are prevented from registering, notify one of the registrars (**Debbie Gleason** or **Linda Canada**) to do it for you, within the 24 hr. window.

UNIVERSITY BOOK CENTER

There is no longer a booklist published by Melissa Mundt. The bookstore has linked the textbooks to courses in DataVU. This new feature provides you with all the information you need to order your texts, including Title, Author, Publisher, ISBN, Publisher, Edition Number and Year. Follow the instructions below to locate the books you need:

At the DataVU main screen (datavu.valpo.edu) click on Students Click on Search for Sections
Fill in the Term (2011 Fall Law)
Fill in the Subject (Law)

At the Section Selection Results screen you will see a list of all the law courses for Fall 2011.

Find the Course and Section you are enrolled in
You will see the BookLook Column at the far right

Click link provided in the BookLook Column
You will see the list of books for the course along with their ISBN's

The DataVU system has the most up to date information available. If there are courses that will have a professor-prepared course packet, it is not indicated. Professors will individually notify students if necessary.

Book Store Info:

Located in the Harre Union, 1509 Chapel Dr.

Summer hours - Monday through Friday,

9:00 a.m.-3:00 p.m.

Contact:

Bookstore phone – 219/464-5421

Fax: 219/464-5439

Email: valpo@bkstr.com

NOTE - you will not find all the information needed to purchase your texts by going to the Bookstore website. You must look on DataVU. The bookstore website does not give the ISBNs, which you will need in order to make sure you purchase the correct edition. Also, check out the new "rental option" the bookstore offers. You will find a link for it on their website.

NEWS/CHANGES

FACULTY and STAFF CHANGES

NEW FACULTY

Professor Nicole Negowetti

Professor Candace Kilpinen

Professor Kelly Brewer

On Sabbatical or Leave

Professor Rosalie Levinson – Spring 2012

Professor Alan Morrisson – Spring 2012

Professor David Myers – Fall 2011

Professor Clare Nuechterlein – Spring 2012

Professor Barbara Schmidt – Fall 2011

Professor Richard Stith – Fall 2011

Professor Jeremy Telman – Fall 2011

Professor Alan White – Fall 2011 and Spring 2012

Professor Linda Whitton – Fall 2011

NEW STAFF

Hil Albuquerque, Lead Graphic Designer

Christopher Childers, Exec. Director of Markets,
Recruiting, and Careers

Tracy Fronk, Director of Strategic Initiatives

Heather Klein, Associate Director, Development

Bethany Reich, Director of Academic Support

Robyn Rucker, Director of Career Planning

Nicole Skinner, Associate Director of Marketing

CLASS SCHEDULE/ROOM CHANGES

There have been changes made to the class schedules. Most are room changes. Please print a new class schedule at:
<http://www.valpo.edu/law/registrar/forms/classschf11.pdf>

UNIVERSITY CONVOCATION

On Tuesday, August 23, the University will hold its annual Opening Convocation at 3:30 p.m. in the Chapel of the Resurrection. Our class schedule for the afternoon will **not** be revised. Professors may cancel classes to attend the event. Cancelled classes will be made up.

COURSE LOAD and STUDENT STATUS

Second and third-year law students who have a cumulative GPA of at least 2.50 may register for up to 18 credit hours. Students with cumulative GPAs below 2.50 may register for 18 credits with written approval from the Associate Dean of Academics. According to ABA Standards law students cannot register for more than 20% of the total credit requirement (90) which means that no student may register for more than 18 credit hours.

To be eligible for graduation from the School of Law, a student must comply with the following requirements of the American Bar Association. ABA Standard 304 C) states, "A law school shall require that the course of study for the J.D. degree be completed no earlier than 24 months and no later than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit." Full-time students must be in residence at the School of Law during their last two full-time semesters (exclusive of summer session). Part-time students must be in residence at the School of Law for the last thirty (30.0) hours of academic credit earned.

SECOND-YEAR STUDENTS

If you are a full-time second-year student, you must be enrolled in Evidence, Constitutional Law II, Legal Profession, Business Associations and a second-year legal writing course as part of your required curriculum. If you have not already done so, please register for these classes. Further, note that you must take one course from each of the following categories before you graduate: Administrative Law, Code course, Property course and perspectives course. The specific options are set forth in the *Bulletin*. Your *pro bono* requirement can be completed anytime after completion of 30 cr. hrs. Plan ahead!

THIRD-YEAR STUDENTS

If you are a full-time third-year student (completed 60 cr. hrs.), you must take a seminar to fulfill the third-year writing requirement. Please run a Program Evaluation (degree audit) in DataVU from time to time to confirm that you are completing all requirements.

FROM JOE BARUFFI – Director of Student Relations

Welcome back! Please take some time to look over the student relations web site at <http://www.valpo.edu/law/students/index.php>, where you will find links to various campus and community resources available to you, including student counseling, peer mentoring, wellness opportunities and veterans' resources. Some particular programs of interest:

Mentoring Program

The Valparaiso University School of Law's Mentor Program is designed to help incoming students with the transition to law school. In this program, incoming students (1Ls) are paired with upperclassmen (2Ls and 3Ls) of similar interests and/or backgrounds.

Wellness Program

Law School, like the practice of Law itself, is incredibly demanding and stressful. Due to the nature of their work, lawyers have high degrees of depression and stress, and alcohol and drug problems. The Wellness Program is a holistic, student-run program designed to help law students combat stress in healthy and socially acceptable ways.

Should you have questions or need more information as you prepare for this academic year, please feel free to contact my office at joseph.baruffi@valpo.edu. See you all in a few weeks.

REMINDERS AND GENERAL INFORMATION

First day assignments will be online at:
http://www.valpo.edu/law/registrar/forms/fca_fall_11.pdf

BAR STANDARDS and PASSAGE

Most jurisdictions have standards for character and fitness to practice requiring full disclosure of past indiscretions by candidates applying for admission to the bar. Law School applicants should consult with the appropriate bar official to determine if certain past conduct will preclude admission to the bar upon graduation. Additionally, because your law school application provides information relevant to certifying you for state bars, you should fully disclose on the application any information which may in any way reflect on your character and fitness to practice law. It is also imperative, while enrolled in law school, to report any new information to the Associate Dean of the law school that may reflect on your character and fitness to practice law.

EXAM SCHEDULES and CONFLICTS

The exam schedule will be prepared after the drop/add deadline, Monday August 29. **The Registrar will make arrangements for conflicts.** The only recognized conflict is two or more exams on the same calendar day.

EXERCISING THE 3L S/U OPTION

After completion of 60 cr. hrs., one course per semester, and no more than 6 crs. total, may be taken for a grade of S (satisfactory) or U (unsatisfactory) in elective courses offered which are otherwise graded by letter grade. Students enrolled in a dual degree program may not exercise this option. All letter-graded skills courses (including pretrial skills, drafting courses, advanced legal research, advanced appellate advocacy, trial practice I and II, and all clinics) are exempt from the 3L option to elect to take these classes as pass/fail courses. This option must be exercised through the Registrar's Office at the time of registration and may not be changed after the deadline for Drop/Add. Further, a student who is already enrolled in more than 3 crs. of S/U (externships, Law Review, Moot Court, etc.) in any semester may not exercise this S/U option for that semester. All letter-graded skills courses

(including pretrial skills, drafting courses, advanced legal research, advanced appellate advocacy, trial practice I and II, and all clinics) are exempt from the 3L option to elect to take these classes as pass/fail courses.

Students who exercise the S/U option for an otherwise letter graded course are not permitted to know their actual test or course work grade. Faculty do not know which students are taking a course S/U. A grade of C or above is translated into an 'S' grade, and a C- or below is translated into a 'U' grade when entered by the Registrar into the computer database.

SUMMER COURSES ELSEWHERE

If you attended courses at another law school this summer (for which you were granted permission), please request a transcript of your completed course work to be sent to our office so that advanced standing may be recorded.

LOAN DEFERMENT FORMS

Students are responsible for acquiring the necessary forms for deferment of their student loans. If your lender did not provide you with a form, please contact them. Deferment forms for loans should be submitted to the Law School Financial Aid office (**Ann Weitgenant**). After completion, the forms are mailed and a copy is placed in your student file for reference.

ENROLLMENT VERIFICATION

To verify your enrollment for insurance or other purposes, please contact the Registrar's Office.

DECEMBER/MAY COMMENCEMENT

For December graduates, a Commencement program for all University graduates will be held on **Sunday, December 11, 2011, at 2:30 p.m.** in the University Chapel. No tickets are required and the number of guests is not limited. A reception for the graduates and families will be held immediately following the ceremony. The deadline for Formal Degree Application (Juris Doctor or for LLM, Masters of Law) for December candidates was April 15, 2011. ***If you are planning to graduate in December but have not completed the formal application, see the Registrar immediately!***

All students expecting to graduate in May 2012 will need to complete the Formal Degree Application (Juris Doctor or for LLM, Masters of Law) form and return it to the Registrar's Office by **Friday, October 14, 2011**.

Note: May Commencement will take place in the **University Chapel at 10:00 a.m. on Saturday, May 19.**

PRINTED PAGES

This year you will receive 350 printed pages free for each semester. After printing 350 pages for the semester you must pay \$.05 per page. You may pay for additional printing pages through **Donna Patterson**, Room 266.

TRANSCRIPTS Now \$5.00

Official transcripts may only be obtained at the

University Registrar's Office in **Kretzmann Hall** in person, by mail, or by FAX (219/464-5381). As of July 1, 2011, there is a \$5.00 charge for each transcript. Since your signature is required, telephone and email requests cannot be honored. Transcripts are available on a walk-in basis. However, if you need more than one copy, you must give the office advance notice.

ANNOUNCEMENTS/NOTICES

Notices, messages, and announcements may be posted on the individual student organization boards and in the Student Lounge. Please do not clutter windows or doors. Improperly posted notices will be removed.

EMERGENCY MESSAGES

If a family member needs to reach you in an emergency, please ask them to call the Registrar's Office at 219/465-7840, 465-7889, or the Office of the Dean at 219/465-7834.

NOTARY PUBLIC

Should you need the services of a Notary Public, there are several in Wesemann Hall and Heritage Hall:

Annie MacDonald, Dean's area Rm. 202
Linda Nelson, Rm. 206
Lisa Todd, Rm. 212
Linda Canada, Rm. 214
Debbie Gleason, Rm. 215
Melissa Mundt, Rm. 278
Karen Koelemeyer, Rm. 284
Tina Duron, Rm. 284
Kristin Takish, Rm. 284
Sandy Tengblad, Heritage Hall, Rm. 103A
Sharon Wyatt, Heritage Hall Rm. 104G
Kate Patterson, Heritage Hall Rm. 104G

ALUMNI ASSOC. EMERGENCY STUDENT LOAN FUND

This fund is for emergencies only. The maximum amount of a loan is \$500. See **Ann Weitgenant** in Rm. 210 for this loan. Disbursements will not be made for personal budget shortfalls, purchases of groceries, etc. Rent is not an emergency; it is a planned budget item that occurs with predicted regularity! Please budget carefully. Prompt repayment of these loans is necessary so that we do not have to turn students away in an emergency situation due to a lack of funds.

FAX MACHINE

The Student Bar Association has a fax machine (219/465-7924) for student use in its office. The SBA phone number is 219-465-7868. Contact them for more information regarding office hours.

RESERVING ROOMS- WESEMANN/HERITAGE HALLS

Melissa Mundt is responsible for overseeing the official Room Schedule for Wesemann and Heritage Halls. If you

want to use a room, for any reason, please reserve the room by contacting Melissa at 465-7847, or email melissa.mundt@valpo.edu. Melissa's office is on second floor, Room 278.

STUDENT ORGANIZATION LEADERS

Student leaders should provide a list of officers for the 2011-2012 academic year to **Joseph Baruffi**, Room 267, with a copy to **Debbie Gleason**, Registrar. Also, please note that mail, notices, and correspondence are generally funneled to organizations via the SBA mail box in the mail/copier room on the second floor (faculty area).

EXAMSOFT

The School of Law will once again offer exams taken by computer on the ExamSoft program. In order to take exams on ExamSoft you must provide your own laptop and purchase a VU wireless card (available from **Donna Patterson**). Also, you must meet the deadlines for the Registrar's application to use ExamSoft and for registration with ExamSoft set forth by the ExamSoft Administrator, **Karen Koelemeyer**. A training session with Karen is mandatory for students new to this program, and it is strongly recommended to the experienced student. Only essay exams are offered on ExamSoft at this time. If you have any questions regarding taking exams on a computer, please contact Karen at 219/465-7919, or karen.koelemeyer@valpo.edu.

NO SMOKING

The University became a tobacco-free environment effective July 1, 2008. This means that the use of tobacco products on University property is prohibited except in an enclosed personal vehicle.

PRO BONO

You may satisfy the School of Law's *pro bono* requirement after having completed one-third (1/3) of the credit hours required for graduation. This means that you may register for Law 310 and complete your *pro bono* requirement any time after the first-year required courses are completed. An exception is made for 1L students working pro bono with a full-time faculty member during Spring break. If you do not register for Law 310, **you will not receive credit**. See www.valpo.edu/law/probono/index.php for further details.

DISABILITIES and ACCOMMODATIONS

We strive to assure that staff and students with disabilities have access to the full range of programs and services we offer. Accommodation requests are reviewed and approved by the Accommodations Committee via the Law Registrar, **Debbie Gleason**. It is the responsibility of the person with a disability to self-identify to the Law Registrar and request accommodations if they are necessary. If you require an accommodation, please request the necessary application forms from the Law Registrar. Also required is documentation, generally consisting of a report from an appropriate professional, explaining the testing that has been completed, the diagnosis, the major life activity that is affected by the disability, and a recommendation of

appropriate accommodations. The deadlines to submit accommodation request applications for examinations and documentation of disability are as follows: Fall semester - October 1; Spring semester - March 1; and Summer sessions - May 15. Classroom accommodation requests and

documentation are due prior to classes commencing. If you have questions regarding accommodations, please contact **Debbie Gleason**, Law Registrar at 219.465.7840 or debbie.gleason@valpo.edu.

Fall Semester, 2011

Aug. 15-23	<i>2L & 3L Web Enrollment Confirmation</i>
Aug. 17, 18 & 19	<i>New Student Orientation and Enrollment Confirmation</i>
Aug. 22	<i>Instruction Begins</i>
Aug. 23	<i>Web Registration Enrollment deadline</i>
Aug. 24, 3:30 p.m.	<i>University Convocation</i>
Aug. 29, 5:00 p.m.	<i>Deadline for Drop/Add</i>
Nov. 20-27	<i>Thanksgiving Recess</i>
Dec. 2	<i>Instruction Ends</i>
Dec. 5	<i>Reading Day</i>
Dec. 6-16	<i>Final Examinations</i>

We look forward to welcoming you in person. Until then, enjoy your summer and best wishes!

Published by the Registrar's Office
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