

Valparaiso University School of Law

Summer Newsletter

2008

Registrar's Office

REGISTRATION CONFIRMATION

Web Registration Confirmation

Mon.-Mon., Aug. 18-26 at: <https://datavu.valpo.edu>.

Web confirmation instructions at:

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

*** Please note that new student Orientation is on Wednesday, Thursday and Friday August 20, 21 & 22.**

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

CELL PHONE PROVIDERS NEEDED

The IT Department is in the process of setting up a security alert system for the campus. In order to do so they are asking that you provide us with the name of your cell phone provider. In the case of an emergency, IT will send a text message to all faculty, staff and students indicating the nature of the emergency. You will be prompted to enter your provider's name on your biographic data during the confirmation of enrollment process in DataVU. We would appreciate it if you would look for this new request of information in your biographic data and supply us with the information when prompted to do so. Thanks!

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. Go to the Business Office, Kretzmann Hall, and pay the replacement fee of \$10.00. Make sure you get a receipt.
2. Take your receipt to the Student Union Room 437A (connecting link between Student Union and Christopher Center). Call 464-5131 or go to www.valpo.edu/it/onecard/hours.php for hours of operation.

PARKING STICKERS

All motor vehicles (including motorcycles) must be registered on campus. There is a **\$50.00** fine per violation for non-compliance. 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 \$100.00 (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, September 1.**

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

EXTERNSHIPS

All externship registration forms and interviews are handled by **Lisa Cannon**, Director of Externships. The deadline to submit a proposal for a new spring externship is October 10 and for summer or fall 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/registrar/externships.php. If you have been chosen for an externship in the Fall 2008 semester, please be certain you have completed the required forms and added it to your course schedule with the Law Registrar. Watch for further details about a **mandatory** Orientation with **Prof. Ruth Vance** for all Fall State Judicial Externs. **Associate Dean Curt Cichowski** will conduct a **mandatory** Orientation with all Fall Extern students, excluding those in State or Federal Judicial. Plan to attend to receive the externship syllabus and guidelines for the semester. Contact **Lisa Cannon**, Director of the Externship Program, if you have questions or concerns.

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. You will still only have a 24 hr. window.

UNIVERSITY BOOK CENTER

Contact 464-5522 for Book Center hours.

You can order books online at:
www.valpo.edu/bookcenter.

The booklist for Fall 2008 can be found at:
www.valpo.edu/law/registrar/forms/2008fallbooklist.pdf.

NEWS/CHANGES

FACULTY and STAFF CHANGES

Mark Adams is now Associate Dean for Academic Affairs replacing **Bruce Berner**.

NEW FACULTY

Professor Penelope Andrews
Professor Peter Blum
Visiting Professor Bruce Ching
Visiting Professor Michael Murphy

NEW STAFF

Diana Blaney, Exec. Director of Financial Planning
& Human Resources
Christine Corral, Exec. Director of Career Planning

On Sabbatical Spring 2009 Semester

Professor Bruce Berner
Professor David Vandercoy

SUMMER CONSTRUCTION AND CHANGES FROM LISA TODD, Sr. Exec. Administrator – Office of the Dean

We were busy again over the summer with additional construction in Wesemann Hall to better serve your needs. Among other things, the re-design will create more quiet study space in the Law Library and offices for new faculty and staff. The Copy room and Mail room have been relocated to the north end of the faculty hallway on the second floor just off of the stairs that lead up from the atrium. All of the academic support services staff have also been relocated to this area.

Room changes are:

Room 219 – Brassfield Conference Room (door has been moved)
Room 227 – Adjunct Office
Room 229 – Prof. Clare Nuechterlein
Room 231 – Faculty Office
Room 233 – Prof. Michael Murray (visiting faculty member)
Room 242 – Prof. Penny Andrews
Room 273 – Prof. Bruce Ching (visiting faculty member)
Room 274 – Prof. Peter Blum (new faculty member)

New offices:

Room 217 – Executive Director of Financial Planning and Human Resources, Diana Blaney
Room 271 – Copy Room
Room 278 – Assoc. Director of Academic Services, Melissa Mundt
Room 279 – Faculty Office
Room 280 – Prof. Emeritus Jack Hiller
Room 281 – Prof. John Potts
Room 284 – Academic Support Services, Nancy Young,

Karen Koelemeyer & Anne Lawrence
Room 285 – Mail Room

CLASS SCHEDULE/ROOM CHANGES

There have been changes! Please print a new schedule at: www.valpo.edu/law/registrar/schedules.php. Law 401-A Law & Accounting has been canceled for the Spring 2009 semester. Due to an overwhelming interest in Law-439-A Trusts and Estates and the fact that it is the only section of Trusts and Estates offered during next academic year, we are considering adding a second section, Law-439-B. The new section would be scheduled in the Spring 2009 semester on Tuesdays and Thursdays from 5:30 to 6:45 p.m. and would be taught by Professor Stuart. You will not find the new section on the current course schedule in DataVU because at this point in time we are only considering it if there is enough interest. Please contact Debbie Gleason, Registrar, Debbie.gleason@valpo.edu, if you are interested in the new section of Trusts and Estates.

UNIVERSITY CONVOCATION

On Tuesday, August 26, the University will hold its annual Opening Convocation at 11:00 a.m. in the Chapel of the Resurrection. Our class schedule for the afternoon will be revised to accommodate those who want to attend the Convocation. Please watch your VU email for the revised schedule. It will also be posted on the Registrar's bulletin board, classroom doors and entrance doors.

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). For purposes of this rule, students participating in Valpo Law externships are considered as being in residence. 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 take care of this as soon as possible. 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

New programs in development. Stay tuned - further information will be available on the new Student Relations web page.

Safe Space Program

To promote a welcoming environment within the School of Law for all students, staff and faculty, the Safe Space Program provides a method by which all members of the School of Law community can discuss any concerns that he or she may have related to diversity and equality with any member of the committee in a non-judgmental and non-threatening atmosphere.

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 program designed to help law students combat stress in healthy and socially acceptable ways.

REMINDERS AND GENERAL INFORMATION

First day assignments will be online at:

www.valpo.edu/law/registrar/classassignments.php

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 Sept. 1. **The Registrar will make arrangements for conflicts.** The only recognized conflict is two or more exams on the same calendar day.

EXERCISING THE S/U OPTION

After completion of 60 cr. hrs., one course per semester (and no more than 6 cr. 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.** 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 5 cr. of S/U (externships, Law Review, Moot Court, etc.) in any semester may not exercise this S/U option for that semester.

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, and a C- or below is translated into a U when grades are 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 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 Weigenant**). After completion, the forms are mailed and a copy is placed in your student file for reference.

LETTERS OF GOOD STANDING

For letters of good standing 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 14, 2008, 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 in the Center for the Arts (VUCA) immediately following the ceremony. The deadline for Formal Degree Application (Juris Doctor or for LL.M., Masters of Law) for December candidates was April 15, 2008. ***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 2009 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 **Wednesday, October 15, 2008**.

Note: May Commencement will take place in the **University Chapel at 10:00 a.m. on Saturday, May 23.**

PRINTED PAGES

Unfortunately, the unlimited free printing pages last year was abused and very costly to the school. Hence, this year you will receive 300 printed pages free for each semester. After printing 300 pages for the semester you must pay \$.05 per page. You may pay for additional printing pages through Jan Zoladz, Room 209, second floor of Wesemann Hall.

TRANSCRIPTS

Just a reminder that 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). Since your signature is required, telephone and email requests cannot be honored. The transcripts are **free of charge** and available on a walk-in basis. However, if you need more than one copy, you must give the office advance notice.

PARKING

Student parking is located near Wesemann in three lots. Parking is also available on the streets surrounding Wesemann. Please do not park in the Faculty/Staff lot or in front of Wesemann where the curb is yellow. Students parking in the faculty/staff lot will be ticketed. Parking along the yellow curb is illegal and blocks emergency vehicles from access to the building. A V.U. parking sticker is required to park in any of these areas, **including the street**.

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

The Circulation Desk in the library will continue to maintain a Notice Board. However, 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 six in Wesemann Hall:

Lisa Cannon, Director of Externships - Rm. 266

Linda Canada, Assistant Registrar - Rm. 214

Debbie Gleason, Registrar - Rm. 215

Annie Lawrence, Faculty Admin. - Rm. 284

Lisa Todd, Sr. Executive Administrator - Rm. 212

Jan Zoladz, Finance Administrator - Rm. 209

LUNCHEON SERVICE

The University Dining Services will again set up a Monday-Thursday luncheon service in the Student Lounge. Service begins on **Monday, August 25th**.

ALUMNI ASSOCIATION EMERGENCY STUDENT LOAN FUND

This fund is for emergencies only. The maximum amount of a loan is \$500. See **Ann Weitgenant** in Rm. 144E 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, faculty area.

STUDENT ORGANIZATION LEADERS

Student leaders should provide a list of officers for the 2008-2009 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.

EXAMS AND SMOKING DON'T MIX

Please note that smoking breaks during exams are no longer a possibility. The University became a tobacco-free

environment effective July 1. This means that the use of tobacco products on University property is prohibited except in an enclosed personal vehicle. Obviously, we cannot allow you to go to your car for a smoke during an exam. For two free weeks of nicotine replacement therapy (patch or gum) contact 1-800-QUIT-NOW (1-800-784-8669).

PRO BONO

A student 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. If you do not register for Law 310, **you will not receive credit.**

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, 2008

Aug. 18-26	2L & 3L Web Registration Confirmation
Aug. 20, 21 & 22	New Student Orientation and Registration Confirmation
Aug. 25	Instruction Begins
Aug. 26	Web Registration Confirmation deadline
Aug. 26	University Convocation Revised Schedule for the day
Sept. 1, 5:00 pm	Deadline for Drop/Add
Nov. 23-30	Thanksgiving Recess
Dec. 8	Instruction Ends - Thursday Class Schedule
Dec. 9	Reading Day
Dec. 10-19	Final Examinations

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