Introduction to First Year and Orientation

2018
Introduction to First Year and Orientation 2018
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Welcome to Western New England University School of Law!

As you begin your studies at Western New England, you begin your career in law. You are joining an amazing and rewarding profession—one in which you can make a profound difference to your clients and to society. Lawyers have the potential to make a huge impact, and over the next few years, we look forward to working with you to help you craft a path in the law that helps you determine how you make that impact.

Part of crafting that path is understanding yourself as a student. For many of us, the types of material we read and write in law school are different from anything we have studied before. Be patient with yourself in adjusting to the demands of law school, but also be realistic and thoughtful in committing to the hard work required to master the laws, ideas, theories, and skills that are necessary to become a successful lawyer. Your faculty, staff, and fellow students are part of the supportive community that can help you succeed, but your resolve and your work are central to this endeavor.

As you progress through law school, you’ll be able to take advantage of a plethora of academic and work opportunities in the region. Working with clients in need as part of clinics, helping judges craft their opinions while at federal and state court externships, learning the ropes at a state agency—these are just a few of the practical lawyering experiences that await you.

In addition, as you adjust to the start of your formal legal education, be mindful of your work-life balance. Part of this is spending time with family and loved ones, and engaging in activities that restore you and bring you joy. You should also take advantage of the remarkable cultural opportunities here, and steep yourself in the intellectual community of western Massachusetts. This is the home of world-renowned authors and poets, theater, dance, music, and fine art. This is also a region of unparalleled natural beauty, with stunning fall foliage, skiing in winter, and all manner of outdoor sports and activities throughout the year. And this is a region full of revolutionary thinkers and doers, as it has been for hundreds of years. We were the home of those who fought in the American Revolution, pre-Civil War abolitionists, suffragists, and Freedom Riders, and we are the home of those currently fighting at the forefront of civil and human rights struggles. Some of these contemporary activists are faculty, students, and alumni of Western New England. We are fortunate to be a part of this larger community.

As you get ready for Orientation and to be a part of the Western New England community, make sure to review the enclosed materials. If you have any questions, reach out—we are available via email, social media, phone, and in person.

And come to campus ready to learn with a strong work ethic, open mind, professionalism, intellectual curiosity, and the willingness to engage in civil discourse, the bedrock of our profession and of our society. I look forward to meeting you in August—each of you enriches our community, and together we are able to make the most of your years here. In the meantime, welcome again to Western New England University School of Law!

Sudha Setty
Dean and Professor of Law
Orientation Week Schedule
Day Program (Part-Time and Full-Time)

Monday, August 20, 2018

8:15-8:50 a.m.  Registration  Law School Common
Continental breakfast served

9:00-9:25 a.m.  Dean’s Welcome & Meet Room A
the Administrators

9:30-11:00 a.m.  Introduction to the Law Course* Room A
Professor Steiner

11:00-11:15 a.m.  Break

11:15 a.m.-1:00 p.m.  Introduction to the Law Course Room A

1:00-2:00 p.m.  Lunch with Faculty & Faculty Panel Room A
Law School Common

2:00-3:00 p.m.  University Services/ Q & A Session Room A

3:00-6:00 p.m.  An opportunity to visit the Bookstore to buy your books.
An opportunity to visit Public Safety to have photos taken for
required School of Law ID Card. ID Cards may be picked up at the
library circulation desk in the Blake Law Center the following day.

Tuesday, August 21, 2018

9:00-10:30 a.m.  Introduction to the Law Course Room A
Professor Steiner

10:30-10:45 a.m.  Break

10:45 a.m.-12:30 p.m.  Introduction to the Law Course Room A

12:30-1:30 p.m.  Lunch with Upper-Level Law Students & Law Student Panel Room B

1:45-2:30 p.m.  Professionalism: Prepare to Practice Room A

2:30-3:30 p.m.  Library Orientation Room A

3:30-4:00 p.m.  Q & A Session (optional) Room A

3:30-6:00 p.m.  An opportunity to visit the Bookstore to buy your books.
An opportunity to visit Public Safety to have photos taken for
required School of Law ID Card. ID Cards may be picked up at the
library circulation desk in the Blake Law Center the following day.

*Required for all First-Year Students.
Orientation Week Schedule
Day Program (Part-Time and Full-Time)

**Wednesday, August 22, 2018**

9:00-10:30 a.m. **Introduction to the Law Course**  Room A  Professor Steiner

10:30-10:45 a.m. **Break**  Sponsored by Alumni Relations

10:45 a.m.-12:15 p.m. **Introduction to the Law Course**  Room A

12:30-1:30 p.m. **Case Briefing and Class Preparation**  Room A  Professor Orlen

1:30 - 2:30 p.m. **Lunch**  Law School Common

3:00-6:00 p.m. An opportunity to visit the Bookstore to buy your books.

An opportunity to visit Public Safety to have photos taken for required School of Law ID Card. ID Cards may be picked up at the library circulation desk in the Blake Law Center the following day.

**Thursday, August 23, 2018**

9:00-10:30 a.m. **Introduction to the Law Course**  Room A  Professor Steiner

10:30-10:45 a.m. **Break**  Sponsored by Career Services

10:45 a.m.-12:15 p.m. **Introduction to the Law Course**  Room A

12:15-12:45 p.m. **Class Photo**  Law Common

12:45-6:00 p.m. An opportunity to visit the Bookstore to buy your books.

An opportunity to visit Public Safety to have photos taken for required School of Law ID Card. ID Cards may be picked up at the library circulation desk in the Blake Law Center the following day.

**Friday, August 24, 2018**

9:00 a.m.-6:00 p.m. An opportunity to visit the Bookstore to buy your books.

An opportunity to visit Public Safety to have photos taken for required School of Law ID Card. ID Cards may be picked up at the library circulation desk in the Blake Law Center the following day.
Orientation Week Schedule
Evening Program

Monday, August 20, 2018

3:00-6:00 p.m.  An opportunity to visit the Bookstore to buy your books.
An opportunity to visit Public Safety to have photos taken for required School of Law ID Card. ID Cards may be picked up at the library circulation desk in the Blake Law Center the following day.

5:00-6:00 p.m.  Registration
Room 3
Light dinner with Faculty & Faculty Panel

6:00-6:15 p.m.  Dean's Welcome & Meet the Administrators
Room 3

6:15-8:00 p.m.  Introduction to the Law Course*
Room 3

8:00-8:15 p.m.  Break
Sponsored by Career Services

8:15-9:45 p.m.  Introduction to the Law Course*
Room 3

9:45 -10:15 p.m.  University Services/Q & A Session
Room 3

Tuesday, August 21, 2018

3:00-6:00 p.m.  An opportunity to visit the Bookstore to buy your books.
An opportunity to visit Public Safety to have photos taken for required School of Law ID Card. ID Cards may be picked up at the library circulation desk in the Blake Law Center the following day.

6:00-7:30 p.m.  Introduction to the Law Course
Room 3

7:30-7:45 p.m.  Break

7:45-9:30 p.m.  Introduction to the Law Course
Room 3

9:30-10:00 p.m.  Professionalism: Prepare to Practice
Room 3

*Required for all First-Year Students.
Orientation Week Schedule
Evening Program

**Wednesday, August 22, 2018**

3:00-6:00 p.m. An opportunity to visit Public Safety to have photos taken for required School of Law ID Card. ID Cards may be picked up at the library circulation desk in the Blake Law Center the following day.

5:00-6:00 p.m. **SBA Campus tour (optional)**

6:00-7:30 p.m. **Introduction to the Law Course**

7:30-7:45 p.m. **Break**

7:45-9:15 p.m. **Introduction to the Law Course**

9:15-10:00 p.m. **Case Briefing and Class Preparation**

**Thursday, August 23, 2018**

12:30-5:30 p.m. An opportunity to visit Public Safety to have photos taken for required School of Law ID Card. ID Cards may be picked up at the library circulation desk in the Blake Law Center the following day.

5:30-5:45 p.m. **Class photo**

6:00-7:30 p.m. **Introduction to the Law Course**

7:30-7:45 p.m. **Break**

7:45-9:15 p.m. **Introduction to the Law Course**

9:15-10:00 p.m. **Library Orientation**

**Friday, August 24, 2018**

9:00-6:00 p.m. An opportunity to visit the Bookstore to buy your books.

10:00 a.m.-12:00 noon or 2:00-6:00 p.m. An opportunity to visit Public Safety to have photos taken for required School of Law ID Card. ID Cards may be picked up at the library circulation desk in the Blake Law Center the following day.
**Academic Calendar**

**2018–2019**

- **2018**
  - Sunday, August 19
  - Mon.-Thurs., August 20-23
  - Monday, August 27
  - Monday, September 3
  - Tuesday, September 4
  - Tuesday, September 4
  - Monday, October 8
  - Wed.-Fri., November 21-23
  - Friday, November 30
  - Friday, December 1-4
  - Wednesday, December 5-15
  - **Annual Orientation Welcome Event**
  - **First-Year Introduction to the Law Class**
  - Classes Begin
  - Labor Day – No Classes
  - Monday Classes meet this day
  - Last Day to Add/Drop Courses
  - Columbus Day – No Classes
  - Thanksgiving Recess
  - Last Day to Withdraw – Last Day of Classes
  - Study Period
  - Final Examinations (Schedule TBA)

- **2019**
  - Mon.-Thurs., January 7-10
  - Monday, January 14
  - Monday, January 21
  - Tuesday, January 22
  - Mon.-Fri., March 18-22
  - Monday, April 22
  - Tue.-Fri., April 23-April 26
  - April 29-May 10
  - Sunday, May 19
  - **First-Year Introduction to the Law Class**
  - Classes Begin
  - Martin Luther King Day – No Classes*
  - Last Day to Add/Drop Courses
  - Spring Recess
  - Last Day of Classes
  - Study Period
  - Final Examinations (Schedule TBA)
  - Commencement

- **SUMMER SESSION 2019**
  - Monday, May 20
  - Wednesday May 22
  - Friday, May 24
  - Monday, May 27
  - Thursday, July 4
  - Wednesday, July 10
  - Wednesday, July 10
  - Thurs.-Sun., July 11-14
  - Mon.-Wed., July 15 & 17
  - Classes Begin
  - Last Day for Applying for Degrees to be awarded in August
  - Last Day to Add/Drop Classes
  - Memorial Day Observed – No Classes
  - Independence Day – No Classes
  - Thursday classes meet this day
  - Last Day to Withdraw – Last Day of Classes
  - Study Period
  - Final Examinations

*The Law School administrative offices remain open. The Law School does not close but classes are canceled on this day.

**Required courses for all First-Year students.**
Introduction to Law

(1 CREDIT)

PROFESSOR JULIE E. STEINER—FALL 2018

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DATE</th>
<th>TOPIC(S)</th>
<th>PREPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Monday, August 20, 2018</td>
<td>Introduction to Course and to the American Legal System</td>
<td>Read and come to class prepared to discuss pp.1-80.</td>
</tr>
<tr>
<td>2.</td>
<td>Tuesday, August 21, 2018</td>
<td>The Legal Toolbox: Basic Techniques</td>
<td>Read and come to class prepared to discuss pp. 81-102.</td>
</tr>
<tr>
<td>3.</td>
<td>Wednesday, August 22, 2018</td>
<td>The Legal Toolbox: Concepts</td>
<td>Read and come to class prepared to discuss pp. 103-136.</td>
</tr>
<tr>
<td>4.</td>
<td>Thursday, August 23, 2018</td>
<td>The Legal Toolbox: Strategies and Course Conclusion Final Examination (Open Book)</td>
<td>Read and come to class prepared to discuss pp. 137-176.</td>
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</tbody>
</table>

REQUIRED TEXT
This course is based on the text *What Every Law Student Really Needs to Know: An Introduction to the Study of Law* by Tracey E. George and Suzanna Sherry (Wolters Kluwer 2016).

CLASS GUIDELINES
(1) Attendance:
Attendance and participation are an integral component of the classroom experience and thus attendance is expected at every session. Students that miss more than one class will be administratively withdrawn from class. When you arrive in class, please initial the attendance sheet. The attendance sheet is my indication that you were present in class. If you arrive to class late, you must write “late” on the attendance sheet where you would initial, and then initial. If you arrive to class late, it counts as half an absence.

(2) Office Hours:
My office is located in room 217. My telephone number is 413-782-1428. My email address is jsteiner@law.wne.edu. I welcome students and am widely available during my designated office hours from 12:45 to 1:45 p.m. and from 5:00 to 6:00 p.m. during the course. Students are encouraged to stop by my office during these times or to contact me to set up an alternative time to meet.

(3) Credit and Grade:
This is a 1-credit pass/fail course.
Day Program*

Each student will be assigned to one section of Lawyering Skills, either morning or afternoon. You will receive your section assignment from the Registrar’s Office.

DAY SECTION:

Lawyering Skills I (Morning Sections) (Cohen, Kaiser) Monday & Wednesday 9:15-10:15
Lawyering Skills I (Afternoon Sections) (Freeman, Kaiser, Orlen) Monday & Wednesday 2:30-3:30
Torts (Steiner) Tuesday & Thursday 9:30-10:50, & Wednesday 1:00-2:20
*Criminal Law (Goldstein) Monday & Wednesday 10:30-11:50, & Thursday 2:00-3:20
Civil Procedure (Miller) Monday 1:00-2:20, Tuesday 2:00-3:20 & Thursday 11:00-12:20
Academic Success Workshop (Orlen) Tuesday 11:00-12:00 or Wednesday 9:15-10:15

*Part-Time Day Students take Criminal Law in their 2L year.

LAWYERING SKILLS I

Lawyering Skills is a required first-year course designed to introduce students to the essential problem-solving and communication skills of the legal profession. The legal research and writing faculty work closely with students in smaller classroom settings to introduce techniques of legal analysis, the basic sources and processes of legal research, and the principles of legal writing and oral advocacy. Through a series of assignments of increasing complexity, students learn how to analyze legal problems, research legal issues, frame legal arguments, and gain experience in drafting the major forms of predictive and persuasive legal writing. During the first semester, in Lawyering Skills I, students will be placed in the role of lawyer as advisor and counselor by focusing on predictive, advisory writing while learning other lawyering skills such as fact gathering and analysis, interviewing, and client counseling. Students will write legal memoranda, conduct interviews, draft professional emails and letters, and conduct office meetings, all in the context of completing practice based assignments. Students will receive individualized feedback throughout the semester. (Required Course)

TORTS

This is a course concerning civil liability for harm inflicted on another. Topics studied may include negligent, reckless and intentional acts that inflict harm; defenses to claims of liability; the liability of owners or occupiers of land; and strict liability. (Required Course)

CRIMINAL LAW*

This course deals with the competing interests and policies that come into action when the individual clashes with society. The course also explores the underlying philosophical premises of various penal rules. The theories and purposes of punishment, the relationship between law and morality, definitions of criminal intent, principles of necessity, justification and excuse, and inchoate crime and group criminality may also be studied. (Required Course)

CIVIL PROCEDURE

The object of this course is to introduce students to the civil litigation process, including the attendant jurisdictional questions, court organization, and pleadings and rules of practice in state and federal courts. In addition, an analysis of the litigation process is undertaken, with emphasis on discovery, pretrial procedures, trial, judgment, and appellate review of the decision. (Required Course)

ACADEMIC SUCCESS WORKSHOP

Academic Success Program Skills workshops are open to all interested students. The workshops cover essential law school skills such as note-taking, briefing cases, outlining, and exam-taking skills. All students are encouraged to attend.
Day Program*

**DAY SECTION:**
- Lawyering Skills II (Morning Sections) (Cohen, Kaiser) Monday & Wednesday 9:15-10:15
- Lawyering Skills II (Afternoon Sections) (Freeman, Kaiser, Orlen) Monday & Wednesday 1:00-2:00
- Property (Wright) Wednesday 2:10-3:30, Tuesday & Thursday 9:30-10:50
- Contracts (Gouvin) Monday, Tuesday, & Thursday 2:10-3:30
- *Constitutional Law* (Levi) Monday & Wednesday 10:30-11:50, & Thursday 11:00-12:20
- Academic Success Workshop (Orlen) Tuesday 11:30-12:30

*Part-Time Day Students take Constitutional Law in their 2L year.

**LAWYERING SKILLS II**
Lawyering Skills is a required first-year course designed to introduce students to the essential problem-solving and communication skills of the legal profession. The legal research and writing faculty work closely with students in smaller classroom settings to introduce techniques of legal analysis, the basic sources and processes of legal research, and the principles of legal writing and oral advocacy. Through a series of assignments of increasing complexity, students learn how to analyze legal problems, research legal issues, frame legal arguments, and gain experience in drafting the major forms of predictive and persuasive legal writing. During the second semester, in Lawyering Skills II, students will focus on the role of lawyer as an advocate by focusing on persuasive writing and drafting. In this context, students will assume the role and professional obligations of a lawyer by drafting legal arguments and documents on behalf of clients. Students will write a trial brief and argue a dispositive motion in a trial court simulation. Students will continue to receive individualized feedback throughout the semester. (Required Course) (Prerequisite: Successful Completion of Lawyering Skills I)

**PROPERTY**
Starting with the historical evolution of the concepts involved in real and personal property, this course will study the rights and duties of owners and possessors of property, priority of possession or property, and present and future interests in property. This course will also consider issues in landlord and tenant law; evidence of ownership or right to possession; methods of title assurance; transfers of interests in property; the recession, modification, interpretation, and performance of transfer agreements and documents; and private controls of the use of property. (Required Course)

**CONTRACTS**
This course introduces students to the law governing legally enforceable agreements with a focus on the rights and duties of contracting parties. In focusing on how promissory relationships are created by the parties, the course emphasizes how these relationships are interpreted, limited, discharged, breached, and enforced. The course also addresses the ethical and equitable considerations affecting the contracting parties. (Required Course)

**CONSTITUTIONAL LAW***
This course is a study of the allocation of governmental authority and the limitations on that authority as defined by the Constitution of the United States. The course will deal with the problems of defining the scope of federal power, the relationship between the federal government and the states, the scope of state authority, and the rights of individuals with an emphasis on those rights guaranteed by the Due Process and Equal Protection Clauses of the Constitution. (Required Course)

**ACADEMIC SUCCESS WORKSHOP**
Academic Success Program Skills workshops are open to all interested students. The workshops cover essential law school skills such as note-taking, briefing cases, outlining, and exam-taking skills. All students are encouraged to attend.
Evening Program

**Lawyering Skills I** (Freeman) Monday & Wednesday 6:00-7:00
**Torts** (Noah) Monday 7:10-9:40 & Thursday 6:00-7:50
**Civil Procedure** (Wolf) Wednesday 7:10-9:40 & Thursday 8:00-9:50
**Academic Success Workshop** (Newcombe) Thursday 5:00-5:50

**LAWYERING SKILLS I**
Lawyering Skills is a required first-year course designed to introduce students to the essential problem-solving and communication skills of the legal profession. The legal research and writing faculty work closely with students in smaller classroom settings to introduce techniques of legal analysis, the basic sources and processes of legal research, and the principles of legal writing and oral advocacy. Through a series of assignments of increasing complexity, students learn how to analyze legal problems, research legal issues, frame legal arguments, and gain experience in drafting the major forms of predictive and persuasive legal writing. During the first semester, in Lawyering Skills I, students will be placed in the role of lawyer as advisor and counselor by focusing on predictive, advisory writing while learning other lawyering skills such as fact gathering and analysis, interviewing, and client counseling. Students will write legal memoranda, conduct interviews, draft professional emails and letters, and conduct office meetings, all in the context of completing practice based assignments. Students will receive individualized feedback throughout the semester. (Required Course)

**TORTS**
This is a course concerning civil liability for harm inflicted on another. Topics studied may include negligent, reckless and intentional acts that inflict harm; defenses to claims of liability; the liability of owners or occupiers of land; and strict liability. (Required Course)

**CIVIL PROCEDURE**
The object of this course is to introduce students to the civil litigation process, including the attendant jurisdictional questions, court organization, and pleadings and rules of practice in state and federal courts. In addition, an analysis of the litigation process is undertaken, with emphasis on discovery, pretrial procedures, trial, judgment, and appellate review of the decision. (Required Course)

**ACADEMIC SUCCESS WORKSHOP**
Academic Success Program Skills workshops are open to all interested students. The workshops cover essential law school skills such as note-taking, briefing cases, outlining, and exam-taking skills. All students are encouraged to attend.
Course Schedule
Spring Semester 2019

First-Year Spring Semester
Schedule and Course Descriptions:
Part-Time Evening

Evening Program

Lawyering Skills II (Freeman) Monday & Wednesday 8:20-9:20
Property (Buzuvis) Monday & Thursday 6:00-8:10
Constitutional Law (Miller) Wednesday 6:00-8:10 & Thursday 8:20-10:30
Academic Success Workshop (Newcombe) Thursday 5:00-5:50

Lawyering Skills II
Lawyering Skills is a required first-year course designed to introduce students to the essential problem-solving and communication skills of the legal profession. The legal research and writing faculty work closely with students in smaller classroom settings to introduce techniques of legal analysis, the basic sources and processes of legal research, and the principles of legal writing and oral advocacy. Through a series of assignments of increasing complexity, students learn how to analyze legal problems, research legal issues, frame legal arguments, and gain experience in drafting the major forms of predictive and persuasive legal writing. During the second semester, in Lawyering Skills II, students will focus on the role of lawyer as an advocate by focusing on persuasive writing and drafting. In this context, students will assume the role and professional obligations of a lawyer by drafting legal arguments and documents on behalf of clients. Students will write a trial brief and argue a dispositive motion in a trial court simulation. Students will continue to receive individualized feedback throughout the semester. (Required Course) (Prerequisite: Successful Completion of Lawyering Skills I)

PROPERTY
Starting with the historical evolution of the concepts involved in real and personal property, this course will study the rights and duties of owners and possessors of property, priority of possession or property, and present and future interests in property. This course will also consider issues in landlord and tenant law, evidence of ownership or right to possession; methods of title assurance; transfers of interests in property; the recession, modification, interpretation, and performance of transfer agreements and documents; and private controls of the use of property. (Required Course)

CONSTITUTIONAL LAW
This course is a study of the allocation of governmental authority and the limitations on that authority as defined by the Constitution of the United States. The course will deal with the problems of defining the scope of federal power, the relationship between the federal government and the states, the scope of state authority, and the rights of individuals with an emphasis on those rights guaranteed by the Due Process and Equal Protection Clauses of the Constitution. (Required Course)

ACADEMIC SUCCESS WORKSHOP
Academic Success Program Skills workshops are open to all interested students. The workshops cover essential law school skills such as note-taking, briefing cases, outlining, and exam-taking skills. All students are encouraged to attend.
Welcome to Western New England University School of Law and to the Office of Career Services. We are here to help you find satisfying and rewarding experiences during the school year, each summer, and upon graduation.

As you go through law school and explore your many options remember: it is your career. The decisions are yours about where to apply for externships, clinics, and jobs, and the professional path you pursue. Our staff is here to help you every step of the way—finding legal opportunities, assisting with applications, and providing advice and strategies—so you can take charge of your career.

As is true for all law students in the country who attend schools that are members of the National Association for Law Placement (NALP), the first few months of your first academic year are reserved for your academic activities. Law school career offices must wait until October 15 to begin actively working with full-time first-year students. You must wait until December 1 to apply to employers who are NALP members. You are free to pursue law-related employment with non-NALP members on your own during this initial period. We suggest full-time students not work outside the classroom for more than 10 hours per week.

Beginning in October, Career Services will hold orientation meetings during your Lawyering Skills classes to acquaint you with our staff, office resources, and services. In addition, we will be holding career-related workshops and programs throughout the year. You are welcome to attend them at any time in the year.

**STAFF:**

- **Laura A. Fisher, Esq.** - Director
- **Sam Charron, Esq.** - Assistant Director and Pro Bono Coordinator
- **Susan Dentzau** - Recruitment Coordinator

**Hours:** 8:30 a.m. to 4:30 p.m. Monday through Friday and Wednesdays until 6:00 pm while classes are in session. Summer hours (after Memorial Day until mid-August) are 8:30 a.m. to 4:00 p.m. Monday through Friday.

**Location:** Blake Law Center, Room 126 (across from the Deans’ Suite)

**Telephone:** 413-782-1416

**Email:** careers@law.wne.edu

**Nondiscrimination Statement:** The facilities and resources of Career Services at the Western New England University School of Law are available only to those employers who do not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, genetics, or disability.

We look forward to working with you and wish you success as you begin your law school career.
HEALTH SERVICES HOURS OF OPERATION
When the University is in session, following the academic calendar, the hours of operation are as follows:
Monday–Friday 8:30 a.m.-4:00 p.m.
During summer, winter, and spring breaks, it is advisable to call ahead (782-1211) as there will be times when a health care provider is not available.

FREQUENTLY ASKED QUESTIONS

WHO IS ELIGIBLE FOR SERVICES?
Ambulatory care services are provided to ALL matriculating, currently registered students, and all employees.

WHAT TYPE OF CARE IS AVAILABLE?
A wide variety of health care services is offered, such as treatment of sore throats, upper respiratory infections, abdominal pain, dermatological issues, orthopedic problems, gynecology, mental health, skin surgical procedures such as suturing, incision/drainage of abscess, toenail removal, etc. Health Services providers have full prescriptive authority; perform physical examinations; diagnose; implement treatment plans; order blood testing, X-rays, MRI, and CT scans as indicated; interpret diagnostic testing results; counsel on health maintenance and illness prevention; and refer for specialty care if necessary.

DO I NEED AN APPOINTMENT?
Appointments are not necessary as the office operates as an urgent care for most concerns. An appointment is needed for admission physicals, annual gynecological exams, and orthopedic specialty.

WHAT IS THE CHARGE FOR BEING SEEN IN HEALTH SERVICES?
There is no charge either directly to the patient or his/her health insurance for services rendered by any health care provider in Health Services (except for required physical examinations—see below). Students will be billed by the facility providing services for laboratory work, diagnostic tests, prescriptions, X-rays, and specialist care.

CAN I GET MY REQUIRED PHYSICAL EXAMINATION FROM HEALTH SERVICES?
Yes, there is a $75 charge for this service and you must make an appointment for this exam. The phone number is 413-782-1211.

WHAT IS THE CREDENTIALLING OF THE HEALTH CARE STAFF?
The health care providers are board certified nurse practitioners and physician assistants.

I NEED MONTHLY BLOOD TESTS. CAN I HAVE THAT DONE HERE?
Yes. Health Services staff draws blood and sends it out daily to Baystate Reference Laboratory and usually receives results in 24-48 hours.

CAN YOU PRESCRIBE MEDICINE PREVIOUSLY PRESCRIBED BY MY PCP?
Yes. Discuss what medications you are currently taking and what the problem is requiring that medication with a provider. Occasionally the provider may ask for documentation from the original prescriber in the case of a scheduled medication request. All providers have full prescriptive authority.
FREQUENTLY ASKED QUESTIONS (CONT.)

WHERE CAN I RECEIVE HEALTH CARE IF THE UNIVERSITY HEALTH SERVICES IS CLOSED?

Health Services has an on-call provider at all times when Health Services is physically closed during the academic year. Call 413-782-1211 and an answering service will take your message and contact the provider on-call who will then call you and provide triage and advice.

If you are on campus and need immediate attention for something potentially life threatening, call Public Safety at 782-1411. The Campus Police are first responders and can direct students to the appropriate health care facility or provider, and provide transportation if necessary.

Below is a list of treatment facilities that are available in our area if Health Services is not physically open and you want to see a provider.

**Urgent Care Centers**

- **AFC Urgent Care** (2.8 miles)
  - 415 Cooley Street #3 (Stop & Shop Plaza)
  - Springfield, MA
  - 413-489-5528
  - No appointment is required.
  - The hours are 8 a.m.-8 p.m. Monday through Friday and 8 a.m.-5 p.m. on weekends.

- **Family Care Medical Center** (2.9 miles)
  - 1515 Allen Street, Springfield, MA
  - 413-783-9114
  - No appointment is required.
  - The hours are 9 a.m.-9 p.m. Monday through Friday and 9 a.m.-5 p.m. Saturdays, Sundays, and Holidays. It is closed on Thanksgiving and Christmas.

**Hospitals**

- **Baystate Medical Center** (7.0 miles)
  - Emergency Room (open 24 hours a day)
  - 759 Chestnut Street, Springfield, MA
  - 413-794-0000 (General Information);
  - 413-794-3233 (Emergency and Trauma Services)
  - Baystate Medical Center has a level-one trauma center emergency department.

- **Mercy Medical Center** (6.0 miles)
  - Emergency Room (open 24 hours a day)
  - 271 Carew Street, Springfield MA
  - 413-748-9000 (General Information);
  - 413-748-9670 (Emergency Department)
Medical Requirements

In order to meet your health care needs and to comply with the requirements of the Commonwealth of Massachusetts, you will need to complete two documents by August 1.

1. MEDICAL HISTORY, PHYSICAL EXAMINATION, AND IMMUNIZATION FORM:
Every full-time law student must complete the health history portion of the form. Your health care provider will complete the physical examination, which includes your immunization record. Immunization dates may be taken from medical or school records. This form is to be completed and submitted by all full-time law students by August 1 for fall, January 3 for spring, or within 14 days of receipt of notice for late registrants. This form must be submitted prior to the start of classes.

If you are unable to obtain a physical examination, you may receive one in Health Services for $75. Immunizations may be obtained in a pharmacy. If prescriptions are needed for immunizations, they will be provided to you by a Health Services provider.

2. HEALTH INSURANCE WAIVER FORM OR HEALTH INSURANCE ENROLLMENT FORM:
Every full-time and part-time student must prove they are enrolled in a health insurance plan or they will be enrolled in the school’s health insurance policy for a charge of $3,120. All waivers or enrollments must be completed online by September 15, 2018, and are mandated by the Commonwealth of Massachusetts. If you fail to complete a health insurance waiver form, the $3,120 cost of student health insurance will remain on your tuition bill.

If you have any questions, please call Marilyn Laboy, the Health Services Office Manager, at 413-782-1211, and she will assist you.
COUNSELING SERVICES

D.J. St. Germain Campus Center, Room 249
413-782-1221

Hours–Monday-Friday 8:30 a.m.-4:30 p.m.

Counseling Services. Caring, licensed professionals provide confidential help to students with personal, social, and educational concerns. Common areas of concerns include adjustment to college, low self-esteem, relationships, anxiety, depression, eating disorders, substance abuse, sexual/physical abuse, and test anxiety. Services include individual, couple, and family counseling; crisis intervention; consultation; and referral. Psychiatric consultations are available on a referral basis. Remember, no concern is too small to bring in to discuss. Anything that causes uneasiness or anxiety may affect academic performance as well as one’s personal life.

Appointments: To make an appointment, stop by our office in the Campus Center, Room 249, or call 413-782-1221.

BOOKSTORE

D.J. St. Germain Campus Center
413-782-4992

HOURS:

| August 1-3        | 9:00 a.m. - 4:00 p.m. |
| August 4-5       | CLOSED                |
| August 6-10      | 9:00 a.m. - 4:00 p.m. |
| August 11-12     | CLOSED                |
| August 13-17     | 9:00 a.m. - 4:00 p.m. |
| August 18       | CLOSED                |
| August 19       | 2:00 p.m. - 4:00 p.m. |
| August 20-24    | 9:00 a.m. - 6:00 p.m. |
| August 25-26    | 9:00 a.m. - 5:00 p.m. |
| August 27-30    | 9:00 a.m. - 6:00 p.m. |
| August 31       | 9:00 a.m. - 4:00 p.m. |

MAIL SERVICES

Mail Services is located in the Campus Utility Building (CUB) which is across from the tennis courts. The entrance is marked Post Office and is the furthest office door on the right as you enter the parking lot. Residence Life will send on-campus housing students information about your on-campus address and mailbox.

HOURS OF OPERATION:

School Year
Mon., Wed., & Fri. 8 a.m.-4:30 p.m.
Tues., & Thurs. 7:30 a.m. -4:00 p.m.
Sat. & Sun. Holidays Closed

Summer Hours
Monday–Friday 8 a.m.-3:30 p.m.
Weekend and Holidays Closed
Alumni Healthful Living Center (AHLC)

THE ALUMNI HEALTHFUL LIVING CENTER (AHLC) OFFERS:
• Indoor pool with eight lanes and recreation area
• Indoor track
• Fitness Center
• Strength training room
• Aerobics room
• Squash courts
• 2,000-seat basketball facility
• Practice courts

POLICIES
Only Western New England faculty, staff, students, and alumni are welcome to use the facility. It is not open for the public. Please note that days and times are for general hours of operation for the building and pool, and do not reflect closings of specific areas due to special events.

Hours of Operation: Summer 2018
Monday–Friday: 7 a.m.–7 p.m.
Saturday–Sunday: 9 a.m.–5 p.m.

DINING SERVICES
413-796-2014
Dining Services has a number of fun and exciting things for you this semester. For more information on locations throughout campus, meal plans and menus, please visit the Dining Services website at wne.campusdish.com.
Financial Information for Law/Graduate Students

- A Master Promissory Note (MPN) for the Federal Direct Ford Loan Program will be required of all students accepting this loan. The electronic MPN will be available to students and an email notification will be sent to students when the promissory note is ready to negotiate online. We will use the email address indicated on your FAFSA. Once enrolled, students will be notified via their WNE email account.

- First year law and graduate students are required to complete an online entrance interview at studentloans.gov before loan disbursements can be credited to their account. This requirement pertains to the Ford Direct Unsubsidized Loan as well as the Grad PLUS Loan.

- The name used to file your FAFSA is the name you should use when completing all application material. This name will be used to process your Federal Direct Ford Loan. If there is a name discrepancy you will be required to submit a copy of your Social Security Card. Corrections will be made based on information on your Social Security Card.

- Federal Direct Ford Loan disbursements will be applied to a student’s account beginning the first week of classes provided the entrance interview requirement is met and a promissory note has been processed.

- Students attending for one semester only will receive two Federal Direct Ford Loan disbursements in that one semester. The disbursements will be 30 days apart.

- Law academic scholarships will also be credited to a student’s account after the first full week of classes.

- Refund checks will be mailed to the student’s local address ONLY when a credit balance occurs. However, a portion of any private loan disbursement may be refunded upon receipt of those funds. Western New England University CANNOT provide refunds in advance of funds being disbursed to the student’s account.

- Students who anticipate a credit balance on their account, after all financial aid is applied, may use a book voucher to purchase textbooks at the beginning of each semester. The amount of the book voucher will be deducted from your refund.

- Students participating in the GRAD PLUS through the Federal Direct Ford Loan Program can complete the loan application, MPN, and online entrance interview at the following website studentloans.gov.

- Students purchasing a computer specifically for Law School can submit documentation of this purchase which will result in an increase in the student budget. The maximum allowed for a computer purchase is $2500 and will be allowed only once per degree program. (The university health insurance can also be added to a student’s budget.). In most cases the increased budget allows for additional Grad Plus eligibility.

- Please see below for cost of attendance budgets for full-time and part-time students.

### COST OF ATTENDANCE 2018-19

<table>
<thead>
<tr>
<th></th>
<th>Full-Time Day</th>
<th>Part-Time Day/Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$40,634</td>
<td>$30,476</td>
</tr>
<tr>
<td>Fees</td>
<td>$1,584</td>
<td>$772</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$1,600</td>
<td>$1,600</td>
</tr>
<tr>
<td>Room/Board (off-campus)</td>
<td>$13,000</td>
<td>$13,000</td>
</tr>
<tr>
<td>Personal</td>
<td>$2,768</td>
<td>$2,390</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,918</td>
<td>$3,105</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$62,504</strong></td>
<td><strong>$51,343</strong></td>
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# Frequently Used Phone Numbers

## ADMINISTRATION

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Sudha Setty</td>
<td>413-782-1431</td>
</tr>
<tr>
<td>Associate Dean for Academic Affairs</td>
<td>Beth Cohen</td>
<td>413-782-1622</td>
</tr>
<tr>
<td>Associate Dean for Library and Information Resources</td>
<td>Pat Newcombe</td>
<td>413-782-1616</td>
</tr>
<tr>
<td>Associate Dean for Student Affairs and Enrollment Planning</td>
<td>Michael Johnson</td>
<td>413-782-1376</td>
</tr>
<tr>
<td>Director of Academic Success Programs</td>
<td>Myra Orlen</td>
<td>413-782-1415</td>
</tr>
<tr>
<td>Director of Career Services</td>
<td>Laura Fisher</td>
<td>413-782-1424</td>
</tr>
<tr>
<td>Director of Admissions</td>
<td>Anthony Orlando</td>
<td>413-782-1406</td>
</tr>
<tr>
<td>Law School Registrar</td>
<td>Terry Chenier</td>
<td>413-782-1402</td>
</tr>
<tr>
<td>Associate Director of Alumni Relations</td>
<td>Kim Roeder</td>
<td>413-782-1311</td>
</tr>
</tbody>
</table>

## OTHER

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Healthful Living Center</td>
<td>413-782-1518</td>
</tr>
<tr>
<td>Bookstore</td>
<td>413-782-4992</td>
</tr>
<tr>
<td>Health Services</td>
<td>413-782-1211</td>
</tr>
<tr>
<td>(The Center for Sciences and Pharmacy, Suite 235)</td>
<td>413-782-1211</td>
</tr>
<tr>
<td>Information Technology Help Desk</td>
<td>413-796-2200</td>
</tr>
<tr>
<td>Residence Life</td>
<td>413-782-1317</td>
</tr>
<tr>
<td>Student Administrative Services (Financial Aid, On-Campus Bank)</td>
<td>413-796-2080</td>
</tr>
</tbody>
</table>