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Welcome to Western New England University School of Law!

Welcome to Western New England, where you begin your journey toward 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 helping you craft a path in the law that lets you determine how you make that impact. This has been the mission of Western New England since 1919; this year, in 2019, we celebrate our centennial as an institution committed to practical learning, ethical lawyering, and engagement with the western Massachusetts community, the region, the nation, and the world.

Part of your 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 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 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. Your practical lawyering experiences here may take many forms: you may work in a clinic with clients in need, help judges craft their opinions while at federal and state court externships, or learn the ropes at a state agency. Opportunities abound, so plan to take advantage of them.

In addition, 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. Take advantage of the remarkable cultural opportunities and 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 an area with unparalleled natural beauty, stunning fall foliage, skiing in winter, and all manner of outdoor sports and activities throughout the year. And this region is full of revolutionary thinkers, scholars, and activists, 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. Each of us is 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.

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 starting now, in the centennial year of this great institution. We look forward to a wonderful year ahead!

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

Monday, August 19, 2019

8:15-8:50 a.m.  Registration  Law School Common
Continental breakfast provided by Admissions

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

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

11:00-11:15 a.m.  Break  Provided by Thomson Reuters Westlaw Edge

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  Law School Common
Provided by Admissions

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

3:00-4:00 p.m.  Student Directory Photos  Details TBA

See page 17 for hours  An opportunity to visit the Bookstore to buy your books.

Before 9:00 p.m.  An opportunity to visit Public Safety to have photos taken for
required University ID Card. ID Cards may be picked up at the
library circulation desk in the Blake Law Center the following day.

Tuesday, August 20, 2019

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

10:30-10:45 a.m.  Break  Provided by LexisNexis

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
Provided by Student Bar Association

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

1:45-2:30 p.m.  M.S. in Law Info Session-M.S. only  Room 3

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

3:30-4:00 p.m.  Optional Q & A Session  Room A

4:00-4:30 p.m.  Student Directory Photos  Details TBA

4:30-5:30 p.m.  SBA Campus Tour (optional)  Law School Common

See page 17 for hours  An opportunity to visit the Bookstore to buy your books.

Before 9:00 p.m.  An opportunity to visit Public Safety to have photos taken for
required University 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 21, 2019**

9:00-10:00 a.m. **Case Briefing and Class Preparation**  
Room A

10:00-10:15 a.m. **Break**  
Provided by Admissions

10:15 a.m.-11:45 a.m. **Introduction to the Law Course**  
Room A

12:00-1:00 p.m. **Lunch**  
Dining Commons  
Provided by Admissions

1:15 - 2:45 p.m. **Introduction to the Law Course**  
Room A

2:45 - 3:15 p.m. **Student Directory Photos**  
Details TBA

See page 17 for hours

An opportunity to visit the Bookstore to buy your books.

Before 9:00 p.m.

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

**Thursday, August 22, 2019**

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

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

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

12:15-2:00 p.m. **Class Photo and End of Law School Common Orientation Celebration**  
Details TBA

See page 17 for hours

An opportunity to visit the Bookstore to buy your books.

Before 9:00 p.m.

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

**Friday, August 23, 2019**

See page 17 for hours

An opportunity to visit the Bookstore to buy your books.

Before 9:00 p.m.

An opportunity to visit Public Safety to have photos taken for required University 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 19, 2019

See page 17 for hours

An opportunity to visit the Bookstore to buy your books.

Before 9:00 p.m.

An opportunity to visit Public Safety to have photos taken for required University 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

Light dinner with Faculty

Provided by Admissions

Law School Common

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

Provided 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 20, 2019

See page 17 for hours

An opportunity to visit the Bookstore to buy your books.

Before 9:00 p.m.

An opportunity to visit Public Safety to have photos taken for required University 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.

Optional Grab & Go Meal

Provided by Admissions

6:00-7:30 p.m.

Introduction to the Law Course

Room 3

7:30-7:45 p.m.

Break

Provided by Thomson Reuters Westlaw Edge

7:45-9:30 p.m.

Introduction to the Law Course

Room 3

9:30-10:00 p.m.

Professionalism: Prepare to Practice-J.D. only

Room 3

9:30-10:00 p.m.

M.S. in Law Info Session-M.S. only

Room 1

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

Wednesday, August 21, 2019

See page 17 for hours

An opportunity to visit the Bookstore to buy your books.

Before 9:00 p.m.

An opportunity to visit Public Safety to have photos taken for required University 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)

Law School Common

5:00-6:00 p.m.

Optional Grab & Go Meal

Provided by Admissions

6:00-7:30 p.m.

Introduction to the Law Course

Room 3

7:30-7:45 p.m.

Break

Provided by LexisNexis

7:45-9:15 p.m.

Introduction to the Law Course

Room 3

9:15-10:00 p.m.

Case Briefing and Class Preparation

Professor Orlen

Thursday, August 22, 2019

See page 17 for hours

An opportunity to visit the Bookstore to buy your books.

Before 9:00 p.m.

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

4:30-6:00 p.m.

Class Photo and End of Orientation Celebration

Law School Common

6:00-7:30 p.m.

Introduction to the Law Course

Room 3

7:30-7:45 p.m.

Break

Room 3

7:45-9:15 p.m.

Introduction to the Law Course

Room 3

9:15-10:00 p.m.

Library Orientation

Room 3

Friday, August 23, 2019

See page 17 for hours

An opportunity to visit the Bookstore to buy your books.

Before 9:00 p.m.

An opportunity to visit Public Safety to have photos taken for required University ID Card. ID Cards may be picked up at the library circulation desk in the Blake Law Center the following day.
# Academic Calendar 2019–2020

## FALL 2019
- Required First-Year Introduction to the Law Class
- First-Year Orientation Sessions
- Classes Begin
- Labor Day—No Classes
- Monday Classes Meet this Day
- Last Day to Add/Drop Courses
- Last Day to Apply for Degrees to be awarded in October
- Mid-Term Exams (Schedule TBA)
- Fall Recess—No Classes
- Last Day to Apply for Degrees to be awarded in February
- Last Day of Classes—Last Day to Withdraw
- Thanksgiving Recess
- Study Period
- Final Examinations (Schedule TBA)

## SPRING 2020
- Required First-year Introduction to the Law Class
- Classes Begin
- Last Day to Add/Drop Courses
- Martin Luther King Day—No Classes*
- Last Day to Add/Drop Courses
- Last Day to Apply for Degrees to be awarded in May
- Mid-Term Exams (Schedule TBA)
- Spring Recess
- Last Day of Classes—Last Day to Withdraw
- Study Period
- Final Examinations (Schedule TBA)
- Commencement

## SUMMER SESSION 2020
- Classes Begin
- Last Day to Apply for Degrees to be awarded in August
- Last Day to Add/Drop Classes
- Memorial Day Observed—No Classes
- Independence Day Observed—No Classes
- Monday Classes Meet this Day
- Last Day of Classes—Last Day to Withdraw
- Study Period
- Final Examinations

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

ORIENTATION 2019
Introduction to Law

(1 CREDIT)

PROFESSOR JULIE E. STEINER—FALL 2019

<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 19, 2019</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 20, 2019</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 21, 2019</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 22, 2019</td>
<td>The Legal Toolbox: Strategies and Course Conclusion</td>
<td>Read and come to class prepared to discuss pp. 137-176.</td>
</tr>
</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, 2nd ed. 2016). Provided by the Law Library.

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 register for one section of Lawyering Skills, either morning or afternoon.

**DAY SECTION:**
- Lawyering Skills I (Morning Sections) (Cohen, Freeman) Monday & Wednesday 9:30-10:25
- Lawyering Skills I (Afternoon Sections) (Freeman, Kaiser, Orlen) Monday & Wednesday 2:30-3:25
- Torts (Buzuvis) Monday & Tuesday 10:30-11:50, & Thursday 9:30-10:45
- *Criminal Law* (Goldstein) Monday & Wednesday 1:00-2:15, & Thursday 2:00-3:15
- Civil Procedure (Miller) Tuesday 2:00-3:15, Wednesday 10:35-11:50, & Thursday 11:00-12:15
- Academic Success Workshop (Orlen) Tuesday 9:30-10:25 OR Wednesday 9:30-10:25

*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**
The Academic Success course covers essential law school skills such as note-taking, briefing cases, outlining, and exam-taking skills.
Day Program*

**DAY SECTION:**

- Lawyering Skills II (Morning Sections) (Cohen, Freeman) Monday & Wednesday 9:30-10:25
- Lawyering Skills II (Afternoon Sections) (Freeman, Kaiser, Orlen) Monday 1:00-1:55 & Wednesday 2:30-3:25
- Property (Webster) Monday 10:35-11:50, Wednesday 1:00-2:15, & Thursday 11:15-12:30
- Contracts (Charity) Tuesday 2:00-3:15, Wednesday 10:35-11:50, & Thursday 2:00-3:15
- *Constitutional Law* (Setty) Tuesday 9:15-11:15 & Thursday 9:00-11:00
- Academic Success Workshop (Orlen) Tuesday 11:30-12:25

*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**

The Academic Success course covers essential law school skills such as note-taking, briefing cases, outlining, and exam-taking skills.
Evening Program

**Lawyering Skills I** (Kaiser) Monday & Wednesday 6:00-6:55
**Torts** (Steiner) Monday 7:05-8:20, Wednesday 8:30-9:45, & Thursday 6:00-7:15/online
**Civil Procedure** (Wolf) Monday 8:30-9:45, Wednesday 7:05-8:20, & Thursday 7:30-8:45/online
**Academic Success Workshop** (Orlen) Wednesday 5:00-5:55

**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**
The Academic Success course covers essential law school skills such as note-taking, briefing cases, outlining, and exam-taking skills.
**Course Schedule**

**Spring Semester 2020**

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

**Evening Program**

- **Lawyering Skills II** (Kaiser) Monday 9:00-9:55, & Wednesday 6:00-6:55
- **Contracts** (Gouvin) Monday 6:00-7:25, Wednesday 7:00-8:20, & Thursday 7:00-7:55/online
- **Criminal Law** (Baldwin) Monday 7:35-8:55, Wednesday 8:30-9:55, & Thursday 6:00-6:55/online
- **Academic Success Workshop** (Orlen) Wednesday 5:00-5:55

**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)

**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.

**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.

**ACADEMIC SUCCESS**

The Academic Success course covers essential law school skills such as note-taking, briefing cases, outlining, and exam-taking skills.
Welcome to Western New England University School of Law and to the Office of Career Services! We are here to help you find meaningful professional experiences during the school year, each summer, and upon graduation.

As you go through law school and explore options, remember: it is your career, and there are many paths you can take. Whether you are interested in government work, private practice, politics, or public interest law, the decisions are yours about where you apply for externships, clinics, and jobs. 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.

Although our office is available to assist you from day one, we encourage full-time, first-year law students to dedicate the majority of their time adjusting to the academic rigors of the study of law during their first semester. We suggest full-time, first-year 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 offered. In addition, we hold career-related workshops and programs throughout the year. All students are welcome to attend these programs.

We look forward to working with you and wish you success as you begin your legal career!

**STAFF:**
- Laura A. Fisher, Esq.–Director of Career Services
- Samuel L. Charron, Esq.–Assistant Director, Public Interest Coordinator, & Pro Bono Coordinator
- Dee Westcott–Recruitment and Events Coordinator

**Hours:** 8:30 a.m. to 4:30 p.m. Monday through Friday and Wednesdays until 6:00 p.m. 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 race, gender, religion, age, national origin or ethnicity, disability, veteran status, sexual orientation, gender identity or gender expression.
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, as well as performing small surgical procedures such as suturing, incision/drainage of abscess, etc. Health Services providers prescribe medication; 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.

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. All providers may evaluate mental health concerns and will determine if an in-office specialist should be utilized.

WHAT IS THE CHARGE FOR BEING SEEN IN HEALTH SERVICES?
There is no copay for the patient but their health insurance will be billed for services rendered. Students may also be billed by the facility providing services for laboratory work, diagnostic tests, prescriptions, x-rays, and specialist care. Any balance left after insurance pays their portion may be applied to the student’s tuition bill.

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

WHO WILL BE EXAMINING AND TREATING ME WHEN I AM SICK?
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. At your request they can be faxed or mailed to your healthcare provider.

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

If you are on campus and need immediate attention 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 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
413-782-4878
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.

**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 Insurance Requirements

In order to meet your healthcare needs and to comply with the requirements of the Commonwealth of Massachusetts, you will need to complete two documents prior to August 1. A description of the documents and instructions to access them online are described below.

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 or are in need of immunizations, they can be provided to you through Health Services. Physicals are by appointment. Immunizations can be provided in Health Services and billed to your insurer.

Blood can be drawn by providers for titers, establishing immunity, if need be.

2. HEALTH INSURANCE WAIVER OR HEALTH INSURANCE ENROLLMENT:

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 $2810. All waivers or enrollments must be completed online and are mandated by the Commonwealth of Massachusetts. If you fail to complete a health insurance waiver form, the $2810 cost of student health insurance will remain on your tuition bill.

Directions to Access Waiver or Enrollment:

To access the forms, please go online to https://www.gallagherstudent.com/wne on the left side you will see a petition to waive.

All waivers or enrollments must be completed online by September 15 to remove the health insurance charge of $2810 from the student tuition bill. This site also contains detailed information about the health insurance policy offered by Western New England University.

If you have any questions, please call Marilyn Laboy, the Health Services Office Manager, at 413-782-1211.
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 9:00 a.m.-4:00 p.m.
August 2 9:00 a.m.-3:00 p.m.
August 3-4 CLOSED
August 5-8 9:00 a.m.-4:00 p.m.
August 9 9:00 a.m.-3:00 p.m.
August 10-11 CLOSED
August 12-15 9:00 a.m.-4:00 p.m.
August 16 9:00 a.m.-3:00 p.m.
August 17-18 CLOSED
August 19-25 9:00 a.m.-5:00 p.m.
August 26-29 9:00 a.m.-6:00 p.m.
August 30 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
THE ALUMNI HEALTHFUL LIVING CENTER (AHLC) OFFERS:

413-782-1518

- 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.

PUBLIC SAFETY

The Department of Public Safety is committed to providing professional police and public safety services to foster a welcoming and safe learning environment. The University police is fully trained and qualified by the Massachusetts State Police and offers community policing to cultivate partnerships and educate our community. During Orientation, Public Safety will help incoming law students with parking permits, photo ID cards, and parking and traffic regulations. Additionally, Public Safety will introduce students to the RAVE alert system which is the University’s EMERGENCY messaging system.

We encourage students to become familiar with the full range of services offered by Public Safety by visiting their webpage at www1.wne.edu/public-safety/index.cfm.

Contact Public Safety at 413-782-1411/413-782-1300 or police@wne.edu.

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 $2,500 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 2019-20

<table>
<thead>
<tr>
<th></th>
<th>Full-Time Day</th>
<th>Part-Time Day/Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$42,058</td>
<td>$31,544</td>
</tr>
<tr>
<td>Fees</td>
<td>$ 1,640</td>
<td>$ 800</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>Academic and Bar Success Materials</td>
<td>$ 600</td>
<td>$ 450</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$64,584</strong></td>
<td><strong>$52,889</strong></td>
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# Frequently Used Phone Numbers

## Administration

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</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>Assistant Director of Financial Aid</td>
<td>Lynn Santos</td>
<td>413-796-2080</td>
</tr>
<tr>
<td>Director of Academic Success Programs</td>
<td>Myra Orlien</td>
<td>413-782-1415</td>
</tr>
<tr>
<td>Director of Admissions</td>
<td>Anthony Orlando</td>
<td>413-782-1406</td>
</tr>
<tr>
<td>Director of Alumni Engagement</td>
<td>Katie DeBeer</td>
<td>413-782-1478</td>
</tr>
<tr>
<td>Director of Bar Admissions Program</td>
<td>Justin Dion</td>
<td>413-782-1751</td>
</tr>
<tr>
<td>Director of Career Services</td>
<td>Laura Fisher</td>
<td>413-782-1424</td>
</tr>
<tr>
<td>Law School Registrar</td>
<td>Terry Chenier</td>
<td>413-782-1402</td>
</tr>
</tbody>
</table>

## Other

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</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></td>
</tr>
<tr>
<td>Information Technology Help Desk</td>
<td>413-796-2200</td>
</tr>
<tr>
<td>Public Safety</td>
<td>413-782-1300</td>
</tr>
<tr>
<td>Emergency</td>
<td>413-782-1411</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>
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