



## COLLEGE OF LAW

### Office of the Dean

280 Boyd Law Building  
Iowa City, Iowa 52242-1113  
319-335-9034  
Fax 319-335-9019

Dear 2009 Entrants:

I am very pleased to welcome you to The University of Iowa College of Law. Each of you has your own experiences and reasons for coming to this place, as I did twenty-nine years ago. I believe you will find law school both meets your expectations and provides surprise and serendipity.

You will learn a great deal in your three years here. That learning is both collaborative and individual. As anthropologist Ruth Benedict has written, "No individual can arrive even at the threshold of his potentialities without a culture in which he participates. Conversely, no civilization has in it any element which in the last analysis is not the contribution of an individual."

You will be spending a great deal of time alone – reading, thinking, exploring in the College's wonderful library. Some days, the process of learning is exhilarating, sometimes lonely. What is most marked in learning about the law is the extent to which it is reliant on a community. Learning in the classroom is based on your individual learning. As you participate in class, your individual analysis is broadened and deepened in response to the contributions of your classmates and the interchange with your professors and your clients. That sense of community is absolutely dependent on openness, civility, adherence to high ethical standards and, quite frankly, to caring about one another. You will learn a great deal from one another and from others in the law school community outside of the classroom. You will find how much the support of those who care for you means. Please do take some time to live your life outside the law.

During orientation, you will get to know one another, some of your professors and College staff. You will begin your own process of learning about the law. Please know that the College faculty and staff are here to support you in that. At the end of three years, you will have come to some conclusions about how your legal education should be used. What you have learned about learning here, however, will follow you through your life.

I'm very pleased that the admissions committee has selected you to become part of our learning community, and I look forward to working with you!

My sincerest wishes for your success,

Carolyn C. Jones  
Dean and F. Wendell Miller Professor of Law

**UNIVERSITY OF IOWA**  
**INFORMATION FOR ENTERING STUDENTS**  
**Fall 2009**

**ACADEMICS**

**Proof of Graduation**

All students must have earned a baccalaureate degree from an approved college or university prior to commencing work in the University of Iowa College of Law. A final **official** transcript must be on file in the Office of Admissions before you can register or attend classes.

**Registration**

You will be registered for your classes before orientation. We will take pictures on Wednesday, August 19 of all new students to include in the law school photo directory.

Students should be aware that any previously overdue University bill (i.e. for prior course work or miscellaneous charges) must be paid in full before July 13 to avoid any problems with your registration. If it is not paid, we will be unable to process your law school registration, which in turn would stop your financial aid disbursement.

Because the faculty believes that part-time legal education is not good legal education, it requires that all students enroll for a full schedule of at least 10 hours per semester after their first year studies. Exceptions to this rule are rarely allowed.

**Lockers**

All students may sign up for student lockers - \$10 for a half locker, \$15 for a full locker. Go to the bookstore and pay for your locker, then see Michelle Christensen in the Administration Office to get your locker assignment and combination. Students may start reserving lockers July 20.

**Course Books**

Books for your fall courses may be purchased at the

Iowa Student Bar Association Bookstore, temporarily located in 265 Boyd Law Building for fall book rush. The Bookstore staff will know what books you need for your classes. Most of the first year books and supplementary texts will be available July 29 with copy center materials available later. Beginning August 3rd, the bookstore will be open for fall rush hours from 9 a.m.-4 p.m. In an effort to be environmentally friendly, the bookstore will not provide shopping bags. Please bring your backpacks to carry your purchases. The Bookstore phone number is 319-335-9053; hours are recorded on its answering machine and posted on its bulletin board. Books may be purchased by cash, check, or charge using your ID card. Credit cards are not accepted. Please visit our website for more information on the booklist, hours, merchandise, and more:  
<http://www.law.uiowa.edu/bookstore>

**Initial Class Assignments**

Initial reading assignments for your regular classes will be posted by your professor in one or more of these places: on the bulletin boards across from the bookstore on the main floor, outside the professors' offices on the fourth floor, on ICON <http://icon.uiowa.edu>, on TWEN, or on your professor's website. Assignments for the Introduction to Law and Legal Reasoning course will be included in the second set of materials that will be sent later. You are expected to buy your course books and complete assigned readings before classes start.

**Class Attendance & Preparation**

Class attendance must be regular and punctual, and students must be prepared for participation in class discussion. (Standard 304(e) 2008-09 ABA Standards for approval of Law Schools.)

A student may be dropped from a course or failed, at the discretion of the instructor, for excessive absences or for repeated lack of adequate preparation for class. In addition, students are expected to attend special class meetings and be punctual in submitting course assignments, memoranda and papers. (Policies related to courses, Section E Student Handbook 2009-2010.)

### **Honor Pledge**

All incoming students are required to read the college's rules on academic and non-academic misconduct. They are then required to sign the honor pledge stating that they have read, will comply with and understand the potential sanctions for violation. (Policy on Misconduct Section 103, Student handbook 2009-2010.)

### **Library**

Regular hours (beginning August 9, 2009), the Library is open to students:

Sunday: noon to midnight

Monday-Thursday: 7:30 a.m. to midnight

Friday: 7:30 a.m. to 10 p.m.

Saturday: 9 am. to 10 p.m.

Summer Hours prior to August 9, 2009:

Sunday: noon to midnight

Monday-Thursday: 7:30- a.m. to midnight

Friday: 7:30 a.m. to 10 p.m.

Saturday: 9 a.m. to 6 p.m.

Tables and chairs for study are provided. The library staff is there to serve you. Do not hesitate to ask for assistance. The library offers ample study space for all law students. There are 381 carrels assigned to second and third year students.

## **ADMINISTRATIVE MATTERS**

### **Student Handbook**

The law school provides a comprehensive student handbook which can be found on the law school's website.

### **Student I.D. Cards**

All students who do not have a current university picture ID card will need to make arrangements to get one. Student ID cards are issued at the Iowa One Card Office, Room 3 Jessup Hall. The Iowa One Card

Office is open from 10 a.m. - 6 p.m., Monday-Friday. It is best to get your ID card before August 16. Your ID card is the only way to charge books at the law school bookstore.

### **Computers**

While the law faculty does not require students to have computers, most students do. The law library has a number of computers available for law student use, and Instructional Technology Centers within a 10-minute walk of the law building have another 200 pc's and over 90 Macs. Students may purchase a computer through the University; see the websites at <http://helpdesk.its.uiowa.edu/demo/> A loan program is available, but must be paid off monthly while in school. See other information enclosed with this packet for additional details. Financial aid eligibility can be increased upon presentation of proof of purchase of a computer obtained while attending law school or just prior to coming to law school. For students buying a new computer, please note that IBM-compatible computers are the dominant type at the law school and in law offices.

### **"The Docket"**

The Docket is the weekly electronic newsletter of the University of Iowa College of Law that is e-mailed to all current students, faculty, and staff on Thursdays. Except in extraordinary circumstances, the college administration does not send mass e-mails to the student body. Instead, official notices are collected and disseminated once a week through the Docket. Law students are expected to read the Docket weekly and are responsible for all notices contained therein.

### **Electronic Mail and Law School Notices**

The law school administration and faculty members use electronic mail as the primary communication method for information about registration, career services, financial aid, and other important areas.

The University provides a free e-mail account to all students. **The Law School will use the University e-mail account address to contact students. Students are responsible for checking their University account.** Sessions will be held for new students as part of the orientation program, during which students will activate their University accounts

and learn about other on-line services available to students, such as networked printing.

### **Parking**

The use of vehicles and parking in law school lots are subject to general University regulations. All students must register their vehicles through the ISIS system (isis.uiowa.edu). Simply log in using your HawkID and password, click "My UIowa", then select "My Parking". If you have not registered for classes, you cannot apply for parking with some exceptions occurring during the summer semester. Parking stickers and a copy of the automobile regulations will be mailed to you or may be obtained from the Parking Office, IMU Ramp from 8-4:30 p.m. Monday through Friday or at Hospital Ramp 2 from 7:30-5:30 p.m. Monday through Friday. Law students usually use the "Myrtle Avenue" lot, where there are both metered and non-metered spaces. "R" and "S" stickers must park at meters and not in Lot 48, which is reserved for faculty and staff. Parking stickers "R" are billed each semester to your UBill at \$69.00/month (\$621 for 9 month school year) and you do not need to pay at the pay station. Parking stickers "S" are free but you must pay at the pay station to avoid getting a ticket. "R" summer stickers and "S" stickers are valid until June 1, 2010. Night and Weekend (NW) permits are available to registered students who do not hold any daytime parking permit except for motorcycle permits. This gives you access to the Hospitals Ramps, the Field house lot, Newton Road Ramp, North Campus Ramp, IMU Ramp, Library Lot, and Lot 14. Cost is \$20 for a summer permit and \$90 for a 9 month academic year permit.

If you are not using your "R" sticker in December or May while you are on break, you may remove the sticker from your vehicle, take it into the Parking Office, and not have to pay for those months. But when you return, you will need to get a new sticker for your vehicle.

### **FINANCIAL MATTERS**

#### **Scholarships, Loans and Financial Aid**

The College of Law has developed a comprehensive financial aid program in an attempt to insure that no student will be unable to attend or continue at the College because of financial need. Though this ultimate goal has not yet been met, and the funds

available for student financial aid are limited, the law school is able to provide financial assistance for many needy students. Any student in need of assistance should start by seeing the Office of Financial Aid at the Law School.

### **Employment**

Law studies demand all of a student's time and energy. For this reason, students should not plan to work during the first year of law study. In any event, employment at all times is limited to 20 hours per week. (Standard 304 (f) 2008-09 ABA Standards for approval of Law Schools)

### **Research Assistants**

Research Assistant positions are available with many faculty members *only for second and third year students*. The College will host informational programs on securing and succeeding in Research Assistant placement during the academic year. <http://www.law.uiowa.edu/students/studentervices-financial-aid-ras.php>

### **Payment of Student Accounts**

Statements are generated the first working day of each month, and are normally due the 21st of each month. Please contact the University Billing Office if you have not received the email notification. Please be aware that if the monthly minimum amount due has not been paid by the due date, in order to keep the account in good standing, an account may be restricted and a [reinstatement fee](#) may be assessed. Not receiving the email notification is not a sufficient reason to have the reinstatement fee waived. Students may view an account online at [webISIS](#).

Beginning Feb. 1, 2009, The University of Iowa no longer mails paper copies of University Bills (U-Bills) to students. Instead, students will receive e-mail notification when their U-Bills are available for review and payment online through ISIS.

E-mail notifications will be sent to students' University e-mail addresses (student-name@uiowa.edu). Students will be responsible for reviewing their U-Bills, forwarding e-mail notifications to parents, guardians, or other third parties who assist with payment, providing ISIS

guest access as needed, and making sure their bills are paid.

<http://www.uiowa.edu/ubill/>

### **Payment Options**

[http://www.uiowa.edu/ubill/payment\\_options/index.html](http://www.uiowa.edu/ubill/payment_options/index.html)

## **HEALTH AND WELLNESS**

### **Health Insurance**

Because the University is concerned about the potential threat that the high cost of health care may pose to a student's financial well being, health insurance coverage is available for students. Two group policies are administered by Wellmark Blue Cross and Blue Shield of Iowa, The University of Iowa Student Health Insurance Plan (SHIP) and UIGRADCare. To be eligible, you must be registered for classes at the time coverage begins. Foreign students are required to have health insurance to attend the University and will be billed directly for SHIP coverage for each semester. The cost of health insurance purchased may be included in a student's financial aid budget. The University Benefits office will mail information directly to all admitted students in August. Additionally, the health fee paid by all registered students provides free access to the Student Health Service and University Counseling Services for office visits, with additional charges for lab and other tests. More information can be found at <http://www.uiowa.edu/hr/benefits/health/student/index.html>

### **Immunization Requirement**

All students (born after 12/31/1956) entering the University will be required to show proof of two MMR (Measles, Mumps, Rubella) vaccinations. Most individuals have had to meet this requirement for primary school, so the easiest way to locate your records is to check with your physician's office, school system, or childhood records through your parents. If you cannot find your records, you may have the MMR at Student Health. You will have one

semester to provide the Student Health Service with validation of your immunity to MMR. You will not be allowed to register for subsequent semesters until you have completed this requirement.

Information about complying with this requirement may be obtained from The University of Iowa Student Health Service, 335-8370.

### **Smoking Policy**

Under the Smoke-Free Air Act, smoking will be banned everywhere on the University of Iowa campus.

## **OTHER**

### **Court Café**

The Court Café offers: Fresh Baked Pastries, Seattle's Best Fair Trade Coffee, Fruit & Snacks, Hot Entrees, Grab & Go Sandwiches, Hot Panini's., Salads, Sushi, and Soup of the Day. The Court Café is located in the South Mezzanine, Boyd Law Building.

### **Football and other Athletic Event Tickets**

Information can be found at

<http://www.hawkeyesports.com/tickets/iowa-tickets.html>

### **Hillcrest Market Place Dining**

Hillcrest offers a wide selection of foods and beverages, all with a panoramic view of Iowa City and the beautiful Iowa River. Hillcrest Market Place is located in Hillcrest Hall on the west side of campus to the north of Boyd Law Building.

### **Lost and Found**

Lost items should be turned in to the front desk in the Library.

### **Rec Services**

Information on the University of Iowa Recreational Services is located at

[http://www.recserv.uiowa.edu/index\\_flash.htm](http://www.recserv.uiowa.edu/index_flash.htm)

# 2009 - 2010 FINANCING YOUR LEGAL EDUCATION



COLLEGE OF LAW  
Office of Financial Aid  
276 Boyd Law Building  
Iowa City, IA 52242-1113  
1-800-553-IOWA, ext. 9142  
319-335-9142 Fax 319-335-9019  
[law-financialaid@uiowa.edu](mailto:law-financialaid@uiowa.edu)

## 2009-2010 ACADEMIC YEAR TUITION AND MANDATORY FEES

### Resident\*

Tuition	\$20,146
Mandatory Fees	<u>1,286</u>
Total	<b>\$21,432</b>

### Non-Resident\*

Tuition	\$37,852
Mandatory Fees	<u>1,286</u>
Total	<b>\$39,138</b>

\*For information on Iowa residency, please visit  
<http://www.registrar.uiowa.edu/residency/>

## INTRODUCTION

All information concerning financial aid programs is subject to change without notice.

The College of Law administers its substantial financial aid program to advance the goals of its selective admissions policy. Grants, scholarships, work-study funds and loans are awarded on a need or merit basis for the purpose of providing access to legal education for the talented and diverse students admitted to the college. A number of part-time employment opportunities are also available to upper-level students.

Although financial aid awards are not made until after applicants are admitted to the college, applicants should not wait for their notice of admission before filing the Free Application for Federal Student Aid (FAFSA). Admitted students who provide the required documents are informed of their eligibility for financial aid in an award notification letter. **Students must reapply for aid every year.** Applicants are urged to investigate other sources of aid as well. Public libraries, private and civic organizations, and the Internet are excellent resources for information about financial aid.

*Questions and inquiries?* Please contact the offices listed below, and include your name, phone number, and social security number with any financial aid correspondence:

Office of Student Financial Aid  
University of Iowa  
208 Calvin Hall  
Iowa City, IA 52242-1315  
319-335-1450 / 800-553-IOWA  
<http://www.uiowa.edu/financial-aid/financial-aid@uiowa.edu>

Office of Financial Aid  
University of Iowa College of Law  
276 Boyd Law Building  
Iowa City, IA 52242-1113  
319-335-9142 / 800-553-IOWA, Ext 9142  
<http://www.law.uiowa.edu/prospective/finaid-main.php>  
[law-financialaid@uiowa.edu](mailto:law-financialaid@uiowa.edu)

## HOW FINANCIAL NEED IS DETERMINED

Financial Need is determined as follows:

**COST OF EDUCATION minus  
STUDENT CONTRIBUTION =  
FINANCIAL NEED.**

The student contribution is based on the student and spouse's income from the previous year, current assets, savings, and investments.

Homes are not included in the asset calculation.

Eligible students may borrow their student contribution through the Direct Unsubsidized Loan or a private student loan.

## 2009-2010 ACADEMIC YEAR ESTIMATED COST OF EDUCATION\* (FINANCIAL AID BUDGET)

	<u>Resident</u>	<u>Non-Resident</u>
<b>Tuition:</b>	<b>\$20,146</b>	<b>\$37,852</b>
<b>Mandatory Fees</b>	<b>1,286</b>	<b>1,286</b>
Books & Supplies <sup>1,2</sup>	2,300	2,300
Room and Board <sup>1,2</sup>	9,900	9,900
Personal Expenses <sup>1,2</sup>	3,640	3,640
Transportation <sup>1,2</sup>	<u>890</u>	<u>890</u>
<b>Total Estimated Cost of Education<sup>3</sup></b>	<b>\$38,162</b>	<b>\$55,868</b>

<sup>1</sup> Estimated figures.

<sup>2</sup> The student financial aid budget provides **\$1,603 per month** in living expenses and **\$1,150** each semester for books and supplies.

<sup>3</sup> The *Total Estimated Cost of Education* is used to determine your maximum financial aid eligibility.

## SCHOLARSHIPS, FELLOWSHIPS, EMPLOYMENT AND LOAN PROGRAMS

### ❖ SCHOLARSHIPS/FELLOWSHIPS

A separate application is not required for these scholarships and fellowships. Recipients are notified by letter. All students admitted to the College of Law who apply for financial aid through the FAFSA process, including submitting the appropriate supporting documents, are automatically considered for the following:

- **Need-Based Scholarships.** Awards may range from \$500 to full resident tuition.
- **Merit Scholarships and Fellowships.** These awards are based on academic achievement. Potential aid renewal for the second and third year for some merit scholarships and fellowships requires maintenance of class rank in the top 37.5%. Awards may range from \$500 to full resident tuition with a research-assistantship component in upper-level years.
- **UI Law Foundation Scholarships.** The University of Iowa Law Foundation Scholarships includes scholarships that are merit based, need based and a combination of need and merit. These scholarships are awarded to a limited number of students who meet the criteria established by the scholarship donors, as funds are available. Awards may range from \$200 to full resident tuition.
- **Law Opportunity Fellowships.** The College of Law is committed to affording opportunity for a legal career to persons historically underrepresented in the legal profession. The Law Opportunity Fellowship Program (LOF) was established by the University to provide access to law school for students from groups and backgrounds historically under-represented within the legal community. Among the criteria considered in awarding the fellowships are: educationally and/or socio-economically disadvantaged backgrounds, leadership potential and academic merit. Awards may be up to full nonresident tuition for three years and the opportunity to hold a research assistant position for the second and third years.

### ❖ EMPLOYMENT

The College of Law discourages student employment the first year in law school due to the intensive course schedule. In no event may a full-time student work more than 20 hours per week.

- **Research Assistant Positions.** Research Assistant positions are available with many faculty members *only for second and third year students*. <http://www.law.uiowa.edu/students/studentservices-financial-aid-ras.php>

*For those students classified as a non-resident for tuition purposes, a quarter-time Research Assistant position (ten hours per week) will change your tuition status during that semester to resident tuition, thus altering your financial aid package.*

- **UI Student Part-Time Employment.** There are part-time student employment positions throughout the university. You do not need to apply for financial aid to work in these positions. You may access information regarding employment positions through the University of Iowa Student Information Services Jobnet at: <http://www.bo.uiowa.edu/~finaid/jobform.cfm>
- **UI Federal College Work-Study.** College Work-Study is available to a limited number of students in their second and/or third year at the college. A Work-Study award enables you to work in a Work-Study position throughout the University. Work-Study may reduce your Federal Direct Loan eligibility. You must demonstrate financial eligibility through the FAFSA process. <http://www.uiowa.edu/financial-aid/employment/utilizingworkstudy/index.shtml>
- **Law-Related Employment.** The College of Law Career Services Office, located in Room 280 Boyd Law Building, provides many opportunities for you to explore legal employment options during and after your legal education. <http://www.law.uiowa.edu/careers/index.php>
- **Community Employment.** There are many opportunities for non-legal employment in the area. <http://www.bo.uiowa.edu/~finaid/jobform.html>

### ❖ LOANS

- **William D. Ford Federal Direct (Stafford) Loan Program**

**Subsidized.** The interest rate is 6.8%. Interest does not begin to accrue, nor will principal payments begin, until six months after the student is no longer enrolled at least half time. Students must show financial need through the FAFSA process. The annual (e.g. August 2009 through July 2010) maximum is \$8,500.

**Unsubsidized.** The interest rate is 6.8%. Payment on the principal and interest may be deferred, but interest does accrue from the time of disbursement. If payment on the interest is deferred, the interest is capitalized. Students must show eligibility through the FAFSA process. The maximum for the Subsidized plus the Unsubsidized Ford Federal Direct (Stafford) Loan program is \$20,500.

- **Federal Perkins Loan.** The Federal Perkins Loan is awarded, as funds are available, to a very limited number of students who demonstrate exceptional financial need through the FAFSA process. The interest rate is 5%. Interest does not accrue and principal payments are deferred until nine months after you are no longer enrolled at least half-time. Federal Perkins Loan awards range from \$1,000 to \$4,000.
- **The University of Iowa Law Foundation Loan.** The University of Iowa Law Foundation Loan is awarded, as funds are available, to a limited number of students who demonstrate exceptional financial need through the FAFSA process. The interest rate is 5%. Interest does not accrue, and interest and principal payments are deferred until six months after you are no longer enrolled at least half-time. Awards range from \$1,000 to \$4,000.
- **Grad PLUS Loan.** The Grad PLUS Loan is a federal educational loan that may be available to assist those students who have not had their entire student financial aid budget met through other financial aid programs. In addition, students must **not** have an adverse credit history (a credit check will be done). The student is considered to have an adverse credit history if they are 90 or more days delinquent on any debt or if, within 5 years of the date of the credit report, the student have been the subject of a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment, or write-off of a Federal Student Aid debt (for example, a Direct Loan or Federal Stafford Loan). A student with an adverse credit history may still receive a Direct PLUS Loan if the student obtains an endorser who does not have an adverse credit history. An endorser is someone who agrees to repay the loan if the student does not repay it. The interest rate is 7.9%. Interest does accrue while the student is in school.  
<https://dlenote.ed.gov/emprn/StudentLoanSelector.jsp>  
<https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContext>

### FINANCIAL AID CHECKLIST FOR FALL 2009 AND SPRING 2010

All law students are considered self-supporting for federal financial aid purposes. Parental income/asset information is not considered in determining your financial need.

- 2009-2010 FAFSA.** File the FAFSA on the web at <http://www.fafsa.ed.gov/> and submit **all required documents** as soon as possible after January 1, 2009 since some institutional funds are limited. **The federal school code for The University of Iowa is 001892.** After you are admitted and as files become complete, financial aid applications will be reviewed and award letters will be mailed to you. *You must reapply every year.*
- 2009-2010 University of Iowa Institutional Verification Form (IVF).** Three to four weeks **after** the University of Iowa has received the information from your 2009-2010 FAFSA, **admitted** students will receive instructions regarding the IVF. You may be instructed to download and print the IVF at the ISIS web site <http://isis.uiowa.edu> . (Log in, go to the heading **Student Records**, click on **Financial Aid**, and then click on **Verification Form**). If you are unable to print the IVF you may request a form by phone at 319-335-1450 or email [financialaid@uiowa.edu](mailto:financialaid@uiowa.edu)
- 2008 Federal Tax Return.** Submit a signed and dated copy of your 2008 Federal Income Tax Return (including all schedules) or IRS Form 1722 to the UI Student Financial Aid Office at 208 Calvin Hall, Iowa City, IA 52242. If you will not file a 2008 federal income tax return, you will be asked to verify this on the University of Iowa Verification Form.
- Master Promissory Note.** First time borrowers only. Visit <http://dlenote.ed.gov> .
- Entrance Counseling.** First time borrowers of the Federal Direct Ford Loan must go to <https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContext> and complete the Entrance Counseling requirement.
- Direct Deposit Form.** Authorization for direct deposit of financial aid can be authorized via ISIS <http://isis.uiowa.edu>. Click on “Bank Information-Financial Aid Refund” under Finances & Billing in the upper-right area of the screen. Students may also set up automated payment deduction plans directly from this location.
- Law Foundation & Perkins Promissory Notes.** As needed.
- Grad PLUS Loan Master Promissory Note.** First time borrowers only. [https://dlenote.ed.gov/emprn/completenew\\_plus.jsp](https://dlenote.ed.gov/emprn/completenew_plus.jsp)
- Update your address and anticipated graduation date with the Registrar’s Office** on the ISIS system at <https://login.uiowa.edu/uip/login.page?service=https://isis5.uiowa.edu/isis/>

## SPECIAL TOTAL ESTIMATED COST OF EDUCATION INCREASES

Your financial aid eligibility **cannot be increased for car payments and/or credit card debt**. You may have your total estimated cost of education increased for loan eligibility with proper documentation for the following costs:

1. *Student medical expenses not covered by insurance.*
2. *UI Grad Care cost difference from the Student Health Insurance Plan (SHIP).*
3. *Commuting more than 100 miles a day.*
4. *Childcare expenses.* If you have dependent children living with you and you have daycare costs for your children while you attend law school, your eligibility for financial aid may be increased for your childcare costs. For a "Request for Childcare Expenses" form e-mail law-financialaid@uiowa.edu .
5. *Computer purchase.* A computer may be purchased through an outside vendor or from a UI selected vendor. For information on UI selected vendors visit [www.its.uiowa.edu/cs/helpdesk/demo/](http://www.its.uiowa.edu/cs/helpdesk/demo/) or call 319-384-4357.
  - Students initiate the process to include computer costs in the cost of attendance. Eligible computer costs include the cost of the computer, 17" monitor, printer, handheld, surge protector, connecting cables, word processing software (Microsoft Office or equivalent) and anti-virus software.
  - Costs will only be allowed if either a purchase invoice or a purchase receipt supports them.
  - The maximum amount that we will allow is \$2,000.
  - Only one computer may be added to your student loan eligibility as a law student.
  - First year students are allowed to include the cost of computers purchased on or after June 1st of their entering academic year.
  - Requests to include computer costs must be made prior to the last day for downward tuition and fee adjustments of the student's financial semester at the University of Iowa. Complete the computer adjustment form available on the UI COL website.

For special budget requests, please contact the financial aid staff in 276 Boyd Law Building or the UI's central financial aid office at 208 Calvin Hall and ask for a financial aid counselor. (See full contact information on page 1.) Special budget requests must be accompanied by appropriate documentation by the appropriate agency and provided to the UI central financial aid office.

## BILLING OF TUITION, FEES AND UNIVERSITY HOUSING AND BOARD CHARGES

**All contracted charges (tuition/fees, university family housing) will be billed in full for the term on the first billing. Non financial-aid recipients have three payment options during the Fall and Spring semesters:**

1. **Pay the Balance in Full at the beginning of each semester.** If you choose to pay the full amount of the contracted items, you will pay the total shown as the Balance Due by the date indicated on your bill, approximately August 22 & approximately January 22. Summer bills are due approximately June 22.
2. **Pay the Minimum Periodic Payment through the Deferred Payment Plan.** By paying the Minimum Periodic Payment, you will automatically become enrolled in this plan and **you will be assessed a \$20.00 Deferred Payment Fee**, once per semester, or a **\$15.00 Deferred Payment Fee** for summer on the last billing statement. Students will have their contracted items (tuition, room and board) billed in three installments per semester as follows:
  - ▶ Fall: August, September, October
  - ▶ Spring: January, February, March
  - ▶ Summer: June, July



## COLLEGE OF LAW

### Office of the Dean

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Iowa City, Iowa 52242-1113  
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Fax 319-335-9019

June 2009

Welcome to the Iowa Law College!

We congratulate you on your acceptance to The University of Iowa College of Law and eagerly anticipate your arrival at our orientation program at 2:00 p.m. on Sunday, August 16, 2009. The orientation program includes an eight-session, one-credit course, Introduction to Law and Legal Reasoning, and a series of programs and events about life as a law student. The **mandatory** orientation week (Sunday, August 16 - Monday, August 24) sessions are scheduled from approximately 8:00 a.m. to 4:00 or 4:30 p.m. each day, except for Friday afternoon. You will receive your class schedule, instructor's names, and detailed information about orientation, including the syllabus and readings, in a second mailing in late July.

Many students wonder how best to prepare for the start of law school. Because your first semester will require intense periods of sustained effort, we recommend that you arrive at the College of Law ready to devote as much time and energy as you can to your studies. Only you can decide how best to prepare. Some will use free time to relax or to read for pleasure. Whatever you decide, we strongly urge you to get settled into your living situation before orientation begins. Starting on August 16, there simply will not be much time, if any, to get utilities connected, open a bank account, locate your bus stop, or arrange child care (for information about services for families, please see <http://www.uiowa.edu/hr/famserv/index.html> )

Within the next month, we will be forming class sections and course schedules. While we do not have limitless flexibility, please contact our Registrar Deb Paul ([debra-paul@uiowa.edu](mailto:debra-paul@uiowa.edu), 319/335-9080), if you have any class scheduling requests or questions regarding registration.

If you have any questions between now and August 16, please don't hesitate to call us. Financial aid questions should be directed to Susan Palmer ([s-palmer@uiowa.edu](mailto:s-palmer@uiowa.edu), 319/335-9142) and admissions questions should be directed to Assistant Dean Collins Byrd at ([collins-byrd@uiowa.edu](mailto:collins-byrd@uiowa.edu), 319/335-9095). If you have questions about any aspect of student life, for example, how to request accommodations for a disability, or how to access academic resources, please contact Associate Dean Carin Crain at ([carin-crain@uiowa.edu](mailto:carin-crain@uiowa.edu), 319/335-9034).

We look forward to meeting you on August 16!

Carin N. Crain  
Associate Dean of Student Affairs

Eric Andersen  
Associate Dean for Academic Affairs

Collins Byrd  
Assistant Dean for Admissions

Linda McGuire  
Associate Dean for Civic Engagement

## **ADVISORY PERSONNEL**

### **Dean of Students**

The Dean of Students is Carin Crain. The Dean of Students is the member of the administrative staff who addresses specific concerns. Students should see her to discuss problems related to course enrollment and scheduling not solvable by the Registrar. In addition to providing academic advice, the Dean of Students counsels and refers students with personal, family and professional problems that interfere with law school. She is the joint degree advisor and administers the law school's policy on disabilities. Her office is in the Administrative Suite and her telephone number is 335-9034.

### **Registrar**

Deb Paul, the College of Law Registrar, is the administrative staff member who maintains student records. In this capacity the Registrar should be the initial contact when seeking information about course enrollment, scheduling, combined program status, state bar applications and progress toward graduation.

### **Admissions**

Collins Byrd is the Assistant Dean of Admissions. He is located at 320 Melrose. Sehee Foss is the Associate Director of Admissions. Her office is also located at 320 Melrose. They may both be reached at 335-9095.

### **Financial Aid & Research Assistantships**

The Director of Financial Aid is Susan Palmer. Ms. Palmer is available for counseling with regard to financial aid and research assistantships for current students. Her office is Room 276. Jessica Diers is the Financial Aid Assistant. Mrs. Diers is also available for information with regard to financial aid and research assistantships. She is located in 276 BLB. Both may be reached at 335-9142.

### **Academic Achievement Program**

Brian Farrell, the Director of the Academic Achievement Program provides lectures and one-to-one help in study skills, time and stress management, exam preparation, and other areas related to making a successful transition from undergraduate or

graduate study to the study of law. His telephone number is 335-8273.

### **Faculty Advisors**

Upon starting law school, students are assigned individual faculty advisors. Faculty advisors are the primary source of curricular counseling on the scheduling of upper class courses, and also may be contacted about any other matters which cannot be handled satisfactorily by the law school's other established counseling resources.

### **Ombudsperson**

The Ombudspersons are faculty members chosen by students to operate informally to resolve conflicts within the law school. Problems may be referred to them that cannot easily be resolved by interaction between participants. Anonymity of the identity of the parties involved is maintained, except for situations where disclosure of a student's identity to another person is essential to deal with the student's problem. The Ombudspersons for the 2009-2010 year will be selected by the executive board of the Iowa Student Bar Association at the beginning of fall term.

### **Career Services**

The Career Services Office is available throughout the year to advise students about part-time work, summer placements, permanent employment opportunities, and to provide career counseling. Career Services also presents an extensive program of speakers and panels on law-related career opportunities throughout the year. Karen Klouda is the Director of Career Services. Craig Spitzer is the Career Services Assistant. The office also has other staff to assist you.

Appointments are available by calling Cymie Wehr at 319-335-9011 or by stopping by the Career Services office in room 299 BLB in the Administrative Suite. Walk-ins (15 minutes, first-come/first-served) appointments are also available for quick questions.



June 16, 2009

The Student Computer Services Department welcomes you to The University of Iowa College of Law. Our department oversees technology resources in the Law Library, including the maintenance of computer hardware and software. We also provide students in the College of Law with support in the use of their personal laptops.

Please refer to the information below for our recommended specifications for your personal computing system. If you are considering the purchase of a new computer, it also provides information on how you can order a computer through The University of Iowa's purchasing program, as well as information on how you can purchase software for personal use at a significantly discounted rate.

When you arrive on campus for the fall term, you will be required to attend a class called *Accessing Online Services*. During the class you will learn about important computing resources in the college and across campus, verify your access to a number of network services, and receive information about the College of Law's laptop exam program. If you will be using a personal laptop for law school, you will also need to attend a workshop called *Laptop Best Practices* in which you will receive assistance in configuring your laptop for university network access. In mid-July you will receive an email from Student Computer Services staff member Darlene Kaskie that will provide details about when these classes will be offered, and will direct you to a website where you can sign up for the sessions that work best for your schedule.

We look forward to assisting you with your technology needs.

Becky Lutkenhaus  
Head Student Computer  
Services Librarian  
328 Boyd Law Building  
319-335-9007

Jeremy Grasby  
Departmental IT Specialist  
130 Boyd Law Building  
319-335-8540

Darlene Kaskie  
Student Computer Services  
Librarian  
130 Boyd Law Building  
319-335-8540

# PURCHASING A LAPTOP FOR LAW SCHOOL

## Vendors

The University of Iowa students have the option of purchasing a computer through the negotiated University vendor plans. Visit <http://helpdesk.its.uiowa.edu/demo> for current products and prices.

**Note:** You need your Hawk ID and password to access the vendor web sites. If you do not receive this information, call 319-384-4357 to obtain your Hawk ID and password.

You also can visit The Computer Demo Center located at the ITS Help Desk, 2800 University Capitol Center (2<sup>nd</sup> floor of the Old Capitol Mall).

## Hardware

The College of Law is a PC environment. The College **does not** recommend Netbooks nor Macintosh computers. If you use a Mac for law school work, you will not have the same level of access and support as you will with a PC laptop.

## Warranty

If purchasing a new personal computer, the College of Law IT staff recommends the three-year complete *manufacturer's* warranty which covers accidental damage as well as manufacturer's defects. This warranty is included in the purchase price of the laptops offered through the University vendor plan.

## Laptops

The College of Law IT staff currently recommends the following *minimum* standards when purchasing a laptop for law school:

Operating System	Microsoft Windows XP Professional Services Pack 3 or Microsoft Vista Service Pack 1
Hard Drive	120 GB or higher
RAM	2 GB or higher
Processor	Intel Core 2 Duo
Drives & Ports	Any available DVD/CD-RW drive and/or a USB port
Wireless Network Adapter	802.11g/n

## Microsoft

The University of Iowa Microsoft Campus Agreement allows the University to sell negotiated Microsoft licenses to students at a substantially reduce price. Vista and Windows Office Enterprise 2007 can be purchased at the IMU Bookstore for less than \$12. To learn more about the Microsoft Campus Agreement Program, visit <http://cs.its.uiowa.edu/software/mscastudents.shtml>.

## ExamSoft

Students may have the option of taking law school exams on their own laptop. The exam software can be purchased from the ISBA bookstore in the College of Law building. The license fee is \$25 for the academic year. The software exclusively runs on Microsoft Windows operating systems. Mac users must have the OS 10.5 Leopard operating system with Boot Camp and will need to purchase and install Microsoft Windows. The College does not support Netbooks for exams.

## Security

Do not leave your laptop unattended. The College of Law IT staff recommends purchasing a security cable and locking your laptop using the security rings located in the Law Library study carrels.

## **Backup**

The College of Law IT staff recommends frequently backing up files in the event of laptop software or hardware problems. To make copies of important files and/or to transport documents from desktop to laptop, burn to a CD or save to a USB drive.

## **Less is More**

Do not install extraneous programs unrelated to your law school work. Downloading and installing Internet programs and games makes your laptop susceptible to spyware, virus, and Trojan attacks.

For questions regarding laptop usage at the College of Law, contact:

Student Computer Support  
The University of Iowa  
College of Law  
130 Boyd Law Building  
319-335-8540  
M-F 9:30-3:30

## **Laptop Best Practices Workshop**

Prepare and protect your laptop for law school

- Connect to the UI wireless network
- Install free antivirus software
- Load law school print drivers

**Prerequisite:** Accessing Online Services

**More information coming in July**

### Laptop Usage Policy

When using the University network, students are governed by the [University Acceptable Use of Information Technology Resources Policy](#). Net work services (e.g. Internet, Outlook Web, and Remote Access) are to be used primarily for the support of University of Iowa academic and work-related business.

Network file sharing is not allowed per the University Technology usage policy. File sharing includes music sharing programs such as KaZaa, LimeWire, and Napster. If you are using the University network to download music, movies, or other copyrighted material without paying for them, you are in violation of the University Technology Policy and are open to sanctions.