

# Table of Contents

*Matriculation Memo*

*Dates to Remember*

*Whom to Call*

2016

Widener Law  
Commonwealth



# Widener University

## Commonwealth Law School

Admissions Office

### Memorandum

**To:** ALL ACCEPTED APPLICANTS  
**From:** JOHN S. BENFIELD, ASSOCIATE DEAN

Congratulations on your acceptance to Widener University Commonwealth Law School. I hope that you will enroll in the fall. In order to complete your file as an accepted student and enable the Law School to register you for your classes, you must complete the required items listed below. Please read this memorandum carefully and respond as required.

**Seat Deposit** – All accepted students are required to pay two seat deposits totaling \$800.00. The deposits are non-refundable. Failure to pay the required deposits will result in the offer of acceptance and the scholarship award being revoked. If you enroll in the School of Law, the deposits will be credited toward your fall semester tuition. You may pay the deposit online with a credit card at [www.widener.edu/hblawdeposit](http://www.widener.edu/hblawdeposit) or by calling the Bursar's Office at 717.541.3957. A check or money order may be mailed to the Admissions Office, 3800 Vartan Way, Harrisburg PA 17110.

**Scholarship Awards** - Scholarship awards are for the academic year with one half of the amount awarded for the fall semester and the other half for the spring semester. The scholarship is for each year of your legal education provided you remain in good academic standing, a cumulative Grade Point Average (GPA) of 2.00 or higher. Failure to maintain the required GPA will result in a loss of the scholarship award. Payment of the required \$800.00 non-refundable seat deposit will secure your scholarship award.

**Final Official College Transcript** – A final official transcript from the undergraduate degree-granting institution, and if applicable, the graduate degree-granting institution is required. All accepted students are required to have earned, prior to enrolling, a baccalaureate degree from an accredited institution. Acceptance to the Law School is conditioned upon the successful completion of your undergraduate degree. Please have an official transcript, with degree award noted, mailed directly to the Office of Admission or to LSAC. The transcript must indicate that the degree has been awarded. If you have received an advanced degree from any college or university, final official transcripts reflecting the work are also required. Without a final official transcript reflecting that a baccalaureate degree has been earned, you will not be permitted to enroll in Widener Law Commonwealth.

**Schedule a Visit** – All accepted students are encouraged to visit the Law School at any time, just let us know what you want to do when you visit: take a tour, meet with someone in admissions, talk to a current student, meet with a faculty member, etc. To schedule your personalized visit contact the Office of Admissions at 717.541.3903 or by email at [admitcwlaw@widener.edu](mailto:admitcwlaw@widener.edu). As a reminder, summer hours for administrative offices are Monday – Thursday, 9:00 a.m. – 5:00 p.m.

**Financial Aid** – All students who will be using federal student loans to pay for all or a portion of law school are advised to complete the FAFSA as soon as possible. The Widener Law Commonwealth code is **E00656**. The FAFSA will be used to determine eligibility for federal student loans.

**Tuition and Fees** – Tuition for the 2016-17 academic year will be billed at \$1,438.00 per credit hour. Full time entering students are typically enrolled in 15 credit hours per semester and part-time students are enrolled in 11 credit hours per semester. For the coming academic year a full time student enrolled in 15 credit hours per semester would pay \$43,140.00 for the year and a part-time student will pay \$31,636.00. In addition to tuition students are also charged an annual Student Bar Association Fee of \$59.00 per semester and a \$30.00 per semester exam technology fee.

The link below will provide the current information regarding tuition for the 2016-17 academic year.

<http://commonwealthlaw.widener.edu/current-students/enrollment-services/financial-aid-office/cost-of-attendance/>

CampusCruiser, Widener Law’s online portal, provides access to Financial Aid Awards, Student Schedules, etc. CampusCruiser usernames and passwords were sent to all accepted applicants using the email address provided on the law school application. Once you have logged in to CampusCruiser, (1) Click on the “webadvisor” tab underneath the Widener University logo; (2) Search through the links along the left column for information on the following: Student Schedules, Financial Profile, Student Account and Financial Aid Award. To access your online bill, click on “What’s My ID and Pin” and then click on “My Online Student Account. If you have difficulty with CampusCruiser, please contact Information Technology Services (ITS) at 717.541.1927.

**Orientation** – Orientation is **required** for all entering students and is scheduled for **August 15 – 20**, Monday through Thursday, **5:00 p.m. – 10:00 p.m.** and Saturday **10:00 a.m. – noon**. In late July you will receive a detailed schedule for Orientation/Introduction to Law Program. Make plans now to attend every session of orientation. On Thursday evening, August 18, students will participate in a “Welcome to the Profession Ceremony,” and are asked to wear professional attire. Classes for all students are scheduled to begin on Monday, **August 22, 2016**.

**Housing Information** – Many entering students have questions about housing and roommates. Widener Law Commonwealth does not provide on-campus housing. However, the Admissions Office does work with incoming students to find housing. There are numerous affordable housing options available in the Harrisburg area and in close proximity to the law school. Questions about housing should be directed to Mr. Joshua Wilkinson, 717.541.1935, or you may email him at [jjwilkinson@widener.edu](mailto:jjwilkinson@widener.edu)

**Class Schedules and Registration** – Entering students will be registered for classes by the Registrar. All entering students who have made arrangements for the payment of tuition and have been financially cleared by the law school will be sent a final class schedule prior to orientation. Classes for all students begin on Monday, **August 22, 2016**.

**Character and Fitness Information Disclosure** – Lawyers are held to very high ethical standards. In responding to questions on the application for admission it is important that you have provided candid, honest and forthright answers to the questions asked. If you have not, you will need to amend your application. The decision to admit you to Widener Law Commonwealth was based in part on your response to the character and fitness questions. Failure to be candid may result in the offer of acceptance being revoked.

You are required to report any charge(s) other than a minor traffic violation(s). That would include reporting open container, simple possession, underage possession, urinating in public, public disorderly conduct, and many other issues. If in doubt as to whether to report an incident or not, you would be advised to report. Typically the failure to be candid and honest is much more serious than the incident that was omitted from the application.

Applicants to law school and law students have a continuing duty to update the information provided in response to the Character and Fitness section of the Law School application. Please notify the Office of Admissions of any academic or disciplinary actions occurring after submission of your application. In the event that there have been incidents which would cause you to change your response to the Character and Fitness questions on the Law School application, please provide a revised response, including a detailed explanation of the incident(s).

Applicants with significant character and fitness issues, while they may be accepted to the Law School, may not meet the standards set by Character and Fitness in the jurisdictions in which they plan to practice law. Applicants who answered affirmatively to any of the character and fitness questions on the law school application are advised to contact the Board of Bar Examiners in the state(s) in which they intend to seek admission. Your prior record and conduct may affect your ability

to sit for the bar examination. Addresses for all relevant agencies are available through the National Conference of Bar Examiners at [www.ncbex.org](http://www.ncbex.org).

**Students with Disabilities** – Any entering student with a documented disability should immediately contact the Student Affairs Office, 717.541.3952, to request any reasonable accommodations required to support a documented disability. Students seeking accommodations for any disability will be required to submit sufficient documentation for the appropriate medical professional. The documentation should include information relating to the disability, the diagnosis, and the recommended accommodation. The Director of Student Affairs will review the documentation and make a determination as to the appropriate and reasonable accommodations to be granted.

The University's ADA Coordinator will make an independent assessment of all accommodation requests. Students granted accommodations for law school examinations should be aware that the Board of Law Examiners in each jurisdiction will make an independent determination for the granting of any accommodations for the bar exam. The standard for granting accommodations and the documentation required by each jurisdiction may differ from the standards used by Widener Law Commonwealth.

**Computer Compatibility** – Entering students contemplating the purchase of a new computer or laptop and have questions regarding Widener's computer systems and their compatibility with your computer hardware, please contact our Information Technology Services Department (ITS) at 717.541.1927 or at <http://commonwealthlaw.widener.edu/current-students/resources-for-current-students/information-technology-services-its/>

**Materials for Prospective Law Students - Law Library** – Entering law students are frequently interested in reading law school related materials prior to the start of classes. While there is no required summer reading the Widener Law Commonwealth has developed a list of books and other materials that may be enjoyable and interesting as you await the start of your legal education. If you are interested, you may access the list at the following site:

<http://commonwealthlaw.widener.edu/current-students/law-library/resources/>

**Law School Calendar** – As you make plans for the coming year, you will want to take note of the law school's academic calendar. You should note holidays, breaks, exam dates, etc. The link below is to the 2016-17 academic calendar.

<http://commonwealthlaw.widener.edu/current-students/academics/academic-calendar/>

**Summer Hours** – Beginning on Monday, June 6 until August 5, Widener Law Commonwealth administrative offices will observe summer hours. Offices will have extended hours Monday – Thursday, and will be closed on Friday.

**Health Insurance** – Information relating to student health insurance options will be available during or shortly after orientation.

**Entering Student Facebook Page** – A Facebook group for accepted students has been created and you are encouraged to join. Information regarding upcoming deadlines, events, activities, and necessary forms will be posted in this group. You should also “Like” the Widener Law Commonwealth Facebook page and follow the school on Twitter, Instagram and other social media outlets.

**Tobacco-Free Policy** – All entering students should note that Widener University, including Widener Law Commonwealth, is a tobacco-free campus. The Tobacco-Free Policy applies, at all times, to all university faculty, staff, students, visitors, contractors and guests. The use of tobacco, including smoking, is prohibited within university facilities, outdoor areas, and in university owned vehicles.

If you have any questions relating to any of the items noted in this memorandum, please contact the Office of Admissions.

Should you decide at any time that you do not plan to enroll at Widener Law Commonwealth, please notify, in writing, the Office of Admissions so that your seat can be offered to another deserving applicant.

If you have any questions or concerns about Widener Law Commonwealth, please do not hesitate to let me know. You can reach me by phone at 717.541.3903 or by email, [JSBenfield@Widener.edu](mailto:JSBenfield@Widener.edu). I look forward to you joining us in Harrisburg in the fall!

## **Dates to Remember**

June 14, 2016	Accepted Applicant Picnic
June 20, 2016	Second Seat Deposit Due
July 1, 2016	Final Official Transcript Due
July 14, 2016	Tuition Paid / Financial Arrangements Made
August 15 - 20, 2016	Orientation for all students – Required
August 22, 2016	First Day of Classes
August 27, 2016	Last Day to Drop / Add
August 27, 2016	Last Day to Withdraw for full refund
September 5, 2016	Labor Day (no classes)
November 23-25, 2016	Thanksgiving Holiday (no classes)
December 2, 2016	Last Day of Classes
December 5, 2016	Exams Begin
December 19, 2016	Last Day of Exams

## Whom to Call

Admissions	717.541.3903
Bursar's Office	717.541.3957
Career Services	717.541.3958
Dean's Office	717.541.3902
Student Affairs Office	717.541.3952
Financial Aid	717.541.3961
Housing	717.541.1935
Information Technology Services	717.541.1927
Library	717.541.3933
Registrar's Office	717.541.3904
Switchboard	717.541.1955