

# Table of Contents

*Matriculation Memo*

*Dates to Remember*

*Important Phone Numbers*

2017

Widener Law  
Commonwealth



## Memorandum

**To:** Fall 2017 Entering Class  
**From:** John S. Benfield, Associate Dean  
**Re:** Second Seat Deposit, Matriculation Requirements, and Miscellaneous Information

Congratulations on your acceptance to Widener University Commonwealth Law School. Plans are well under way for orientation and for your arrival in August. Included in this memorandum is important information, please read it carefully and respond as required.

**Second Seat Deposit** – All accepted students are required to pay a second \$400.00 non-refundable seat deposit. The seat deposit is due on or before **August 1, 2017**. Failure to pay the required deposit will result in the offer of acceptance and the scholarship award being revoked. For applicants who enroll, the seat deposit will be credited toward your fall 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. If your plans have changed and you no longer plan to enroll in Widener Law Commonwealth, please notify the Admissions Office as soon as possible so that the seat may be awarded to another deserving applicant

**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 in the law school, 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. Your official transcript must be on file no later than **August 1, 2017**. 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.

**Tuition and Fees** – Tuition for the 2017-18 academic year will be billed \$1,481.00 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 2017-18 academic year a full time student enrolled in 15 credit hours per semester will be billed \$44,430.00 for the year and a part-time student will be billed \$32,582.00. 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.

Tuition and fees for fall must be paid, or arrangements made, by **August 10, 2017**. The link below will provide the current information regarding tuition for the 2017-18 academic year. Current information is available at:

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

**Orientation and Introduction to Legal Process** – Orientation and Introduction to Legal Process are **required** for all entering students and will be held Monday through Thursday, **August 14 – 17, 5:00 p.m. – 10:00 p.m.** and **Saturday, August 19, 10:00 a.m. – noon**. In late July a detailed schedule for Orientation and Introduction to

Legal Process will be available. Make plans to attend **every** session. On Thursday, August 17, students will participate in a “Welcome to the Profession Ceremony,” and are asked to wear professional attire.

**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 the Admissions Office, 717.541.3903 or by email at [admitcwlaw@widener.edu](mailto:admitcwlaw@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 class schedule in mid-July. Classes for all students begin on Monday, **August 21, 2017**.

**Financial Aid** – All students relying on federal student loans and other forms of financial aid to pay tuition are encouraged to contact the Office of Financial Aid to make sure that all necessary paperwork has been completed. If you have not yet done so you should immediately complete the FAFSA. The Widener Law Commonwealth code is **E00656**. The FAFSA will be used to determine eligibility for federal student loans. Please contact the Office of Financial Aid regarding any and all other forms required to complete the loan process.

**CampusCruiser** – 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.

To create an account go to [www.Widener.edu/pss/lookup](http://www.Widener.edu/pss/lookup) and use your Social Security number to retrieve your log in ID. The next step is to log in to CampusCruiser at widener.edu. and (1) Click on the “Web Advisor” 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, you will need your Widener Student ID and PIN. 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.

**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.

**Character and Fitness Information Disclosure** – Accepted applicants are reminded once again of the importance of full disclosure in responding to the character and fitness questions on the law school application and of the ongoing obligation to update the law school of any charges that may have occurred since submitting the original

application. Applicants are advised to amend and update their application as soon as possible. The decision to admit you to the law school 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. The relevant portion of the application was:

*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).*

**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 Library staff 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 2017-18 academic calendar.

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

**Summer Hours** – Beginning on Monday, June 5 until August 11, 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.

**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/>

**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.

The faculty, staff and students at Widener Law Commonwealth look forward to you joining us in the fall. If you have any questions at any time, please do not hesitate to contact the Admissions Office, 717.541.3903, or [AdmitCWLaw@Widener.edu](mailto:AdmitCWLaw@Widener.edu).

Enjoy your summer! Rest and relax as you prepare to begin an amazing and exciting chapter in your life.

## Dates to Remember\*

June 20, 2017	Second Seat Deposit Due
July 1, 2017	Final Official Transcript Due
August 10, 2017	Tuition Paid / Financial Arrangements Made
August 14 – 17, & 19, 2017	Orientation for all students – Required
August 21, 2017	First Day of Classes
August 26, 2017	Last Day to Drop / Add
August 26, 2017	Last Day to Withdraw for full refund
September 4, 2017	Labor Day (no classes)
November 22-24, 2017	Thanksgiving Holiday (no classes)
December 1, 2017	Last Day of Classes
December 4, 2017	Exams Begin
December 18, 2017	Last Day of Exams
January 8, 2018	Spring Semester Classes Begin
January 13, 2018	Last Day to Drop a Class
January 15, 2018	Martin Luther King Day (no classes)
March 5 – 9, 2018	Spring Break
March 22, 2018	Make-Up Day (if needed; if not no classes)
March 30, 2018	Spring Holiday (no classes)
April 26, 2018	Last Day of Classes
April 30 – May 14, 2018	Final Exams
May 20, 2018	Commencement Ceremony

\*Dates are as of July 18, 2017; please check the official academic calendar for any changes

# **Widener Law Commonwealth**

## **Important Phone Numbers**

Admissions Office:	717-541-3903
Career Development Office:	717-541-3958
Information Technology Services	717-541-1979
Office of Student Affairs:	717-541-3952
Financial Aid Office:	717-541-3961
Library:	717-541-3933
Registrar's Office:	717-541-1956