We are now Widener University Commonwealth Law School!

We can also be referred to as Widener Law Commonwealth.

Please take time to adjust your email signature and social media accounts.

If you have questions, please ask one of the following Widener Law Commonwealth Brand Ambassadors:

- Tiffany DePaoli, Assistant Director of Alumni Engagement (Administration Building)
- Sandy Graeff, Special Program Liaison (Student Orgs. Building)
- Susan Giusti, Reference/Technical Services (Library)
- Eric Kniskern, Director of Admissions (Administration Building)
- Natasha Lewis, Director of Development and Alumni Engagement (Administration Building)
- Jessica Schuller, Assistant Registrar (Administration Building)
- Joan Zurcher, Bookstore Manager (Student Orgs. Building)

thank you
Greetings from Enrollment Services and welcome to Widener University Commonwealth Law School! The Enrollment Services department consists of three offices—Bursar, Financial Aid and Registrar. All three offices are located in the left wing of the Administration Building. Our regular hours are Monday, Wednesday, Thursday and Friday, 9:00 a.m.—5:00 p.m. and 9:00 a.m.—6:00 p.m. on Tuesday. Hours may be extended if necessary during the course of the semester. The Enrollment Services phone number is 717-541-3961 and email is escwlaw@widener.edu.

**BURSAR’S OFFICE**

*Important Announcement Regarding Financial Aid Refunds*

Widener University is pleased to offer tuition account refunds by direct deposit to our students. Students who do not choose direct deposit will have their refund checks mailed to the address on record at the University, there will be no pick up of refund checks in person at any campus office.

Direct deposit will allow students to receive semester tuition account refunds more quickly. Students will have the added convenience of email notification when funds are transferred out of the University and direct deposit allows for immediate access to funds (according to each bank's policy). This service is now Widener University's preferred method of delivery. Contact Enrollment Services at 610-499-4161 or your campus Bursar’s Office at 717-541-3957 if you have questions.

To sign up for direct deposit please follow these important steps:

Log on to Campus Cruiser. Click the Web Advisor tab, then student services. Scroll down on the left side and click on Banking Information located under the Financial Profile section on the left side of the page. Carefully fill out the necessary banking information. Check with your bank for the correct bank routing number and make sure that you input your correct account number.
PLEASE BE AWARE OF THE FOLLOWING:

1. Any incorrect banking information provided to Widener University will cause a delay in the deposit of your refund or you may be mailed a check.

2. Your electronic refund will be available in the same timeframe that it would be available as a paper check.

3. Any changes made to registration after funds have been deposited may cause a balance owed to Widener University and it is the student’s responsibility to reconcile it with their campus’ Bursar’s Office. Failure to do so may result in a late fee and/or a hold on your student record. A Bursar’s Office hold prevents a student from viewing their grades, registering for classes or receiving a transcript until the balance has been paid.

4. Accepting these funds while no longer enrolled, constitutes fraud and the amount deposited will be due back to the university.

5. If you withdraw from Widener University, a balance may be owed that is the student’s responsibility to reconcile with the Bursar’s Office.

FINANCIAL AID OFFICE

Welcome to Widener Law Commonwealth! The Financial Aid Office consists of Kara Wealand, Assistant Director of Financial Aid, and Allura Alonso, Financial Aid Representative. The Financial Aid Office is available to assist students with their financial aid needs and answer any questions you may have.

HOW FINANCIAL AID WORKS
The financial aid application process must be done annually and begins early in the spring semester for the following year. Application instructions will be sent in February or March. Please pay particular attention to financial aid notices and deadlines to ensure consideration for all desired funds, including federal work study.

WHAT HAPPENS TO EXCESS FUNDS
If a credit balance exists after disbursement and direct deposit has been set up, the Bursar’s Office will create an electronic refund check. Refund checks are generally available 10 – 14 days after the disbursement, but cannot be released before the first official day of classes. Please be aware that there will be a delay in processing and receipt of funds if your paperwork is not filed until August or later.

DIRECT DEPOSIT
To receive those funds efficiently, you should sign up for direct deposit via your Campus Cruiser account. Direct deposit allows students to receive semester refunds more quickly. Students will have the added convenience of email notification when funds are transferred out of the University and direct deposit allows for immediate access to funds (according to each bank’s policy). This service is Widener University’s preferred method of delivery.
HOW TO DEFER PRIOR EDUCATIONAL LOANS
To defer payments on any prior education loans, deferment forms must be submitted to the Registrar’s Office for certification and submissions to your loan servicers. Contact your servicers for the correct paperwork.

WORKING DURING THE ACADEMIC YEAR
The student employment program has very specific requirements and deadlines. If you are interested in student employment, contact the Financial Aid Office for more information and payroll procedures. All required University paperwork must be on file before students may begin working and paychecks are issued.

ADDITIONAL INFORMATION
A summary of all available types of financial aid is located in the Debt Management Guide & Financial Aid Sourcebook, which may be picked up in the Financial Aid Office. For an additional list of outside scholarships, students can log into Campus Cruiser and visit our page at http://widener.edu/hblawfinancialaid.

STAY UP TO DATE
Be sure to check The Digest, your Widener email, the Financial Aid Bulletin Boards and Electronic Bulletin Boards on a regular basis for important notices! Read all forms carefully and keep copies of all paperwork in one place for easy access and reference. If you have any questions, please contact the Financial Aid Office.

Contact Us:
Email: finaidcwlaw@mail.widener.edu

REGISTRAR’S OFFICE
The Registrar’s Office staff includes Molly Acri, Assistant Dean and Registrar, Jessica Schuller, Assistant Registrar and Betty Ann Mortenson, Office Coordinator. We look forward to meeting you and encourage you to contact us if you have any questions about the following:

LOCKERS
Lockers are available in the room beside the “pit area” in the Library Building (2nd floor). To reserve a locker, go to the Registrar’s Office and pay a $5.00 deposit. You will then be given a key. When you return the key, you will receive your $5.00 deposit back. NOTE: Padlocks are not permitted.

EXAM ACCOMMODATIONS
Any student requiring special accommodations for midterm and/or final examinations must submit a Dean’s Action Request Form and appropriate documentation to the Office of Student Affairs. This should be done as soon as possible, but no later than October 9, 2015, in order to allow time to review the information. Dean’s Action Request Forms are available in our office.
Recyclables can be co-mingled in the blue containers on campus. Recycling reduces waste sent to landfills and making new products out of recycled ones reduces the amount of energy needed in production. But it is not all about recycling. One of the easiest ways to be good to the environment is to REDUCE, or cut back, in key areas of your life. Three of the most important resources you can reduce are: energy, water and solid waste.

Please remember to use the Widener Law blue or green recycling containers to recycle here on campus. It is our responsibility to preserve and protect our natural resources for future generations.
Welcome to Widener Law Commonwealth!

The Office of Student Affairs is located in the Administration Building, Room 120, through the double wooden doors, turn right, last office on the left.

The office is responsible for approval of requests for changes in divisions, course loads and schedules, as well as requests to defer examinations. All such requests must be made in writing through a Dean’s Action Request Form available in the Office of Student Affairs; the Registrar’s Office; or at: http://commonwealthlaw.widener.edu/current-students/dean-of-students/deans-actions-request/

Our office also arranges accommodations for students with documented disabilities and other special circumstances. Students with documented disabilities who seek classroom or examination accommodations must also submit a Dean’s Action Request Form. The sooner we are aware of your needs, the sooner we will be able to provide you with the appropriate accommodation.

The office is also responsible for monitoring compliance with the Student Code of Conduct, the Title 9 Drug Free Environment and the University’s policy against discrimination and harassment. These policies are set forth in the Student Handbook.

You should also be aware of the Law School policies:

1. You may not miss more than 20% of the class sessions for any course; missing more than 20% of the classes will result in involuntary withdrawal from the class. Please refer to §701 of the Academic Code in the Student Handbook. A request to withdraw from any course will be considered only if the maximum number of absences has not yet been exceeded and only if extraordinary circumstances exist.

2. Information regarding class cancellations may be obtained by calling the Student Information Line at 717-541-1939 or the Registrar’s Information Line at 717-541-1941. Class cancellations will also be posted in the glass case on the second floor of the Library Building. Information is updated as soon as it is available.

3. Widener Law Commonwealth maintains a Tobacco-Free Enforcement Policy. This policy applies to all university faculty, staff, students, visitors, contractors and guests at all times. Tobacco use includes any lighted tobacco product and/or any oral tobacco product. The use of all tobacco products is prohibited within the boundaries of each of the university’s four campuses [see Appendix A on page 13].

4. To enable us to reach you, please keep your phone number(s), address and email address current with the Registrar’s Office. It is also important that you CHECK YOUR MAILBOX AND EMAIL FREQUENTLY!

5. Official undergraduate transcripts are required for all incoming students. If you have not already submitted your official transcript, you must submit a copy to the Admissions Office as soon as possible.

6. Please make it a habit to check the Electronic Bulletin Board (television monitors), as well as Campus Cruiser and the Law School website for important announcements.
The annual DEAN’S PICNIC, sponsored by the Student Bar Association and the Office of Student Affairs, will be held on SATURDAY, SEPTEMBER 12, 2015, from 12:00 noon until 4:00 p.m. on the grounds around the Student Organizations Building/Side Bar Cafe.

Save the date and plan to attend this fun-filled event and be sure to bring along family and friends. There will be lots of food, beverages, games, prizes, music and, of course, the opportunity to get to know your fellow classmates, faculty, administrators and staff.

FUN, FOOD & GAMES
What’s Happening in the Career Development Office!

U.S. Air Force JAG will be in the CDO for an Information Session
September 2, 2015
RSVP to klarnold@widener.edu by August 21, 2015

Breakfast/Interviews with the U.S. Army JAG
September 10, 2015
Sign up on TWEN CDO page under Workshop Signup Sheets
By September 1, 2015
Breakfast will be in the Dean’s Conference Room at 9:00 a.m.
and interviews will follow for students who wish to interview.

Events Coming Soon!!!

Mentoring Program

Lunch & Learn with Speaker
September 22, 2015
12:00 noon in the CDO

Mock Interviews Available!
Contact the CDO at klarnold@widener.edu
AN INVITATION TO ALL
WIDENER LAW COMMONWEALTH STUDENTS
(ALL CLASS YEARS WELCOME)

LAW AND GOVERNMENT INSTITUTE
CERTIFICATE PROGRAMS

Informational Meetings

**CHOOSE**
Tuesday, Sept. 1
1:15 P.M., Room L205
OR
5:30 P.M., Room L204

*Meetings will last 20 minutes*

**FREE COOKIES**
*Courtesy of the Law and Government Institute*

**FOLLOW L&G ON TWITTER:**
@widenerLG

Through the Law and Government Institute, Widener Law Commonwealth students may enhance their legal studies by completing the requirements for one of three certificates in government law. Each of the certificates requires students to gain experience in the field through an externship, to complete a concentration in government law courses, and to fulfill the law school’s writing requirement on a government law topic. A Law and Government Certificate signals that a student has completed in depth study of and has practical experience in government law. Government law includes lawyers who represent clients before the government and lawyers who represent the government itself.

Professor Jill Family, Professor of Law and Director, Law and Government Institute, will provide information and answer questions during these sessions.
Widener University Tobacco-Free Enforcement Policy
For Faculty, Staff, Students, Visitors, Contractors and Guests

Purpose
Widener University is dedicated to providing and promoting a healthy and productive environment for its faculty, staff, students, visitors, contractors and guests. The Tobacco-Free Policy adopted by the university in May of 2009 is consistent with that goal. By endorsing this policy, Widener University demonstrates its commitment to eliminating environmental tobacco smoke (ETS) exposure, promoting best healthcare practices and choices for individuals, and establishing a university culture of wellness.

This policy applies to all university faculty, staff, students, visitors, contractors and guests at all times. Tobacco use includes any lighted tobacco product and/or any oral tobacco product. The use of all tobacco products is prohibited within the boundaries of each of the university’s four campuses [see Appendix A]. The prohibited areas within each of the campuses boundaries include all buildings, facilities, indoor and outdoor spaces and grounds owned, rented and licensed by the university. This policy also applies to parking lots, walkways, sidewalks, sports venues, university vehicles and private vehicles parked or operated on university property.

Enforcement
All members of the Widener community are asked to respectfully remind faculty, staff, students, visitors, contractors and guests who are smoking or chewing tobacco on university property about the university’s Tobacco-Free Policy. Small information cards will be available for distribution to tobacco users by any member of the Widener community. The cards will indicate that Widener University is a Tobacco-Free university; they will be available to faculty, staff, students, visitors, contractors and guests. There will be guidance for assistance including the Widener tobacco-free website address.

Campus Safety staff will also be responsible for reminding any faculty, staff, student, visitor, contractor or guest who is using tobacco on university property about the university’s tobacco-free policy and for providing them with a copy of the Tobacco-Free information card. Campus Safety staff may ask to see identification for faculty, staff, students, visitors, contractors and guests and complete an incident report for anyone who is found violating the university’s policy. The original incident reports will be directed to the Campus Safety Office. Incident reports will be reviewed and copies of reports for students will be sent to the appropriate Student Affairs Office for processing through the student disciplinary process. Copies of reports for all employees for all campuses will be sent to the Human Resources Office in Chester for processing through the employee disciplinary process. The Human Resources Office will send a copy of the incident report to the employee’s supervisor.

There will be four levels of offenses, with a requirement for each offense that a cited student or employee attend an educational program or seek assistance for cessation, in addition to the noted penalties as follows:

1st Offense - Warning
2nd Offense - $25.00 Fine
3rd Offense - $50.00 Fine
4th Offense – up to dismissal or termination of employment/enrollment, based on the respective disciplinary code

Campus Safety staff will give a copy of the Tobacco-Free information card to visitors using tobacco on university property and ask them to extinguish cigarettes, cigars or pipes or dispose of smokeless tobacco products. If a visitor refuses to comply with this request, Campus Safety staff may ask the visitor to leave campus (as is currently done when visitors violate the university’s alcohol and drug policy).

Widener University Tobacco-Free Enforcement Policy
For Faculty, Staff, Students, Visitors, Contractors and Guests
Appendix A - Campus Tobacco-Free Boundaries

Chester Campus – The boundaries are generally described as I-95 to the south, the west side of Melrose Avenue to the east, the south side of 18th Street to the north and the east side of Providence Avenue to the west. Other facilities included in the tobacco-free boundaries include the Maintenance complex on 12th Street, the Spang parking lot at Melrose Avenue and 14th Street, the entire Athletic Complex, including 17th Street, the sidewalk along 17th Street and the softball field in Ridley Township, the Child Development Center at Walnut and 18th Streets, Balin Hall at Providence Avenue and 22nd Street, the Access Center at Providence Avenue and 21st Street, the parking lot on the west side of Providence Avenue between 16th and 17th Streets, the Development Office on 15th Street, the Bell property in Upland and all of the university owned properties along Melrose Avenue and throughout Sun Hill.

Delaware Law – The boundaries are generally described as Concord Pike to the west, the moat between the shopping center and the campus to the south, the country club to the east and the maintenance complex, rugby field, the townhouses and adjacent parking lots to the north. We ask that you be respectful of the private property owners that are within the general campus boundaries.

Commonwealth Law – The boundaries are generally described as all of the property bounded by Thea Drive to the south, both sides of Vartan Way going north, including the parking lot, buildings, basketball/tennis courts and the surrounding land. Also included in the tobacco-free boundaries is the Maintenance complex on Progress Avenue.

Exton Campus – The boundaries are generally described as the walkways, parking lot and driveways surrounding 825 Springdale Drive.
To: All 2015 / 2016 Widener Law Commonwealth Students  
From: Kevin J. Raport, Chief of Campus Safety  
Subject: Welcome to 2015-2016 Students

I welcome all of you to our campus. I sincerely hope your time at Widener is both productive and enjoyable. Please review the following:

**Safety is a shared responsibility**
To continue to maintain a safe environment, we need the assistance of the entire Widener community. I encourage all of you to report anything that you may consider suspicious. Please visit the Campus Safety website for information on our Annual Campus Security and Fire Safety Report, services, safety and security policies, and to sign up for the Campus Alert Emergency Notification System.

**Physical security of your car and personal property**
Please keep your car locked at all times. I also ask that you not leave bags and personal items unattended in public places. Please secure any valuable personal items in the trunk of your car.

**Campus Courtesy Phones**
Campus phones are located in our buildings. Please acquaint yourself with the location of these phones and call x 3948 or 717-541-3948 if you require our assistance. All community members are also encouraged to save our phone number in their cell phone.

**Parking**
Please ensure that you have a valid parking permit for your vehicle. Parking permits can be obtained in the lobby of the Library Building. Parking information, rules and regulations, enrollment and appeals, and parking reservations and requests can be found on the Campus Safety webpage located at: [http://commonwealthlaw.widener.edu/current-students/campus-safety/parking-information/](http://commonwealthlaw.widener.edu/current-students/campus-safety/parking-information/).

**Notification of Police**
Please call us prior to or immediately after calling 911. Our department can also assist you if you wish to speak to the local police for any reason.

**Here to Help**
The Campus Safety Department is here to assist you with directions, escorts, information, medical emergencies, or if you wish to report a crime. We hope all of you have a good experience at Widener and wish you the best of luck.
FROM THE LIBRARY

The law library extends a warm welcome to all the law students as the Fall Semester kicks-off this week. To accommodate group study, the library has a number of study rooms throughout the library, available on a first-come-first serve basis. One additional study room is available by online reservation for groups of two or more students. This room may be reserved by clicking on this link:

http://law.widener.libcal.com/booking/harrisburg

It is important to remember that in addition to Bloomberg Law, Lexis Advance and WestlawNext, the law library has a whole host of multi-disciplinary databases for your research needs. You can access the available databases by following this link from the Law Library home page:

http://commonwealthlaw.widener.edu/current-students/law-library/resources/database-list/

Don’t hesitate to contact a librarian with any questions you have concerning our services, databases, and collection -- either print or electronic. The contact information for the library staff on the Harrisburg campus is as follows:

Pat Fox, Director:  pfox@widener.edu  717-541-3935
Stephanie Engerer:  sjengerer@widener.edu  717-541-3953
Susan Giusti:  smgiusti@widener.edu  717-541-3929
Brent Johnson:  bljohnson@widener.edu  717-541-3984
Ed Sonnenberg  eissonenberg@widener.edu  717-541-3932

The regular hours for the fall semester, beginning Tuesday, August 18 are:

Monday-Thursday:  8:00 a.m. - Midnight
Fridays:  8:00 a.m. -11:00 p.m.
Saturdays:  8:00 a.m. - 10:00 p.m.
Sundays:  10:00 a.m. – Midnight

Modifications to the library hours are found at:

http://commonwealthlaw.widener.edu/current-students/law-library/about-us/hours/
The annual Dean’s Picnic will be held on Saturday, September 12th from 12:00 noon until 4:00 p.m. The rain date will be September 19th. Make your plans now to attend this fun-filled event and be sure to bring along family and friends. There will be lots of food, beverages, games, prizes, music and, of course, the opportunity to get to know your fellow classmates, faculty, administrators and staff.

MOOT COURT HONOR SOCIETY

Alex Sharpe  President
Nicole Danner  Vice President External Competition
Inder Deep Paul  Vice President Internal Competition
Jordan Wortman  Vice President Academic & Internal Affairs

STUDENT BAR ASSOCIATION

Nicole Danner  President
Nick Dalessio  Executive Vice President
Jocelyn Schultz  1st Vice President Academic
Jordan Mazzoni  2nd Vice President Social
Caitlin Blazier  Secretary
Jillian Fellows  Treasurer
Jason Caplan  Technical Secretary
Cara Phillips  ABA/PBA Representative

TRIAL ADVOCACY HONOR SOCIETY

Rachelle Cecala  President
Lee Molitoris  Internal Vice President/Community Outreach Coord.
Emily Farren  Ext. Vice President/Colloquium Coordinator
Justin George  Secretary/Treasurer

WIDENER LAW JOURNAL

Bridget Hendrick  Editor-in-Chief
Matthew Wyman  Executive Managing Editor
Gregory McLaughlin  Internal Managing Editor
Kayla Randall  PA Law & Symposium Editor

WIDENER JOURNAL OF LAW ECONOMICS AND RACE

Jessica Torres Santiago  Editor-in-Chief
James Kane  Assistant Editor-in-Chief/External Managing Editor
Kaitlin Daley  Internal Managing Editor
Kathy Chap  Articles Editor
DEAN'S OFFICES
Christian Johnson 541-3902
Dean & Professor of Law
Robert Power 541-1935
Assoc. Dean for Academic Affairs &
Distinguished Professor of Law
Paula Heider 541-3902
Administrative Assistant
Molly Acri 541-3961
Assistant Dean of Administration
Office of Student Affairs 541-3952
David Raeker-Jordan 541-3952
Director of Student Affairs
Mary Catherine Scott 541-3952
Director of Student Organizations
Dorothy Koncar 541-3952
Secretary

ACADEMIC SUCCESS PROGRAM
Amanda Smith 541-3978
Director

ADMISSIONS OFFICE
Eric Kniskern 541-3903
Director
Anthony Casillano 541-3903
Assistant Director
Joshua Wilkinson 541-3903
Counselor

BAR PROGRAMS
David Raeker-Jordan 541-1996
Administrator

BOOKSTORE
Joan Zurcher 541-3909
Manager

BURSAR’S OFFICE
Abbe Lahr 541-3961
Coordinator

CAREER DEVELOPMENT OFFICE
Karen Durkin 541-3958
Director
Kelly Arnold 541-3958
Secretary

CENTRAL PENNSYLVANIA LAW CLINIC
Palmer Lockard 541-0320
Director
Monica Cliatt 541-0320
Staff Attorney
Mary Catherine Scott 541-0320
Staff Attorney
Kevin Jones 541-0320
Secretary

DEVELOPMENT/ALUMNI ENGAGEMENT
Natasha Lewis 541-3974
Director
Tiffany DePaoli 541-3922
Assistant Director

EXTERNSHIP PROGRAM
Karen Durkin 541-3958
Director

FACULTY SECRETARY
Jeremy Wingert 541-3949

FINANCIAL AID
Kara Wealand 541-3961
Assistant Director
Allura Alonso 541-3961
Financial Aid Representative

INFORMATION TECHNOLOGY SERVICES
Jon Poor 541-3908
PC Specialist
ITS Reception 541-1979
Computer Lab/Help Desk 541-1927

LAW LIBRARY
Patricia Fox 541-3935
Director
Information Desk 541-3933

STUDENT INFORMATION LINE 541-1939

REGISTRAR’S OFFICE
Molly Acri 541-3961
Registrar
Jessica Schuller 541-3961
Assistant Registrar
Betty Ann Mortenson 541-3961
Office Coordinator

REGISTRAR’S INFORMATION LINE 541-1941

STUDENT ORGANIZATIONS
Moot Court Honor Society 541-3969
Student Bar Association 541-3936
Trial Advocacy Honor Society 541-1989

Widener Law Journal 541-3972
Widener Journal of Law, Economics & Race 541-1963

KEY CAMPUS CONTACTS
ARA/Sidebar Café 541-3967
Brenda Rebuck
Campus Safety 541-3948
Sgt. Les Jumper 773-6810
Kim Rebuck 602-3883
Maintenance 541-3907
Robert Dolbin
Mailroom/Duplicating 541-1960
Keena Neagle
Media Services
Brian Fearnbaugh 541-3963

FAX NUMBERS
Administration, Admissions, Dev./Alumni, & Financial Aid 541-3999
Bursar 541-1965
Registrar 541-1923
August 17-21, 2015

Monday
CLOSED

Tuesday
French Onion Soup
Ham & Pepperoni Sub
Ham & Pineapple Pizza

Wednesday
Italian Wedding Soup
Bacon Burger with Caramelized Onions
Pepperoni Pizza

Thursday
Chicken Noodle Soup
Chicken Bacon & Cheddar Cheese Sandwich
Meat Lovers Pizza

Friday
Potato & Bacon Soup
Chicken Caesar Wrap
Chicken Bacon Pesto Pizza