



MEMORANDUM

TO: FALL 2018 ENTERING CLASS

FROM: JOHN S. BENFIELD, ASSOCIATE DEAN

SUBJECT: 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.

Seat Deposit – All accepted applicants are required to pay two seat deposits totaling \$800.00. Failure to pay the required deposits will result in the offer of acceptance and any scholarship award being revoked. The deposit is non-refundable. If you enroll in the Law School, the deposit will be credited toward your fall semester tuition. You may pay the deposit online with a credit card at www.widener.edu/hblawdeposit or by calling the Bursar's Office at 717.541.3957. Should you decide at any time that you do not plan to enroll in Widener Law Commonwealth, please notify, in writing, the Admissions Office as soon as possible so that the seat may be awarded to another deserving applicant.

Scholarship Awards – The application to the Law School is the application for scholarship consideration. 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 deposits 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.

Tuition and Fees – 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. A full time student will be billed \$45,750.00 for the year and a part-time student will be billed \$33,550.00. In addition to tuition, all

students will be charged a \$60.00 Student Bar Association fee and a \$30.00 exam technology fee per semester.

Current information regarding tuition for the 2018-19 academic year is available at <http://commonwealthlaw.widener.edu/current-students/enrollment-services/financial-aid-office/cost-of-attendance/>

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. Please contact the Office of Financial Aid regarding any and all other forms required to complete the loan process.

Orientation and Introduction to Legal Process – Orientation and Introduction to Legal Process are **required** for all entering students and is scheduled for **August 13 – 18, September 5 and October 23**. In late July you will receive a more detailed schedule for Orientation/Introduction to Law Program. Make plans now to attend every session of orientation.

Monday, August 13

1:00 p.m. – 2:00 p.m. Registration and Check-In

2:00 p.m. – 9:00 p.m. Orientation and Intro to Legal Process

Tuesday, August 14

6:00 p.m. – 9:00 p.m. Intro to Legal Process

Wednesday, August 15

6:00 p.m. – 9:00 p.m. Intro to Legal Process

Thursday, August 16 – Professional Dress Required

5:00 p.m. – 6:00 p.m. Welcome to the Profession – The Honorable Susan E. Schwab, United States Magistrate Judge for the Middle District of Pennsylvania.

6:00 p.m. – 6:30 p.m. Reception

6:30 p.m. – 9:30 p.m. Intro to Legal Process

Saturday, August 18

10:00 a.m. – 11:15 a.m. Intro to Legal Process Exam

11:15 a.m. – 12:30 p.m. Meet your Faculty Advisor

Wednesday, September 5

6:00 p.m. – 8:30 p.m. Orientation – Part II

Tuesday, October 23

6:00 p.m. – 8:15 p.m. Orientation – Part III

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. Tom Foley, 717.541.3903, or you may email him at TJFoley@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 20, 2018**.

CampusCruiser – Widener Law Commonwealth's online portal, Campus Cruiser, provides students with access to their financial aid awards, class schedules, tuition bills, etc. All students are required to create an account in the system.

- To create an account go to <https://pss.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 – 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.

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://libguides.law.widener.edu/c.php?g=772891&p=5544608>.

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 2018-19 academic calendar.

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

Summer Hours – Beginning on Monday, June 4 until August 10, 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.

The faculty, staff and students at Widener Law Commonwealth look forward to you joining us in the fall. 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.

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

07.24.18