NIU LAW NUTS AND BOLTS

As we have previously discussed, your mandatory academic orientation begins on Monday, August 12th. A tentative schedule will be posted on the Admitted Students Portal in early July, which can be found at http://www.niu.edu/law/admission/admitted/cspw.spex.cfm. The following is a checklist of steps we recommend that you complete before Orientation. In some instances, as I will indicate, the law school will complete these steps for you. In those cases, you will hear directly from our office. For example, I will notify you when you have been placed in a section. From there, you will be able to check your schedule in MyNIU and determine who your faculty members are. We recommend that you complete these steps in this order. We have carefully assembled this checklist to best guide you over the coming weeks. Without further ado, here is your checklist:

1) Carefully complete the steps in the most recent Financial Aid Step-by-Step mailing that you should have received earlier this month. If you do not recall receiving this important PDF, please check your email for a message regarding financial aid from our Assistant Director, Terea Turner.

2) Secure housing if you are moving to DeKalb or Sycamore. If you need information or suggestions, please do not hesitate to call our office. Following Monday’s Housing and Financial Aid Workshop, we will be able to send you copies of the Power Point presentations.

3) If you are not currently a permanent resident of the State of Illinois, begin the process to secure in-state residency. Please note that there are imminent deadlines you must meet to demonstrate the various requirements for your petition. Please see the detailed instructions at: http://www.niu.edu/regrec/residency/index.shtml.

4) Complete a Direct Deposit Form, and mail it to the University's Office of the Bursar: http://www.niu.edu/bursar/refunds/directdeposit.shtml.

5) Submit proof of immunizations to University Health Services: http://www.uhs.niu.edu/uhs/pdfs/imzform.pdf.

6) If you are covered under other health insurance, submit a waiver for mandatory student health insurance. Please note that the University will
open the waiver process from July 8, 2013 through September 6, 2013. Please visit the following website on or after July 8th: http://www.niu.edu/shi/waiver/index.shtml.

7) Order an official transcript from your undergraduate institution that demonstrates that you have completed a bachelor's degree. Please note that the American Bar Association requires that all incoming law students complete this process prior to matriculation. Interpretation 502-1 of ABA Standard 502, Educational Requirements, states, “Before an admitted student registers, or within a time thereafter, a law school shall have on file the student’s official transcript showing receipt of a bachelor's degree, if any, and all academic work undertaken. ‘Official transcript’ means a transcript certified by the issuing school to the admitting school or delivered to the admitting school in a sealed envelope with seal intact. A copy supplied by the Law School Data Assembly Service is not (emphasis added) an official transcript, even though it is adequate for preliminary determination of admission.”

Please instruct your undergraduate institution to mail the official transcript directly to the NIU Law Office of Admissions & Financial Aid. Our mailing address is:

Northern Illinois University College of Law
Swen Parson Hall, Room 151
DeKalb, IL 60115

8) Obtain your section number. The Office of Admissions will notify you when your section number is available. You will need to log into your MyNIU account to see your section.

9) Obtain your final class schedule. Your schedule will be tied to your section number. Accordingly, please note that you will be able to view your schedule as soon as you are assigned your section number (#8 above).

10) Obtain your book list in late July or early August. Again, the Office of Admissions will prompt you when your section assignment, course schedule, and book list is available.

11) Secure your NIU student identification card/"OneCard." The OneCard Office will be open to entering law students during the week of Orientation,
August 12th through 16th.

12) Purchase your law school textbooks. Up to $700 may be charged to your student account with the OneCard, should you purchase your textbooks at the NIU Bookstore, which is located in the Holmes Student Center.


14) Procure a locker. If you wish to have a locker, email Julie Mahoney-Krzyzek in the NIU Law Office of Budgets & Records. Her email address is jmahoney@niu.edu. She will email you back, assigning you a locker. You will need to supply a lock for the locker, and you will need to keep the lock on the locker at all times. Your locker will be yours for as long as you are a student.

We hope that the aforementioned links will assist you as you begin these time-sensitive steps. Finally, please keep your eyes open for additional important emails from our office, and please continue to check the Admitted Students Portal. As always, please do not hesitate to contact us with any questions and/or concerns. Our summer office hours are Monday through Thursday, 7:30 a.m. through 5:30 p.m. Our main admission line is (815) 753-8595, and our email is lawadm@niu.edu.

We are very excited to formally welcome you to NIU Law in just a few weeks!

With kindest regards,
Sarah Scarpelli, J.D.
Director
NIU Law Office of Admissions & Financial Aid