Camden Orientation

August 17 to 21, 2016

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Schedule subject to change; draft of August 10, 2016
Questions? Contact lawstudentaffairs@camlaw.rutgers.edu
<table>
<thead>
<tr>
<th>Rutgers Law School Orientation overview</th>
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</table>
| **Wednesday**  
August 17 | **Thursday**  
August 18 | **Friday**  
August 19 | **Sunday**  
August 21 | **Wednesday**  
August 24 |
| First-year **evening/part time** students Orientation, Room E-112 for those who cannot attend Thu and Fri. during the day. See information on how to register and exact times below. | Orientation required for all first-year students including Summer Jumpstarts, Room 106. See exact times below. | Orientation required only for those first-year students who were **not** Summer Jumpstarts, Room 106. See exact times below. | Reception on the Clark Commons on the Law Bridge, 5:00 pm and Ceremony at the Gordon Theater, 6:00 pm. | Transfer Student Orientation 12:30 to 2:00 pm, Room E-108 |

Attendance at Orientation is **required** for all First-year students, full time and part time. Portions of Orientation are required for Transfer Students and Summer Jumpstarts students. Please see the last column in the following pages. Those who are unable to attend their portions of Orientation must contact Student Affairs: lawstudentaffairs@camlaw.rutgers.edu

**All full-time first-year students** who did not attend the Summer Jumpstart program are **required** to attend Thursday, August 18; Friday, August 19 and Sunday, August 21 (see times below). **Summer Jumpstart students** are **required** to attend: Thursday, August 18 and Sunday, August 21 (see times below). Attendance is **not** required for Summer Jumpstarts on Friday, August 19.

**Evening first-year students** are welcome to attend the Day Orientation if they are able to do so. **Evening students who cannot attend the Day Orientation must register for Evening Orientation by emailing lawstudentaffairs@camlaw.rutgers.edu with the subject line “Register for Evening Orientation.”** The Evening Orientation program will take place Wednesday August 17 (see times below; includes dinner). Evening Students must also attend Sunday, August 21. Other portions of Orientation will be taped for evening students.

**Transfer students** are welcome to all Orientation events, especially the **Social events** listed below. The **Transfer Orientation is** Wednesday, August 24 at 12:30 noon in Law School Room E-108 and will feature representatives of the three journals and professors from the Lawyering, Clinic, Externship and the Dean of Pro Bono and Public Interest programs. This meeting will be taped for transfer evening students. Transfer students must also complete the Character and Fitness Form on pages 9-12.

**Social events and service opportunity:** All first year and transfer students are welcome to the **Lunch** on Thursday, August 18 at the MPR, Campus Center (see page 4), and are welcome to participate in the **service opportunity** (see page 5, registration
required). All incoming students are required to attend the **reception and ceremony** on Sunday, August 21 at 5:00 pm (see page 5), to which families and friends are welcome.

**Dress for Orientation**: casual for all events, **except professional attire is required Sunday August 21, reception and ceremony.**

**Free time during Orientation days**: see below for University Bookstore information, assignments for first class and photo ids.

<table>
<thead>
<tr>
<th>Where</th>
<th>When</th>
<th>Orientation Events Wed. Aug. 17</th>
<th>Who must attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law School</td>
<td>Evening Students</td>
<td><strong>Evening Students Orientation: registration required; email <a href="mailto:lawstudentaffairs@camlaw.rutgers.edu">lawstudentaffairs@camlaw.rutgers.edu</a> to register</strong></td>
<td>Required for all first-year <strong>Evening</strong> students who are not able to attend Day Orientation on Thu and Fri</td>
</tr>
<tr>
<td>Room E-108</td>
<td>9:00 am to 6:00 pm</td>
<td>Rutgers University ID photos will be taken at the IMPACT BOOTH located on the first floor of the Campus Center. These ID cards allow you to swipe into the law building and print at University printers.</td>
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<tr>
<td></td>
<td>5:30 to 6:15 pm</td>
<td>Light dinner&lt;br&gt;Locker rental opportunity and password distribution for Lexis and Bloomberg. Westlaw will distribute passwords at its training.</td>
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<tr>
<td></td>
<td>6:15 pm</td>
<td>Welcome by Dean Michael Cahill</td>
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<tr>
<td></td>
<td>6:25 pm</td>
<td>Welcome by Assoc. Dean Jill Friedman</td>
<td></td>
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<tr>
<td></td>
<td>6:40 pm</td>
<td>Career Planning  by Dean Verona&lt;br&gt;Communications by Administration and Honor Code by Dean Ed Rentezelas;&lt;br&gt;Professionalism; Class Attendance Issues; Character and Fitness to be an Attorney by Dean Baker</td>
<td></td>
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<tr>
<td></td>
<td>7:15 pm</td>
<td>Evening student panel</td>
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<tr>
<td></td>
<td>7:45 pm</td>
<td><strong>Only for Evening students who did not attend the Jumpstart Orientation in June</strong>: Preparing for class and Academic Success Program</td>
<td></td>
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<tr>
<td>Where</td>
<td>When</td>
<td>Day Orientation Event Thu. Aug 18</td>
<td>Who must attend</td>
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<tr>
<td>Law School</td>
<td>9:30 am</td>
<td>Welcome by Dean Michael Cahill</td>
<td>Required for all First Year students, including Summer Jumpstart students.</td>
</tr>
<tr>
<td>Room 106</td>
<td>9:45 am</td>
<td>Welcome from the Faculty, Vice-Dean Kim Mutcherston</td>
<td>Transfer students are welcome.</td>
</tr>
<tr>
<td></td>
<td>10:00 am</td>
<td>Welcome by Assoc. Dean Jill Friedman</td>
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<tr>
<td></td>
<td>10:15 am</td>
<td>Meet all the other Deans: Dean Rebekah Verona (Center for Career Development), Cathy Donovan (Communications), Ed Rentezelas (Student Records), Angela Baker (Student Affairs), John Joergensen (Library), Robin Todd (Development) and Nick Wallace (Enrollment)</td>
<td></td>
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<tr>
<td></td>
<td>11:00 am</td>
<td>Director of the MSP, Rhasheda Douglas</td>
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<td></td>
<td>11:15 am</td>
<td>Upper Class Student Panel</td>
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<tr>
<td>MPR</td>
<td>12:30 pm</td>
<td>Lunch with the faculty and staff</td>
<td></td>
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<tr>
<td>Room 106</td>
<td>2:00 pm</td>
<td>Communication by Administration and Honor Code by Dean Ed Rentezelas; Professionalism and Class Attendance Issues by Dean Angela Baker</td>
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<tr>
<td></td>
<td>2:30 pm</td>
<td>Character and Fitness to be an Attorney by Sahbra Snook Jacobs, Counsel, Committee on Character, New Jersey Supreme Court</td>
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<td></td>
<td>3:15 pm</td>
<td>Greetings from the Alumni Association by Director Scott Owens</td>
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<tr>
<td></td>
<td>3:25 pm</td>
<td>Camden County Bar Association and YLD of Philadelphia Bar Association</td>
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<tr>
<td>Various</td>
<td>3:45 pm</td>
<td>Clark Commons on the Law Bridge: Student Organizations, Pro Bono Program, Law Library and Bar Associations Fair. Faculty Lounge: SBA Locker Rentals: (Check or cash required; see page 19). Lexis and Bloomberg Password Distribution (required for all new students). Westlaw will distribute passwords at its training.</td>
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<thead>
<tr>
<th>Where</th>
<th>When</th>
<th>Day Orientation Event Fri. Aug 19</th>
<th>Who must attend</th>
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</thead>
<tbody>
<tr>
<td>Law School</td>
<td>10:00 am</td>
<td>Preparing for class and Academic Success Program</td>
<td>Required for all First Year students who were not Summer Jumpstarts.</td>
</tr>
<tr>
<td>Room 106</td>
<td>11:15 am</td>
<td>Student Health Services by Director, Dr. Serra</td>
<td></td>
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<tr>
<td></td>
<td>11:45 am</td>
<td>Campus Police and Parking Department</td>
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<tr>
<td></td>
<td>12:00 pm</td>
<td>Director of Information Technology, Tom Ryan</td>
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<tr>
<td></td>
<td>12:30 pm</td>
<td>Directory Photos, Room 211</td>
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<tr>
<td>Campus</td>
<td>When</td>
<td>Orientation Events Wed. Aug. 24</td>
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| Law School Rm E-108 | 12:30 to 2:20 pm                  | **Transfer Students Orientation**  
Dean Jill Friedman, Professors Barbara Gotthelf and Sandra Simkins, Library Director John Joergensen and representatives from the Journals (Christine Braswell and Sam Bordoni-Cowley) and the Information Technology Office (Director Tom Ryan).  
**Lunch will be served.** |

<table>
<thead>
<tr>
<th>Where</th>
<th>When</th>
<th>Service Opportunity for all incoming students</th>
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</thead>
<tbody>
<tr>
<td><strong>Campus</strong></td>
<td><strong>Sat. Aug. 20, 9:00 am to 12:00 pm</strong></td>
<td>Volunteers will participate in the annual cleaning of the stacks! We will dust and clean all surfaces at the Nilza I. Cruz-Perez Downtown Branch of the Camden County Library on the Rutgers campus. Also, this year, we will chalk paint a wall in the Community Room. Come dressed to clean and paint! Gloves, cleaning supplies, and donuts provided! Depending on our numbers, some volunteers may also prepare pbj sandwiches and utensil packets to be delivered to Cathedral Kitchen, a community center that provides over 300 meals per day. Please RSVP by noon on Wednesday, August 17 to Pam Mertsock-Wolfe, Associate Director, Pro Bono &amp; Public Interest Program, <a href="mailto:pmertsoc@camden.rutgers.edu">pmertsoc@camden.rutgers.edu</a></td>
</tr>
</tbody>
</table>
| **Clark Com. on the Law Bridge** | **Sun. Aug. 21, 5:00 pm**          | **Dean’s reception**  
Required for all incoming students. Families and friends are welcome. Professional Attire requested. |
| **Walter Gordon Theatre**        | 6:00 pm                           | **Welcoming Ceremony**: Dean Michael Cahill and speakers  
Required for all incoming students. Families and friends are welcome. Professional Attire requested. |

**THE LAWYERS’ PLEDGE for Program on Sunday, August 21 in the Gordon Theatre**

In accepting the honor and responsibility of life in the profession of law, I will strive, as best I can:
- to work always with care, and with a whole heart and with good faith;
- to weigh my conflicting loyalties and guide my work with an eye to the good, acting less for myself than for justice and the people;
- to be at all times, even at personal sacrifice, a champion of fairness and due process, in court or not, for all persons, whether the powerful or envied, or my neighbors, or the helpless or the hated or the oppressed; and
- to serve, protect, foster and promote the fair and impartial administration of justice.

New Jersey Commission on Professionalism in the Law, 1997; adapted from an oath devised by Professor Karl Llewellyn of the University of Chicago.
Information for Incoming Students

The Rutgers Law School Website is being updated. Some of the links will be updated as the new website is finalized.

Classes and Exams:

Academic Calendar: https://camlaw.rutgers.edu/cgi-bin/academic-calendar.cgi

Class schedule: Your class schedule is posted at https://sims.rutgers.edu/webreg/ For the complete class schedule, see https://camlaw.rutgers.edu/students/schedules/

Exam Schedule: https://camlaw.rutgers.edu/courses-schedules-and-calendars (see page 10 of this booklet for exam rules)

Academic Integrity Policy – see http://academicintegrity.rutgers.edu/

Accommodations for Disabilities: The Office of Student Affairs serves students with special needs. If you have learning or physical or other disabilities, please contact Dean Baker so that appropriate accommodations can be arranged for you: angbaker@law.rutgers.edu Setting up accommodations requires recent detailed medical documentation, and approval from a University Committee in New Brunswick. Therefore, it is imperative that you start this process as soon as possible after admission. Please note that you must not discuss exam accommodations with your professors. Law school exams are anonymous, and accommodations are arranged by Dean Baker.

Assignments for the first class of each course will be posted on the course webpage, https://camlaw.rutgers.edu/course/ under Welcome, Syllabus or Materials. Professors will expect you to be prepared for your first class.

Bookstore, University District: Camden Technology Center, 601 Cooper Street, Camden. Textbooks can also be purchased online via the Bookstore’s website. Call 856-968-1200 or see https://www.facebook.com/UniversityDistrictBks/ http://universitydistrict.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=65132&catalogId=10001&langId=-1

Communication from the Administration: Important emails are sent by the law school administration over the course of each semester, and it is your responsibility to read them since many of them are time sensitive. After you activate your Rutgers email account, you may be tempted to forward all your email to one central email account (gmail, yahoo, hotmail, etc.). However, this may cause a number of issues. First off, some of these non-Rutgers email accounts could identify Rutgers Law announcements as spam and place them in that folder. Secondly, a few email systems will filter out Rutgers Law announcements completely, and automatically delete them rather than place them in your spam folder (or inbox). Based on this, we recommend that you do not auto-forward your Rutgers email to another account. If you have a smartphone, you can simply add another inbox to your mail application. If you need help adding a Rutgers inbox to your mail application, please see the RCIT office on the 2nd floor of the West side of the building or contact RCIT (support@camden.rutgers.edu) or 856-225-2343. If you still wish to auto-forward
your email, please make sure you identify all Rutgers Law communications as not spam and regularly check your spam folders (for gmail users, you will also want to check the 'promotions' tab).

**Dining Hall Hours and Bridge Cafe at the Law School:** see [http://www.camden.rutgers.edu/campus-life/housing-dining](http://www.camden.rutgers.edu/campus-life/housing-dining)


But Black Eyed Susan’s Breakfast and Lunch is no longer operating.

**Directions and Campus Map:** [http://www.camden.rutgers.edu/visit/driving-directions](http://www.camden.rutgers.edu/visit/driving-directions)

**Electronic Research Training (Attendance required for any student who did not already have training as a Summer Jumpstart).** Contacts:

- Westlaw - Erica Hines: [erica.hines@thomsonreuters.com](mailto:erica.hines@thomsonreuters.com)
- Lexis – Melissa Gorsline: [melissa.gorsline@lexisnexis.com](mailto:melissa.gorsline@lexisnexis.com)
- Bloomberg – Brittany Hale: [bhale@bna.com](mailto:bhale@bna.com)

Lexis and Bloomberg Password distribution for Evening Students will be on **Wednesday, Aug 17 during dinner** preceding Evening Student Orientation. **Password Distribution to Day students:** Representatives will distribute passwords to first-year and transfer students at the Student Organizations/Vendors Fair on **Thursday, August 18, 3:45 pm**. Students are required to pick up their Lexis and Bloomberg passwords prior to the training dates. Westlaw will distribute passwords at its training. Training dates will be announced by LAWR professors. Students must bring laptops to training sessions.

**Emergencies:** All students are required to provide emergency contact information. **The Emergency Notification System** will be utilized to notify you of an on campus emergency as well as a change in campus operating status. Please sign up to receive text messages on your cell phone notifying you of an emergency or other serious condition that affects your campus, please visit [http://personalinfo.rutgers.edu](http://personalinfo.rutgers.edu) and provide the requested information. Additional information on Emergency Notifications can be found at [https://ENS.rutgers.edu](https://ENS.rutgers.edu)

For additional information and to view the Emergency Action Plan please go to [http://eap.oit-nbcs.rutgers.edu/eap.html](http://eap.oit-nbcs.rutgers.edu/eap.html)

**Employment Affidavit:** Each semester, all students registered for 12 credits or more must complete the employment affidavit pursuant to Law School Academic Requirements and Information [https://camlaw.rutgers.edu/sites/camlaw/files/RLawRuleBook+6-20-16.pdf](https://camlaw.rutgers.edu/sites/camlaw/files/RLawRuleBook+6-20-16.pdf) # 24, which prohibits full-time students from being employed in excess of 20 hours per week. If you fail to complete the required employment affidavit, your access to the law school’s website will be limited. To submit your online employment affidavit, see [https://camlaw.rutgers.edu/cgi-bin/exams/affidavit.cgi](https://camlaw.rutgers.edu/cgi-bin/exams/affidavit.cgi)

**Escort/Security:** Members of the RUPD will walk students to their cars; campus housing; PATCO; and the Walter Rand Transportation Center. **RUPD:** 409 North Fourth Street (between Fourth and Linden Streets), 856-225-6009 or use a campus emergency phone.

**Health Services:** Confidential services, including general primary care, women’s health, mental health, and counseling, are provided by licensed, certified, and credentialed health professionals. Students with the “Health Services Plus Plan” may schedule appointments or visit the office for urgent care. [http://healthservices.camden.rutgers.edu/](http://healthservices.camden.rutgers.edu/)

Campus Center, second floor 856-225-6005 1-800-424-5090 (hotline for insured students when office is closed)
**International Students:** The Office of International Students assists international students in their transition to campus and their maintenance of Visa status throughout their academic experience. 856-225-2521

**Locker rentals:** See page 19.

**Parking:** Ticketing will be suspended in all campus lots during Orientation. Please be advised that parking meters belong to the City of Camden, not Rutgers University. Parking in secure campus lots, with shuttle access, is for residents and commuters **by permit only.** Order yours online, [https://rudots.t2hosted.com.AccountPortal](https://rudots.t2hosted.com.AccountPortal) or in person at: Parking and Transportation Services, 409 North Fourth Street, 856-225-6137

**Parking permits for the Camden County College Deck:** 6th and Penn Streets; for information call 856-968-1393.

**Photos**

1. **for ID cards; required for all students**
   Rutgers University ID photos will be taken at the IMPACT BOOTH located on the first floor of the Campus Center. These ID cards allow you to swipe into the law building and print at University printers. Hours see [https://campuscenter.camden.rutgers.edu/impact-booth](https://campuscenter.camden.rutgers.edu/impact-booth)

2. **For the law school student directory** will be taken during Orientation.

**Police:** A team of commissioned police officers and security guards patrol our campus of 1.5 square miles on foot, on bicycle, and in cars, 24 hours a day, 365 days a year. 409 North Fourth Street; 856-225-6009; EMERGENCY: Dial 9-1-1 or 856-225-6111 [http://www.camden.rutgers.edu/about/campus-safety](http://www.camden.rutgers.edu/about/campus-safety)

**Policy and Compliance:** Information and resources to address your questions and concerns regarding FERPA, anti-bullying, discrimination and harassment, students with disabilities, HIPAA laws and regulations. [http://compliance.rutgers.edu/](http://compliance.rutgers.edu/)

**Recreation Center:** [http://recreation.camden.rutgers.edu/](http://recreation.camden.rutgers.edu/)

**Residence Life:** Living on campus comes with some major perks, like enjoying more shut-eye, making some lifelong friends, and taking advantage of specially-planned outing and events for residents only. Housing Complex, 215 North Third Street 856-225-6471 [http://housing.camden.rutgers.edu/](http://housing.camden.rutgers.edu/)

**Student Accounting:** Formerly known as the bursar’s office, Student Accounting is where you can pay your term bill, pick up your refund check, and add money to your RU Express plan or meal plan. Armitage Hall, main level (311 North Fifth Street). Hours: Monday–Friday, 8:30 a.m. to 4 p.m. (cashier); 8:30 a.m. to 4:30 p.m. [http://www.camden.rutgers.edu/financial-services/student-accounting](http://www.camden.rutgers.edu/financial-services/student-accounting)

**Veteran Students:** Veterans Services works with members of the U.S. military as they navigate college life by providing resources and support to excel at Rutgers–Camden. 856-225-2791 [frdavis@camden.rutgers.edu](mailto:frdavis@camden.rutgers.edu)

Save the date for the Veteran Student Luncheon Nov. 9 at 11:30 am (More info TBA).
Rutgers Law School Academic Requirements and Information


25. Class Attendance

a. Prompt and regular class attendance, with preparation adequate for full class participation, is expected of all students. Students are prohibited from sitting for the final exam or otherwise receiving a passing grade in any course for which that student has attended fewer than 80% of the scheduled class sessions. Specifically, a student missing 20% or more of the total scheduled class hours in a course, whether due to excused or unexcused absences, is presumed to not be attending regularly, subject to the discretion of the Dean. In the event that a student is deemed to not be attending regularly, the Dean shall determine whether the student receives a “W” or an “F” in the course.

b. Furthermore, when a student has unexcused absences that exceed the number of credit hours for the course (e.g., three absences in a three semester hour class), a professor may choose to lower the student’s grade by no more than 1/3 of a grade. The professor must clearly articulate such a policy to students in writing on or before the first class.

c. To implement this policy, attendance will be taken in all classes, and absences will be recorded. Late arrival, early departure, or extensive mid class exits may, at each professor’s discretion, be treated as absence from class. It is therefore incumbent upon all students who must miss any class for medical reasons or other emergency to contact the Dean in advance of the class meeting, or as soon as the student is able to return to school, so that a determination can be made whether the absence will be excused. A student whose absence is of long duration (one week or more) must consult with the Dean.

d. Students may not register for a course which is scheduled in such a way that attendance at each and every class hour is impossible because of a conflict with another course or activity for which the student is registered.

e. All professors are permitted to establish rules regarding decorum in the classroom. Repeated violation of such rules may be considered an element of classroom performance, and may be counted in grading, and/or may constitute a breach of the University Code of Student Conduct (see Appendix F).

f. Among other rules faculty are permitted to establish are rules related to use of laptop computers and smart phones in the classroom. Individual instructors may ban the use of laptops altogether; however, in such circumstances, notice will be given before or during the add/drop period. Faculty members may also permit the use of laptops but impose restrictions specific to laptop use.
28. Absence from Examinations

Beginning with the Fall 2016 semester:

a. Examination schedules for both the fall and spring semesters will be included in the registration materials. Because upper class students can thereby select courses with the examination schedule in mind, deferrals will not be granted for examinations because of a taxing examination schedule, except for conflicts in examinations. (A conflict is deemed as two examinations on the same day or three examinations on three consecutive days. Generally, such conflicts will be resolved by setting one examination to the next day, or at an alternate time at the discretion of the Dean.) First-year examinations are scheduled to equalize the intervals between examinations.

b. For similar reasons, students who anticipate that problems will interfere with a heavy examination schedule are expected to register for non-examination courses, register for a reduced or part-time load, or withdraw from school for a semester. Deferral requests based on examination schedule problems that should have been anticipated at the time of registration will not be granted. In short, permission to defer an examination will be granted only in the event of a student's severe illness on the day of the examination, for religious reasons, or for another sudden and unavoidable emergency. Inadequate exam-preparation for any reason will not excuse absences from an examination. Deferrals are usually granted for a minimal amount of time, seldom exceeding 1 or 2 days.

c. Students may enroll in 2 courses whose examinations conflict, if the class meeting times do not. The Dean may defer 1 of the exams. Requests for deferral are granted only by the Dean. A student is not to discuss the matter with any instructor because this would undermine the anonymous grading system. * A request for deferral must be made before the end of the add/drop period, unless emergency or compelling circumstances make prior notice impossible. A student who is absent from an examination without having been excused by the Dean automatically receives a grade of F in the course.

29. Deferred Examinations

A student who has been excused by the Dean from a regular examination must take the deferred examination when directed by the Dean in his/her discretion. If an emergency prevents a student from arriving to a scheduled exam on time, the student must call as soon as access to a telephone is possible, and deferrals are granted for very short periods of time, usually no more than an hour or so.

*Each semester, an “exam packet” is posted on the website, with information about the Dean on Duty each exam day and night.
Events – Fall 2016

Thursday, August 25, Faculty/Staff/Students softball game (More info TBA). Contact: Carly Campoli cmc562@scarletmail.rutgers.edu

September:
September 5, CLASSES NOT IN SESSION (Labor Day)
Monday, September 20, 5 to 6 pm, Reception for students who made Dean's List Spring 2016. (Please note change of date from Sept. 12).
Friday, September 23, Conference -- The Demise of the Grand Bargain, 9:00am-4:00pm Rutgers Law School, Camden, NJ. Examining the past, present and future of workers’ compensation and other workplace injuries. Register: http://poundinstitute.org

October:
Tuesday, October 18, Bar Review Vendor, Law Bridge, Contact: Arlene Lentini, Alentini@rutgers.edu
Thursday, October 20, Mary Philbrook Dinner; Contact: Pam Mertsock-Wolfe pmertsoc@camden.rutgers.edu
Wednesday, October 26, NJ Supreme Court oral arguments, Q&A with students and faculty after arguments. More info TBA.

November:
Wednesday, November 9, Veteran’s Day Observance, MPR Campus Center, 11:30a.m., Reservation link TBA
Thursday, November 10, Bar Review Vendor Fair, Law Bridge, Contact: Arlene Lentini, Alentini@rutgers.edu
Monday, November 14 at 4:00pm, Greg Lastowka Event: Lecture in Faculty Lounge featuring Becca Borden reception afterwards on the Bridge. Contact: Carol Shaner, cshaner@rutgers.edu
Tuesday, November 22, OBSERVE THURSDAY CLASS SCHEDULE
Wednesday, November 23, OBSERVE FRIDAY CLASS SCHEDULE
Thanksgiving Recess, November 24-27 (NO CLASSES)

December:
Reading Period Begins, Thursday, December 1
Reading Period Ends, Monday, December 5
Final Exams Begin, Tuesday, December 6
Final Exams End, Monday, December 19 (3:00pm)
Exam Make-up, Tuesday, December 20

January:
Spring Semester Begins, Tuesday, January 10
No classes, MLK, Monday, January 16
Character and Fitness to be an Attorney

1. The American Bar Association Standards and Rules of Procedure require law schools to advise each applicant of the following:

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

Every American jurisdiction in which you may practice law after graduation from law school requires each applicant for admission to the bar to meet character and fitness requirements as a condition of eligibility for admission. A character and fitness review will require truthful, accurate and complete reporting of all requested information related to past conduct that bar examiners may deem relevant to one's fitness to practice law, in most jurisdictions. This includes (but is not limited to) all criminal arrests, charges, plea agreements, convictions, or instances of being taken into custody, as a juvenile or adult; all traffic violations except minor parking citations; involvement as a party to civil litigation; acts of fraud, dishonesty, or lack of candor; educational discipline or misconduct; failure to pay financial obligations; and substance abuse. Many jurisdictions require disclosure of all criminal arrests, charge, plea agreements or convictions, as a juvenile or adult, even where the record has been expunged.

It should be noted, however, that while bar admission boards require a complete disclosure of requested information, in many instances past relevant conduct, particularly if isolated and/or not recent, has not resulted in denial or delay of admission to the bar in a particular jurisdiction of interest. (This is not to suggest or predict how any jurisdiction's bar admission board would respond to any applicant's particular conduct disclosures going forward).

A failure to truthfully, accurately and completely respond to a character and fitness inquiry, however, is commonly deemed a character and fitness violation in and of itself, and may be more detrimental to bar admission prospects than the undisclosed or incorrectly disclosed underlying conduct.

You are encouraged, as you go through the law school application process and before you enter law school, to determine the character and fitness requirements of the jurisdiction(s) where you intend to practice law. If you are uncertain where you will practice law, you may wish to review the Standard NCBE Character and Fitness Application, titled "Request for Preparation of a Character Report" of the National Conference of Bar Examiners which is used by a number of jurisdictions' bar admission authorities. Addresses for the agencies are available at www.ncbex.org.
If you need to amend the answer that you submitted in your Application, please review the procedure in bold below. All State Bar Examiners will review a copy of your law school application. Full disclosure is critical. Please make sure all relevant information is provided.

2. Have you ever been dismissed, expelled, suspended, placed on academic probation, given an academic warning, or disciplined by any secondary school, college, university, graduate, or professional school (including law school) for academic or any other reasons?

Yes    No

3. Has your academic career (undergraduate and/or graduate) been interrupted for one or more terms?

Yes    No

4. Were you ever subject to any disciplinary action while you were in college? Include violations of the university code of student conduct or any student honor code that covers standards of behavior at your undergraduate and/or graduate institution.

Yes    No

5. Have you ever been cited for, charged with, taken into custody for, arrested for, indicted, tried for, pled guilty to, or convicted of, the violation of any law or ordinance (other than a minor traffic violation), been a party to civil litigation, been involved in substance abuse, committed acts of fraud, failed to pay financial obligations or been the subject of a juvenile delinquent or youthful offender proceeding or received a conditional discharge, adjournment in contemplation or dismissal, or pretrial diversionary program, including violations of the law that can result in civil penalties, such as SEC or antitrust violations? (NOTE: Driving while intoxicated or impaired, driving without insurance, reckless driving, leaving the scene of an accident, and driving while suspended are not considered minor traffic violations for the purposes of this section). The entry of an expungement or sealing order does not relieve you of the duty to disclose the matter on this statement. This includes any juvenile record. You may indicate the existence of such an order in your explanation. If yes, please include an official statement of charges and dispositions.

Yes    No
6. Are there any criminal or disciplinary charges pending or expected to be brought against you?

Yes  No

7. Have you ever been prohibited from practicing in any professional capacity due to or as a result of alleged misconduct on your part?

Yes  No

I have reviewed the law school application questions above. I understand that if I need to supplement the answers that I submitted on my law school application, I must submit the Amendment to Law School Application (form on the next page) for each instance being disclosed. I understand that while the law school does not require copies of court documents or other disciplinary records, the bar examiners will. Therefore, I will obtain copies of all relevant documents as soon as possible.

I also understand that, during law school, I have a continuing obligation to report any new criminal or disciplinary matters to the Dean of Students for inclusion in my file. I understand that findings of violations of the Code of Student Conduct will also be included in student files. I further understand that the law school has a duty to respond to questions regarding any of the above issues to the bar examiners of every jurisdiction to which I apply in the future.

Name: __________________________________________

Signature: __________________________________________

Date: __________________________

All entering students are required to complete this form. A copy of this form with your original signature is due by October 14. You may bring the signed form to Law School Room E-321 or place it in Assoc. Dean Angela Baker’s mailbox in Law School Room 609. This copy is for your records.
Amendment to Law School Application
(Fill out this for as a Word document. Type in all answers, print it and sign it. Complete this form only if you need to amend the answers previously submitted in your Rutgers Law School application. Use a separate page for each incident.)

Date of incident:

Location of incident:

Briefly describe the underlying facts:

Criminal or disciplinary charges filed against you:

Result, sentence or disposition of the incident:

I have requested the documents relating to this incident from the relevant police station/court/municipality/college on __________ (date) by registered, certified mail. I received the documents or a letter on their letterhead stating that there are no documents on __________ (date). {The Bar examiners do not accept representations that a bar candidate was told during a telephone call that no records are available}.

Signature:                      Date of this amendment:
Academic Success Program  
Professor Alison M. Nissen

Fall 2016 Workshop Series for First-Year Students
The Academic Success Workshops are held on Wednesdays from 1:05 to 2:20 p.m. in TBD. There will be a series of at least eight ASP workshops. Attendance at the workshops is **highly recommended** for all first-year students.

**ASP Workshop 1**
Wednesday, August 24, 2016  1:05 to 2:20 p.m.  Room TBD
“Reading and Briefing Cases, Note-Taking and Learning Styles: Learn How to Get Off To a Great Start in Your First Two Weeks of Law School”

**ASP Workshop 2**
Wednesday, August 31, 2016  1:05 to 2:20 p.m.  Room TBD
“Take Time to Make Time: Time Management for Law School.”

**ASP Workshop 3**
Wednesday, September 14, 2016  1:05 to 2:20 p.m.  Room TBD
“Outlining: How to Create Your Own Effective Course Outlines.”

**ASP Workshop 4**
Wednesday, September 21, 2016  1:05 to 2:20 p.m.  Room TBD
“Outlining Lab: Create Your Own Outlines.”

**ASP Workshop 5**
Wednesday, October 5, 2016  1:05 to 2:20 p.m.  Room TBD

**ASP Workshop 6**
Wednesday, October 19, 2016  1:05 to 2:20 p.m.  Room TBD
“Exam Taking: How to Answer Multiple Choice Exam Questions.”
ASP Workshop 7
Wednesday, October 26, 2016  1:05 to 2:20 p.m.  Room TBD
Exam Period Time Management:  How to Maximize Your Remaining Time to Get Ready for Exams.”

First Year Professor Panel
Wednesday, November 2, 2016 (tentative date)  1:05 to 2:20 p.m.  Room TBD
Various 1L professors answer your questions about exams.  Do not miss this opportunity to hear professors discuss general study methods, preparing for examinations and their expectations for successful exam answers.  For the past several years, this session has been standing room only, lively, entertaining and informative.

Individual Conferences:
Professor Nissen is available to all first year students for individual conferences.  Feeling overwhelmed?  Just can’t get all of the reading done for your courses, concerned about how to take notes or are you worried about getting called on during class?  Please make an appointment to see me:
anissen@camden.rutgers.edu.

Alison M. Nissen
Clinical Associate Professor of Law
Director of Academic Success
Rutgers School of Law – Camden
anissen@rutgers.edu
Center for Career Development
Location: First Floor of the West Building
Website: http://camlaw.rutgers.edu/career-planning
Email: careerplanning@camlaw.rutgers.edu
Phone: 856-225-6178

1L Career Planning Timeline
August – Mid-October
- Focus on academics and adjusting to law school.
  - Law School Career Planning Offices may not begin offering one-on-one career counseling or application document reviews to first-year students before October 15 and Legal Employers may not consider applications from 1L students for summer positions until December 1st of the first year.
  - Attend a 1L Career Planning Orientation session.
  - First-year students must attend a 1L Career Planning Orientation session before meeting one-on-one with a career counselor or having documents reviewed, so please plan accordingly!
- 1L Career Planning Orientation dates will be announced soon.
  - Students in the evening section of Legal Writing are welcome, but not required to attend one of the 1L Career Planning Orientation sessions during the day; a Career Planning Orientation Program specifically for Evening Students will be held during or after your LRW class. Please stay tuned to your email for more information.

- Join student groups and learn about pro bono projects.

- Consider registering for the Equal Justice Works Career Fair and Conference in Washington, DC. 1L’s may not interview for positions, but may attend the conference.
Mid-Late October
- Prepare draft resume and cover letter.
- Schedule an appointment for *individual counseling session between October 15 and February 1* to review your resume and cover letter and to begin planning your search for a summer legal position.
- Login to Symplicity (our on-line Career Center) and become familiar with its features. Browse job postings.
- Become familiar with the Career Planning page on the Law School website.
- Begin researching employers based on information provided during the 1L Career Planning Orientation and resources on the website.

November – December
- Apply for positions that are out of the area.
- Apply for judicial internships in federal courts, internships at some federal agencies and summer associate positions at large firms in December. *Most other employers will not expect applications until the second semester when your fall grades are available.*
- Apply for public service and public interest positions via the PIPS job fair.

January – April
- Schedule an appointment with your counselor if you did not already do so.
- Apply for most summer positions, including judicial internships in state courts, government offices, public interest organizations and small to mid-sized law firms.
- Participate in Mock Interview Program in January in preparation for your 2L summer job search.
- Apply for summer funding through APIL for those working in Public Interest/Public Service positions (March).
- Attend Clinic and Externship Program information sessions.
PRO BONO: A PROUD TRADITION AT RUTGERS LAW SCHOOL
Membership in the legal profession carries with it an ethical obligation to promote access to justice. The Social Justice Scholars Program, the Maida Public Interest Fellows Program, other dedicated public interest funding, and loan repayment assistance distinguish Rutgers as one of the top public law schools in the United States for support of public interest work. No matter what careers they pursue, Rutgers students are expected to serve the public good in ways that suit their skills, passions and resources. Through its pro bono and public interest programs, along with its other lawyering programs, the law school teaches its students how to fulfill the mandate to help those in need.
As early as their first year in law school, students can become involved in pro bono projects based at the law school or, with pre-approval, at external public interest organizations. This early involvement, which enables students to develop their legal skills and professional networks, is often an introduction to the credit-bearing lawyering opportunities at the law school, such as the various clinics, the Externship Program, or the Marshall-Brennan Fellowship. At the same time, the law school’s vibrant public interest program introduces students to social justice issues and creative responses to them.
Through pro bono and public interest involvement, Rutgers Law students have the opportunity to share in the satisfaction of helping clients who have nowhere else to turn.

PHILBROOK CELEBRATION
One of the signal events of the year is the Mary Philbrook Celebration, honoring a lawyer who has used his/her career to promote social justice. Several students also are recognized for their dedication to service. The 2016 celebration will be held October 20 (pending confirmation of date).

PROJECTS
Our in-house projects and external opportunities have been developed in response to community needs, educational value and student interest.
For all pro bono projects, students receive extensive training and expert supervision. The current roster of Camden projects includes:
   501(c)(3) Project Supervised students assist community groups seeking or resolving issues with their nonprofit status.
   Domestic Violence Project Students assist victims of domestic violence in the process of completing complaints and obtaining temporary restraining orders.
   Financial Literacy Project (FLiP) Students teach Camden youth about credit, budgeting, and identity theft.
   Hurricane Sandy Project Students assist Legal Services lawyers with Sandy-related legal issues (mostly during spring break)
   Innocence Project Students conduct factual research to evaluate and support appeals by people who have been wrongly convicted
   Learn, Empower, and Advocate for People with Disabilities (LEAD) Project Students guide families through the labyrinth of public funding to assist children with disabilities.
Mediation Project
In a court-connected program, students help parties resolve landlord-tenant, small claims and municipal matters without litigation.

Planning Estates Project
Students assist clients with preparation of wills, powers of attorney and advance directives.

Pro Bono Research Project
Students provide legal research to public interest law practitioners, government attorneys, and private attorneys handling pro bono cases.

Street Law Project
Students make presentations to Camden area youth in schools, detention centers, and other settings about practical law as it affects their lives.

Volunteer Income Tax Assistance (VITA)
Students assist low income NJ residents with their tax returns, particularly clients seeking recovery of the Earned Income and Child Care Tax Credits.

Voters’ Rights Project
Students monitor election activities to insure that all qualified registered voters are able to vote, and they participate in voter registration drives.

Hon. Judith H. Wizmur Bankruptcy Project
Student/attorney teams assist clients seeking Chapter 7 Bankruptcy relief.

Youth Court Project
Students guide Camden schoolchildren in self-governance around in-school disciplinary issues and introduce restorative practices.

For further information, contact:
Associate Dean Jill Friedman 856-225-6263 jill.friedman@rutgers.edu
Associate Director Pam Mertsock-Wolfe 856-225-6406 pmertsoc@camden.rutgers.edu

Note: The Law School recognizes students at graduation for 50 or more hours of pro bono. Students with 100 or more hours earn Dean’s Pro Bono Publico Award for Exceptional Service.

Also note: Applicants to the NY Bar must have completed 50 hours of pro bono service prior to bar admission and need to collect affidavits from each volunteer position along the way: http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml
Locker Rentals

Lockers are located on the 3rd floor of the West building across from the cafe. Lockers provide a safe and convenient method for storing heavy law books, especially for commuters. Student locker rentals will take place during the Student Organization Fair. For Evening students, locker rentals will be available at the Evening Student Orientation, likely during dinner.

New Contracts

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Renewal Contracts

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<tr>
<td>2 Years</td>
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</table>

At the Student Organization Fair on Thursday, August 18, please meet me in room E-403 (Faculty Lounge) for the table where lockers will be distributed. Acceptable methods of payment are either cash or a check made out to "Rutgers SBA." Lockers are rented on a first-come, first-served basis so be sure to secure your rental sooner rather than later. After the Student Organization Fair, locker rentals will only be available at select times to be determined at a later date. More information on these later rentals will be distributed via email and all transactions will take place at the Clark Commons on the Law School Bridge. If you have any questions, please email kiera.mcgroarty@rutgers.edu Best wishes for a great first year at Rutgers Law!

Sincerely,

Kiera McGroarty, 3L Class President
Student Health Insurance General FAQs for Fall 2016 & Spring 2017

1. Who is the carrier for the Student Health Insurance Plan for the 2016-2017 academic year?
   a. UnitedHealthcare StudentResources (UHCSR)  www.uhcsr.com  Customer Service: (800) 505-4160

2. What are the coverage periods and deadlines for the Student Health Insurance Plan?

3. What are the websites to waive or enroll in the Student Health Insurance Plan each semester?
   a. Full Time Domestic Students must visit www.universityhealthplans.com (UHP). For inquiries call UHP directly at (800) 437-6448.
   b. Part Time Domestic Students (optional enrollment) may visit www.universityhealthplans.com to enroll and pay directly to UHP.
   c. F1,J1, F2, J2 Rutgers Visa Sponsored Students (International) are automatically enrolled each semester upon registration by the Center for Global Services. To waive the automatic enrollment, students must visit globalservices.rutgers.edu each semester.
   d. Non F1,J1, F2, J2 Rutgers Visa Sponsored Students (International) must follow the applicable process as shown above for full time or part time domestic students.
   e. New Jersey Family Care (NJFC)-Students should visit riskmanagement.rutgers.edu for specific waiver/enrollment procedures.
   f. Postdoctoral Fellows, Graduate Fellows, Less than Full appointment Teaching and Graduate Assistants (TAs/GAs), Full appointment TAs/GAs, Graduate/PHD Students, Rutgers Biomedical and Health Sciences (RBHS) and RBHS Postdoctoral Fellows should visit riskmanagement.rutgers.edu for specific waiver or enrollment procedures.

4. Why am I getting emails regarding waiving or enrolling in the Student Health Insurance Plan?
   a. You may not have completed the insurance waiver or enrollment process online, and it is affecting the charge process on the term bill. You MUST complete the waiver or enrollment form online and you will receive a confirmation number via email. If you completed the waiver form, the charge will be removed from your term bill after 4 business days.

5. I paid the Insurance premium on the term bill and I am still getting emails about enrollment, what should I do? (Domestic Students)
a. Even though, you paid the premium on the term bill, you MUST complete the enrollment application online at www.universityhealthplans.com each semester before the deadline.

6. How do I get an insurance card and benefit details?
   a. **Insurance cards are available online.** You can create an account at www.universityhealthplans.com which will link to UnitedHealthcare StudentResources (www.uhcsr.com) to print the card or view benefits. Cards should be available 14 days after the enrollment form has been completed.

   b. To view benefit details visit www.universityhealthplans.com or www.uhcsr.com
      - Verify your eligibility
      - Monitor claims and view Explanation of Benefits (EOB)
      - Find in-network providers-Physicians, Hospitals, Urgent Care Centers, Labs, Pharmacies
      - View in-network vs out-of-network benefits for 2016 Policies: 519-2, 519-3, 202826-1 and RBHS 527-1

7. Can I use the Student Health Insurance only at Rutgers Health Centers?
   a. No, the Student Health Insurance plan with UnitedHealthcare StudentResources offers **nationwide coverage**.

8. Can I get medical services at Rutgers Health Centers, if I have or if I waive the Student Health Insurance Plan?
   a. Yes. Contact Health Services for applicable charges.
      ---New Brunswick-848-932-7402 or health.rutgers.edu  ---Newark-973-353-5231 or health.newark.rutgers.edu
      ---Camden-856-225-6005 or healthservices.camden.rutgers.edu

9. Do I need an appointment at the Student Health Insurance Office?
   No. Appointments are not needed; but can be scheduled to meet with Angela Logan or Evelyn Nath depending on the inquiry. **Note:** Even though we are located in the Hurtado Health Center in New Brunswick, the Student Health Insurance Office is a separate department from Health Services. This Office assists students on all campuses in New Brunswick, Newark, and Camden. Visit: riskmanagement.rutgers.edu for more information about our office.

   Revised May 25, 2016