CUNY SCHOOL OF LAW

GETTING STARTED
INFORMATION & INSTRUCTIONS

A Guide to the Connections and Community at CUNY Law
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DEAR INCOMING STUDENTS:

Congratulations on deciding to study law at the #1 law school for public interest advocates and welcome to CUNY School of Law. You are joining a community of students, faculty, staff, and administrators devoted to helping you thrive, as you learn how to advocate and practice law in the service of human needs.

Orientation will prepare you for the start of your legal educational journey. This booklet outlines the mandatory orientation schedule which officially begins on Thursday, August 15 and ends Friday, August 23, 2019.

Orientation is an opportunity for you to get acquainted with staff, student government and groups, and the myriad of departments dedicated to helping you access the support and resources available to you as a law student.

Orientation introduces a variety of class lecture styles, structures, and materials that will help you gain lawyering skills and effective ways to study and counts towards your first week of a course entitled Law, Equity, Due Process (LEDP). Please review the list of Frequently Asked Questions (FAQ) included in this packet.

The Office of Student Affairs is steadfast in fostering a culture of care, collaboration, community dialogue, and mutual respect across differences. We are here to support you through your journey. Visit us on the 5th Floor, call (718) 340-4207 or email studentaffairsoffice@law.cuny.edu if you have questions. If you need coaching, advice, or just want to talk, please do not hesitate to contact me directly at yvette.wilson-barnes@law.cuny.edu.

Sincerely,
Rev. Dr. Yvette Wilson-Barnes
Associate Dean for Student Affairs

Elizabeth Palombo, Director of Student Affairs
Pat Kennedy, Director of Student Services/Disabilities Coordinator
Amanda Beltran, Director of Student Activities
Linda Penkower, Psychological Counselor
Kathy Rojas, Assistant to the Director and Dean of Student Affairs
FREQUENTLY ASKED QUESTIONS

Q: WHEN DOES SCHOOL BEGIN?
A: First-year students begin the academic year course work during orientation on Thursday, August 15th. You will be joined by second and third year students on Monday, August 26th.

Q: IS THERE ANYTHING I HAVE TO DO BEFORE I RECEIVE MY FINANCIAL AID?
A: All students receiving student loans must complete “Entrance Counseling” before they can settle their bills. This can be done on-line at https://studentloans.gov. During Entrance Counseling, you will learn about and formally acknowledge the terms of your student loans. This is necessary before students can receive a financial aid delay for tuition. Also make sure that you sign your Master Promissory Note (MPN), which you can do online at https://studentloans.gov. If you have questions, call the Office of Financial Aid at (718)-340-4284.

Q: IS IT IMPORTANT TO SUBMIT MY IMMUNIZATION RECORD?
A: You cannot register without a record of proper immunizations. Please submit your documentation immediately. If you are not sure if you are properly immunized, please call the Admissions Office for clarification at (718)-340-4210.

Q: WHEN DO I NEED TO SUBMIT PROOF THAT I WAS AWARDED A BACHELORS DEGREE OR INTERNATIONAL EQUIVALENCE?
A. The American Bar Association (ABA) requires law schools to demonstrate that matriculated students were awarded a baccalaureate degree prior to beginning law school classes; this was a condition of your admission to the law school. If you have not already done so, you must submit your proof to the Office of Admissions on or before the first day of classes or risk being deregistered from classes.

Q: WHEN IS THE BEST TIME TO LOOK FOR A PLACE TO LIVE OR A ROOMMATE?
A: You should come and scout out the area as early as you can and talk to your landlord before you make any arrangements to move in. The Village Voice, Newsday, nakedapartments.com, and Craigslist are excellent sources of listings of available apartments. Nearby areas include Long Island City, Astoria, Hunters Point, Sunnyside, Woodside, Jackson Heights, Middle Village, Greenpoint, Williamsburg. You can also check out the CUNITY Facebook group or your own Admitted Students group page for updated information from the Office of Student Affairs or fellow classmates.

Q: DOES THE SCHOOL PROVIDE US WITH HEALTH INSURANCE AND IS IT INCLUDED IN MY TUITION?
A: CUNY does not currently offer a private student group health plan. Eligible students may sign up for Medicaid and Child Health Plus through the Exchange at any time. To view health insurance options available on the Exchange, visit the NY State of Health Official Health Plan Marketplace website at https://nystateofhealth.ny.gov or call 1-855-355-5777. For more information about health insurance options, visit the Office of Citywide Health Insurance Access NYC Health Insurance link at http://www.nyc.gov/html/hia/html/home/home.shtml, or you can speak with an Enrollment Navigator during Orientation week. We do have a nurse practitioner available three days a week; students can visit and receive limited medications at no cost.

Q: WHAT IS THE PARKING SITUATION AT THE LAW SCHOOL?
A: CUNY Law does not have a parking lot. Information on local parking can be found on our website at: www.law.cuny.edu/about/location/directions.html.
Q: WHEN DO I GET MY STUDENT ID?
A: You will have the opportunity to secure your student ID during Orientation. Please bring valid photo ID, such as a driver's license with you to confirm your identity. Security will then take your official student ID photograph and you will receive your ID and a validation sticker shortly thereafter. You are required to have your ID with you at all times when on any CUNY campus and you must provide it to school officials upon request. The ID is required for entrance to the law school, access to the elevator vestibules and other areas of campus, as well as for borrowing computer equipment from Tech Support. Failure to bring your ID card may result in your inability to access many campus locations.

Q: HOW DO I GET MY BOOKS?
A: You can purchase books through the CUNY Law online Bookstore at www.law.cuny.edu/bookstore. See page 7.

Q: HOW DO I FIND OUT ABOUT FIRST DAY ASSIGNMENTS?
A: Assignments for the first day of class are posted either on TWEN or posted on the bulletin boards—1st year by Room 4/203, 2nd & 3rd year by Room 3/207. If the professor sets up a TWEN account, you’ll receive an email from support staff through CUNYFirst asking you to set up your TWEN account.

Q: WHAT IS AN EXAMINATION NUMBER AND HOW DO I GET ONE?
A: Almost all of your examinations will be graded anonymously and identified only by an assigned number. You can view your exam number on CUNYfirst. (See page 6 of this packet for more information about CUNYfirst.) Exam numbers will change from semester to semester, so it is important that you always make note of your current exam number.

Q: WHAT DO I DO IF I GET CALLED FOR JURY DUTY?
A: As soon as you have received your summons, bring the summons to appear for jury duty to the Office of Student Affairs and we will provide you with a letter to assist you in seeking a postponement of jury duty until after the semester. If you give us the summons the week you are due to serve on jury duty, we will not be able to assist you.
WHAT TO DO NOW: A PRE-ORIENTATION CHECKLIST

CUNYFIRST

CUNYfirst is an online information management system for all aspects of your student life. Signing on to CUNYfirst - from anywhere, anytime - allows students to manage their academic careers and financial accounts in real time. Each student has an individual record in CUNYfirst, and only one record that follows you throughout your time at any CUNY school.

Additionally, you can:
- View your complete student record, and an unofficial transcript can be downloaded and printed.
- See your complete financial profile, including any financial aid in place for you.
- View your tuition and fee balance, and pay by credit card online.
- Receive live information streams and communications that let you easily stay connected.
- Complete To Do List items required for class registration. (See below for more information.)

It is important that you claim your CUNYfirst ID and pay your bill through CUNYfirst BEFORE you come to orientation. If you haven’t already done so, you can claim your id from the following website: https://impweb.cuny.edu/selfservice/activation/start.action

More information can be found at: http://www.law.cuny.edu/cunyfirst.html

CUNYFIRST TO DO LIST:

Your CUNYfirst To Do List is located in the panel on the right side of your Student Center home page, so it’s easy to check your outstanding items every time you log into CUNYfirst. Clicking an item in your To Do List allows will display further information, such as completion instructions and links to required forms.

Please note that it may take one full business day for completed items to be cleared from your To Do List.
FORMS AND REQUIREMENTS

The materials below are requested at the time you receive CUNY School of Law’s offer of admission and must be submitted prior to registration for fall classes. CUNY School of Law will not register or disburse financial aid funds to any student who fails to provide the following:

1. An official, final transcript indicating award of your baccalaureate degree including the date conferred, sent directly from the college or university to the LSAC so that it becomes part of your CAS File; **The ABA requires this information. If proof of your Baccalaureate degree or its equivalence is not received by this date you risk being deregistered from your law school classes.**

2. A completed Admission Response Form, submitted at the time you pay your $500 seat deposit;

3. A completed 2019 Student Information Form;

4. Proof of immunity against measles, mumps and rubella. Presenting proof of immunity is required by New York State law for all students born on or after January 1, 1957;

5. A completed Meningococcal Meningitis Response Form;

6. New York State Residency Form (only students claiming in-state residency need to submit this form).

The admitted student portal allows you to keep track of what you have submitted so far. Please check your confidential online status page regularly to view the status of these requested items.

Call Admissions at (718) 340-4210 if you have any further questions.

ORDERING YOUR BOOKS

CUNY Law does not have a physical bookstore. However, we partner with an online vendor to ensure that you have access to the books that you will need for your courses. The full list of books for all courses can be accessed at: [www.law.cuny.edu/students/bookstore.html](http://www.law.cuny.edu/students/bookstore.html). You can download the entire spreadsheet, or log-in to our online bookstore with your CUNYFirst credentials to see the books for the classes in which you are enrolled. You can then either buy your books directly through our vendor, TextbookX, or from anywhere you’d like. Some of our students also created a Facebook page for buying and selling used books. You can find it here: [www.facebook.com/groups/1611499565766821/](http://www.facebook.com/groups/1611499565766821/).

We urge you to use caution when purchasing used books from any source. A large part of learning to read like a lawyer is learning how to annotate material in the manner that is most effective for you. This can be difficult if someone has already marked up the text to suit their learning style.

Follow the instructions below to order your books through our online bookstore.

1. Go to the online bookstore at [www.law.cuny.edu/students/bookstore.html](http://www.law.cuny.edu/students/bookstore.html).

2. Click the “Log in” button and log in using your CUNYFirst account.

3. Review your MyCourses Page – this page includes all required materials for the courses that you are registered for.

   more steps on the next page
   • New and Used book orders over $49 will qualify for free economy shipping. If your order is less than $49, your shipping charges will be calculated in your shopping cart.
   • Marketplace books ship directly from the third-party seller. Note, Marketplace books have a different return policy.
   • There is no shipping charge for eBooks. The cost of the eBook is not counted toward your $49 minimum purchase for free economy shipping.
   • If you order a rental, the shipping charges will be calculated during checkout. Once you select your purchasing option, click the blue “Add to Cart” button.

5. After selecting all your books, click the cart icon and then “Checkout Now” button in the upper right hand side of the screen to begin the checkout process.

6. Review all of the items in your cart, and then click the “Checkout” button.

7. Confirm your shipping address (note, this address will be prepopulated with the address you have on file with the Registrar’s office, but can be changed). Be sure to enter an address that can receive packages and then click “Continue.”

8. Choose the shipping option for each of your books. Once you select your shipping option, click “Continue.”

9. Enter your payment information and billing address.

10. After completing all the information click “Submit Order” and an order confirmation email will be sent to your student email address.

11. If you need assistance with an order, please call customer service at 1-800-887-6459 or visit CUNYlawbooks.com/help.

For your convenience, you are welcome to have your books shipped to the CUNY Law campus. If you use the CUNY Law Online Bookstore, simply choose the “CUNY Law Campus Pickup” option at checkout. If you purchase your books from another vendor, the shipping label must include your full name and CUNYfirst ID. (Your CUNYfirst ID is the 8-digit number at the top of your CUNYfirst Student Center.)

Have your books shipped to:
   Your Name-CUNYFirst ID
   CUNY School of Law
   2 Court Square
   Long Island City, NY 11101

The Reprographics Team will notify you as soon as your books arrive.
# WHO TO CONTACT: IMPORTANT DEPARTMENT INFO

## IMPORTANT PHONE NUMBERS

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<th>DEPARTMENT</th>
<th>NUMBER</th>
<th>NAME</th>
<th>TITLE</th>
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<tr>
<td>Academic Affairs</td>
<td>(718) 340-4645</td>
<td>Ann Cammett</td>
<td>Associate Dean for Academic Affairs</td>
</tr>
<tr>
<td>Admissions</td>
<td>(718) 340-4210</td>
<td>Degna Levister</td>
<td>Assistant Dean of Admissions &amp; Enrollment Management</td>
</tr>
<tr>
<td>Bill Payment</td>
<td>718) 340-4364</td>
<td>Irma Chabla</td>
<td>Bursar</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>(718) 340-4380</td>
<td>Patricia Kennedy</td>
<td>Director of Student Services</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(718) 340-4284</td>
<td>Angela Joseph</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Registration</td>
<td>(718) 340-4237</td>
<td>Andrea Garnett</td>
<td>Director, Office of Registration &amp; Student Records Management</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>(718) 340-4635</td>
<td>Yvette Wilson-Barnes</td>
<td>Associate Dean for Student Affairs</td>
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The Bursar’s Office of CUNY School of Law is located in room 4-109. During the year, our general hours when students can transact business or visit with questions are 9:00 a.m.-1:00 p.m. and 2:00 p.m.-5:00 p.m.

The remaining balance after the application of your seat deposit and/or financial aid is due by Thursday, August 22, 2019.

**PAYMENT OPTIONS:**

1. **In Person:** Payment can be made with cash, check, or money order in room 4-109 during office hours. Please make checks payable to CUNY School of Law.

2. **Electronic check:** Electronic Check (EFT) payments can only be accepted online through your CUNYfirst account where you can view your tuition and fees bill. Log-in to CUNYfirst (https://home.cunyfirst.cuny.edu), go to Self Service and then go to the Student Center section and select Finances. **Please have your bank account and routing number available when making your online payment. This service is free.**

3. **Credit Card:** Credit/Debit Card payments are accepted ONLY through the Nelnet Tuition Payment Plan (please see below).

4. **Nelnet Tuition Payment Plan:** The payment plan provides you and your family the option of paying tuition and fee charges over a period of up to five or six months. This flexibility enables you to reduce the burden of paying all tuition and fees prior to the start of the academic term. The enrollment fee for the payment plan is $95 per semester/session. If you opt for direct withdrawals from a bank account, a discount will be provided which will lower the enrollment fee to $40 per semester/session.
To enroll, log-in to CUNYfirst Self-Service and go to the Student Center section. Go to Finances and select Enroll/Manage Payment Plan.

University regulations require that a late fee of $15.00 be charged to any student who is delinquent in paying tuition and fees by the established due date of Thursday, August 22, 2019. There are no exceptions.

If you do not pay the balance of your tuition within two days of your established due date, your registration will be cancelled.

Requests for withdrawal from CUNY School of Law should be submitted to the Office of Academic Affairs (Room 4-106) before or during the first three weeks of classes. All requests will be effective on the date of written submission. Please see the Tuition Refund/Liability schedule below for more information.

If you have any questions regarding your bill, please do not hesitate to contact the Bursar either 718-340-4364 or irma.chabla@law.cuny.edu.

TUITION REFUND/LIABILITY SCHEDULE

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<th>If you withdraw:</th>
<th>Refund</th>
<th>Liability</th>
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<tr>
<td>by August 25</td>
<td>100%</td>
<td>None</td>
</tr>
<tr>
<td>from Aug. 26 – Sept. 1</td>
<td>75%</td>
<td>25%+fees</td>
</tr>
<tr>
<td>from Sept. 2 – Sept. 8</td>
<td>50%</td>
<td>50%+fees</td>
</tr>
<tr>
<td>from Sept. 9 – Sept. 15</td>
<td>25%</td>
<td>75%+fees</td>
</tr>
<tr>
<td>on and after Sept. 16</td>
<td>None</td>
<td>100%+fees</td>
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*Student fees (such as the technology fee) are non-refundable on or after August 26th, 2019.
The Career Planning Office ("CPO") offers a range of services and resources to help you identify goals and search for employment, internships, and funding for summer, school-year, or post-graduation placements. The Office is staffed by Sam Sue, Director; Therese McNulty, Associate Director; Stephanie McGregor, Assistant Director; Rosa Cabrera, Assistant Director for Professional Development and Employer Outreach; and Alana Greenberg, Administrative Coordinator.

Our resources include employment and internship listings, employer directories, a library of career materials, and hundreds of employer resumes and recruiting materials. This includes the following:

- CUNY Law Careers Opportunities (Symplicity), which provides secure access to listings of jobs and internships, employers, as well as networking contacts in various fields of law. Weekly job summaries of available job and internship postings and relevant funding opportunities.
- PSJD.org, which provides access to internships, pro bono opportunities and post-graduate positions throughout the country.
- Law Job Web/Law Match—particularly good listings for private law firm positions.
- Intercollegiate Job Bank, a pool of internship and job listings from more than 300 law schools.
- Government Honors database on summer as well as post-graduate positions.
- Lexis employment database, an excellent resource that you should use to prepare for employment interviews.
- Opportunities in Public Affairs—an electronic subscription based newsletter of internships, fellowships and jobs in legal and law-related public policy.
- Equal Justice Works resources—CUNY Law is a member and this entitles students to free access to webinars on managing law school debt, post-graduate public interest fellowships, summer corps fellowships, etc.
- Access to the biggest job fairs in the country such as: The Equal Justice Works Career Fair in Washington, D.C. (every October) and Public Interest Legal Career Fair at NYU Law School (every February).

Throughout the school year, the CPO presents panels on various types of legal careers (government, criminal defense, family law, e.g.) and professional opportunities, such as fellowships and judicial clerkships. In addition, the office coordinates programming to support and prepare students in their professional skills development (mock interviewing, cover letter & resume workshops, and maximizing your internship). The office hosts nearly 20 employers for on-campus recruitment and promotes networking and dialogue with alumni and employers in the Lunch & Learn series. Career Planning provides confidential, one-on-one counseling sessions to students and alumni of the law school, and counselors are available throughout the year.
In compliance with National Association for Law Placement guidelines, counseling for first-year students begins in the middle of October. The purpose of the rule is to give first year students an opportunity to focus on study of the law in the first two months of law school, and not on looking for employment. Of course, you can see a counselor earlier if you have a deadline or need immediate attention (e.g., early fall deadline or part time student who needs to find a paid position).

Here are a few suggestions on how to get started in building your legal career:

1. **Attend CUNY Law Career Panels.** Throughout the semester, the Career Planning Office and various student groups will host outside speakers to talk about their jobs and career paths. Attend these events and ask questions to learn more about areas of law or practice about which you are curious. The CPO hosts the Career Exploration Reception in the evening on September 12th to introduce students to a wide variety of employers here at the law school.

2. **Attend Outside Career Events.** For example, on September 19th, Fordham Law School hosts a Public Interest Career Reception attended by many law students throughout the city with 100 employers present. This is an opportunity to meet and talk with lawyers from non-profit advocacy, legal services, and impact law offices, as well as federal, state, and local government agencies.

3. **Learn about upcoming and annual CUNY Law career planning events at:** [https://www.law.cuny.edu/events/](https://www.law.cuny.edu/events/)

4. **Review your personal statement** for law school admissions and spend some time reflecting on the reasons you decided to go to law school. Contemplate the following questions: Are there specific areas of law (housing law, constitutional rights, etc.) that you are really interested in? Are there ways of serving clients that you are attracted to (direct legal representation, impact litigation, policy work, etc.)?

5. **Identify legal tasks or areas of law that interest you.** As you attend classes, read cases, and perform assignments, reflect on whether you are gravitating to certain areas of law or certain legal tasks. This will help you identify internships you should apply for.

6. **Pay attention to notices and deadlines** for summer fellowships, applications, and career fairs. There are some career fair and summer fellowship application deadlines in early November.

As you can see, there are plenty of career-related activities you can do in your first semester and first year of law school. Doing some or all of these things will give you a head start in finding a good summer internship or post-graduate position!
Welcome! The Office of Financial Aid is available to help eligible students pay for law school expenses and ensure your dreams for quality education become a reality. We want to make sure that you have the information you need to make the best decision about financing your education.

Law school financial aid comes in many forms, such as grants, scholarships, and student loans. Our goals are to assist you and your family in securing the resources necessary to fund your education and to make sure you understand your rights and responsibilities related to financial aid.

Please read this information carefully. Should you have any questions or to schedule an appointment with a financial aid counselor, contact our office.

**STEP 1: CUNYFIRST FINANCIAL AID**
Please claim your financial aid account in CUNYfirst. You may do so at [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu). Remember that once you have received your CUNYfirst account, the system will send messages only to your law school email address. Make sure that you have activated your law school email account. Students should regularly check for notices sent to this address.

After claiming your account, it is vital that you keep your CUNYfirst ID (EMPLID) handy because your Social Security number will no longer be used to access student information. In CUNYfirst, you will be able to view your pending financial aid information, including disbursement dates, and wish to accept, decline, or reduce your awards.

**CUNYfirst Activation**

1. To begin using CUNYFirst, you must first request your account ID. Claim your account at [https://impweb.cuny.edu/selfservice/activation/start.action](https://impweb.cuny.edu/selfservice/activation/start.action)
2. Login to CUNYFirst at [https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html](https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html)
3. Click on the Student Center tab
4. Go to the Finances column (right below Academics)
5. Select the View Financial Aid link
6. Select the 2019 link for CUNY School of Law
7. Review the To Do List. Complete the CUNY Financial Aid Supplement Form in your Self Service account.
8. Accept, decline, or reduce your award in Self Service.
9. Other Options: Visit the Office of Financial Aid to receive counseling regarding your specific eligibility and amount.

You may contact the Technology Helpdesk at 718-340-4456 if your account does not appear to be working correctly.

**FINANCIAL AID**

Dr. Angela Joseph, Director of Financial Aid
Financial Aid Office Room 4-109
Telephone: (718)-340-4284
STEP 2: APPLYING FOR FINANCIAL AID

To apply for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) form at https://www.fafsa.gov to receive first consideration for limited financial aid resources.

Before attempting to complete the FAFSA, go to FSA ID from the Department of Education at https://fsaid.ed.gov/npas/index.html so you can electronically create your account. The FSA ID gives you access to Federal Student Aid’s online systems and can serve as your legal signature.

The FSA ID will allow you to sign your application electronically, or access your FAFSA Renewal on the web. We recommend that you file your FAFSA and use the IRS data retrieval process. Students who prefer to complete a paper FAFSA can print out the PDF form located at https://www.fafsa.gov/options.htm. Please, note-The Law School Title IV Code (G31913).

Approximately five business days after you complete your FAFSA online, CUNY Law will receive it. Once we receive your FAFSA, a “To Do” list will generate in CUNYfirst. Items will appear as hyperlinks. By clicking on the hyperlinks, you will be able to obtain instructions that describe how to follow up with our office. If your submission contains all the information needed, we will note the to-do-list item as being complete in CUNYfirst. Things marked done will no longer be visible on your to-do-list. If your submission contains missing or insufficient information, we will add an “Additional Information” request in your to-do-list. Resubmitted items create processing delays.

STEP 3: STUDENT AID REPORT

The Student Aid Report is a summary of the information you submitted on your Free Application for Federal Student Aid (FAFSA). You receive this report (often called the SAR) via e-mail a few days after your FAFSA is processed or by mail within 7-10 days if you did not provide an e-mail address. If there are no corrections or additional information you must provide, the SAR will contain your EFC, which is the number that is used to determine your eligibility for federal student aid.

STEP 4: VERIFICATION

Verification is the confirmation through documentation that the information provided on a student’s Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires colleges and universities to verify or confirm the data reported by students and their parent(s) on the FAFSA. The verification process ensures that eligible students receive all the financial aid to which they are entitled and prevents ineligible students from receiving financial assistance for which they do not qualify.

STEP 5: RECEIVING AID

Once your FAFSA is complete, you will receive your award letter in CUNYfirst, and there may be extra steps required before accepting your financial aid funds. Only students who are contacted by our office to provide additional information need to do so.

If Scholarships or Fellowships are part of your financial aid package, no further action is required of you to receive this aid, aside from complying with all relevant enrollment and academic progress requirements. Scholarship and Fellowship awards are not in CUNYfirst until the beginning of the fall semester. The Bursar will adjust your tuition bill accordingly.

If employment is part of your award package, you may participate in the Federal Work-Study Program. Students work on campus 20 hours a week at $17 an hour or off campus through the Public Service Corp. Program. Please stop by the Office of Financial Aid (room 4/109) for additional information and work-study contract.
STEP 6: ENTRANCE COUNSELING
All students must complete your Entrance Counseling session online at https://studentloans.gov or through CUNYfirst Self-Service before the disbursement of your first student-loan check for the academic year.

STEP 7: MASTER PROMISSORY NOTE
Everyone must sign a Direct Loan Master Promissory Note (MPN) if they are borrowing a Federal Direct Loan. You can go to the electronic MPN website https://studentloans.gov to complete and sign an MPN. The process of completing your MPN is simple. You will need to have your Department of Education issued FSA ID to begin the process. You can start the process by choosing “Complete New MPN for Student Loans,” which will allow you to electronically complete and sign your promissory loan notes.

STEP 8: RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS
You must report any change of name and address, marital status, changes in dependency status and receipt of any additional scholarships or grants, etc. to our office. Additionally, the law school reserves the right to make adjustments in your financial aid packages due to any changes in enrollment, residency, and income discrepancy, receipt of an external scholarship or economic circumstances.

STEP 9: DIRECT DEPOSIT
The Law School Direct Deposit Program allows you the option of depositing your Direct Loans or Federal Work-Study paycheck into your bank account. If you currently have a bank account and wish to take advantage of this opportunity, please sign up in CUNYfirst Self-Service.

STEP 10: PAYMENT OF YOUR FINANCIAL AID AWARD(S)
CUNYfirst will notify you when your student loan refunds become available. Federal law requires two disbursements for all Direct Loan(s) funds regardless of the amount of the loan. All student loan refunds should arrive on or about August 17, 2019 (fall) and January 18, 2020 (spring). If the school discovers that you did not register for the period of enrollment, the school must return the loan disbursement to the Department of Education within 30 days of the determination. If you received the loan payment but never attended classes for the period of enrollment covered by the loan, then you will not be eligible for the credit, and the school must immediately demand full loan repayment and must notify the Department of Education.

When corresponding with the Office of Financial Aid, please use this address:

CUNY School of Law
Office of Financial Aid, Rm. 4/109
2 Court Square
Long Island City, NY 11101

Financial aid at CUNY School of Law is administered without discrimination as to age, sex, race, creed, national origin, physical or mental disability, sexual orientation, marital status, or veteran status. An applicant may be excluded from all programs if in default in the repayment of a previous student loan.

“The City University of New York reserves the right, because of changing conditions to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without notice. Tuition outlined in this publication is similarly subject to change by the Board of Trustees of the City.”
Q: WILL I HAVE AN E-MAIL ACCOUNT?
A: All students will have a Law School e-mail address and an account with 50 GB of space. Your email address was emailed to you at your preferred email account.

Q: DO YOU RECOMMEND I GET A LAPTOP?
A: We strongly recommend, but do not require, that new students have laptop computers. Students are permitted to take many exams on a laptop using Examplify. The school will provide the needed Examplify software but only has a limited supply of loaner laptops available FOR EXAM USE ONLY.

If you purchase a new laptop, DO NOT purchase antivirus protection. You MUST have the University approved antivirus installed on your laptop in order to access our wireless network.

You can obtain the University approved antivirus along with the option to purchase various other software through the CUNY e-mail. To access the CUNY e-Mall go through the CUNY portal by going to https://cunyportal.cuny.edu/cpr/authenticate/portal_login.jsp and click on “Register for a New Account” in the middle of the page. Register to create an account. Be sure to save your account and password information. Once you are logged in, click on the “CUNY e-Mall” link in near the top of the page. Click on the “Software” link to browse the available software titles. You will find McAfee as one of the free software download options. Microsoft Office 365 is available as a free download from your email account by clicking on the Office 365 button.

If you use any computer, whether it be a laptop or one of the computer lab computers, you must have and use a method to back up your data onto separate media (e.g., thumb drive, external hard drive).

CUNY Law does not endorse any particular computer manufacturer. However, the Law School uses Dell and Apple computers. These are the minimum recommended laptop specifications for school year 2019-2020:

**PC:**
Intel Core i (i5 or i7) Technology with Windows 10 Operating System in 32 or 64 bit format.
Long term warranty (3-4 years).
8 GB RAM MINIMUM
256 GB SSD storage
**NOTE:** You must have either Windows Professional or Enterprise edition. We cannot support any other variety of any version of Windows. If you have any other variety, you can get an upgrade to Windows Pro at a discount price from the CUNY eMall.

**MAC:**
MacBook Pro 13-inch
2.3GHz Dual-core 7th generation Intel Core i5 processor, Turbo Boost up to 3.6 GHz
8GB 2133MHz LPDDR3 memory
256GB SSD storage
3 year Apple Care
USB-C to USB Adapter
macOS 10.11.x + 0 10.14x

**NOTE:** Windows XP, Windows 7, Windows 8 and Vista ARE NOT SUPPORTED.
The Law School’s Public Safety Department is comprised of campus security assistants, uniformed contract officers, and sworn peace officers. Public Safety staff are available every day of the year, 24 hours a day.

ANNUAL SECURITY REPORT-NOTICE OF AVAILABILITY
A copy of the CUNY School of Law’s Annual Security Report can be obtained at the Office of Public Safety. The Human Resources office, and the Dean of Student Affairs. The Report includes statistics for the previous three years, concerning reported crimes that occurred on campus, in certain off-campus or property owned or controlled by the Law School, and on public property within, or immediately adjacent to, and accessible from the campus. It also includes policy statements involving the reporting of crimes and emergency procedures. Title IX compliance procedures and policies and the University’s Sexual Misconduct Policy are included, as well as emergency response and notification procedures.

LOCKERS
The Law School provides lockers (located throughout the building) with built-in combination or hanging locks. The following protocol pertains to the use of the lockers:

1. Lockers are the property of CUNY Law. In an emergency or exigent circumstance, Public Safety reserves the right to enter any locker.
2. Lockers are secured with built-in combination or hanging combination locks. These locks are the only locks permitted to be used on the lockers. Any other lock affixed to any School locker will be removed by Public Safety.
3. Use of lockers is voluntary and at your own risk.
4. A small block of lockers reserved for Student Government is for the exclusive use of student government organizations.
5. Perishable items are not to be stored in lockers.
6. Defacing lockers, including markings and stickers inside or outside of lockers of any kind, is prohibited. Any markings, stickers, or taped messages will be removed and thrown out.
7. No locker may be used, unless it is first registered with and approved by the Security Office.
8. Lockers must be emptied of all contents on the Friday of the week after the summer bar exam. After this time, lockers will be opened and contents removed as refuse.
9. The Law School reserves the right to amend these rules as needed.

ID CARDS
Identification cards are issued by the Law School and remain its property. ID cards must be carried at all times when in the building. The card is necessary to access elevator lobbies and stairway vestibules.
You may be asked to present your college ID to Public Safety and other college administrators. Lost or stolen cards must be reported to the Department of Public Safety immediately and replaced. There is a small administrative fee to replace a card.

GUESTS
All visitors are expected to comport themselves in a manner consistent with an academic environment. Guests must sign in at the front Public Safety Desk and show photo identification to the officer on duty. Upon exiting the School, guests must sign out. Guests must generally be in the same area as the host student and may not use facilities such as copy machines or computers in furtherance of their own work without express permission of the Office of Student Affairs. Guests are subject to the lawful instructions of all members of the Public Safety staff, as well as the Administrative staff. **Guests may not remain in the building after midnight on weekdays, Saturday, Sunday and holidays.** If someone is waiting for you after this time to facilitate transportation or other issues of importance, they must remain on the first floor by the front Public Safety desk. The School reserves the right to deny entrance to anyone who appears intoxicated, is unable to present a photo identification, refuses to comply with the lawful instruction of Law School staff or has no legitimate business with the School.

LAW SCHOOL BUILDING-LATE NIGHT POLICY
The Law School building is available to current students, faculty, and staff for school-related purposes after regular hours during the hours of 12 midnight to 7 am. Those wishing to remain in the building must sign in at the Front Public Safety Desk at midnight. Anyone entering or leaving the building during this time period must sign in or out at the Front Public Safety Desk. Late-night usage of the building is limited to current Law School students, faculty and staff personally. No guests are permitted during these hours or all-day Saturday, Sunday and holidays. Late-night usage of the building is expressly limited to school-related purposes. Such permitted usage does not include sleeping, socializing or other recreational activities, except as tangential to study or research. Violators of this usage limitation will be asked to leave the building, and repeat violators may have their late-night privileges suspended or revoked.

BUILDING FIRE/EVACUATION DRILLS
The Law School shares the building with Citicorp. As this is a designated commercial property, we are required to conduct four (4) fire drills; an evacuation drill and several fire alarm and emergency power transfer tests during the calendar year. **All building occupants are required to participate in these drills and follow the instructions from the building fire command system and Public Safety staff.** Your cooperation is needed and appreciated.

BICYCLES, SCOOTERS AND SKATEBOARDS
Bicycle racks are provided for use in front of the school. You must bring your own lock. We advise a high quality U-bolt mechanism as these are harder to cut and defeat. Bicycles are not permitted in the building under any circumstance. Non-motorized scooters or skateboard which fit in School supplied lockers may be brought into the building and stored there. They are not permitted to be used in the building under any circumstance.

SMOKING
Smoking of any type, e-cigarettes and vaping devices of any kind, are prohibited anywhere in the building.
STUDENT LIFE: GETTING SET UP FOR SUCCESS

ACADEMIC CALENDAR* - FALL 2019

AUGUST 15-22  Mandatory 1L Pre-Law Prog/Admin Week: tuition due, book & assignment pick-up
AUGUST 26  First day of classes
SEPTEMBER 1  Last day to add a class
SEPTEMBER 2  NO CLASSES – Labor Day
SEPTEMBER 3  Last day to add a class course that requires the approval of the professor and the Academic Affairs Office
SEPTEMBER 17  Last day to drop a class
SEPTEMBER 30  NO CLASSES - Rosh Hashanah
OCTOBER 8  No Classes – after 3:00pm - Yom Kippur
OCTOBER 9  NO CLASSES – Yom Kippur
OCTOBER 14  NO CLASSES – School Holiday
OCTOBER 7-18  Midterms
NOVEMBER 4  Last day to withdraw
NOVEMBER 6  Legislative Monday – Follow a Monday Schedule
NOVEMBER 25  Last day to elect Credit/No Credit
NOVEMBER 28-29  NO CLASSES – Thanksgiving
DECEMBER 4  Last day of classes
DECEMBER 5-6  Reading Period (unless school-wide make up days needed)
DECEMBER 9-20  Final Examination Period
DECEMBER 23  Final exam make up day and date for papers and take home exams

*Calendar subject to change without notice

Check out the events calendar for more at https://www.law.cuny.edu/events/
**PROGRAMS**

- The Infant Toddler Program will engage children ages 12 months - 2.9 years in play, and invite them to participate in activities that provide challenging and stimulating opportunities to investigate and explore.

- The Preschool Program offers an inter-age curriculum for children ages 2.10 - 5 years. Children are grouped according to their ability levels, and are given opportunities to explore, socialize, and develop through hands-on activities.

- Free Universal Pre-kindergarten Program - In collaboration with the Board of Education and Community School District #30, this free program is offered September - June, Monday - Friday, five hours a day. 4 years old only.

- The Extended Program offers both early childhood and school age care for children ages 3 - 12 years. Children are involved in educational as well as recreational activities, including homework assistance, school projects, computers, etc.

- Holiday Camp offers childcare to children ages 5 - 12 years on Public School Holidays when the college is in session. Children will participate in activities such as swimming, gym, arts and crafts, theme days, and more.

- The Saturday Program provides enriching and developmentally appropriate recreational programs for children 3 - 12 years. Children partake in excursions, gym swimming, outdoor play and more!

- Summer Camp offers children ages 2.10 - 12 years a fun filled summer of activities such as weekly trips, swimming, arts and crafts, theme days and more!

**STAFF**

The Executive Director, Associate Director and ECLC teachers are certified in Early Childhood Education. The assistant teachers are required to possess an Associates Degree in Child Development or be in pursuit of a degree in Early Childhood Education/Child Development. The ECLC maintains LaGuardia’s cooperative education philosophy by training interns from various disciplines within the college.

**REGISTRATION**

The Early Childhood Learning Center operates on a flexible registration system. Student parents register based on their college schedule, with priority given to current ECLC parents. New Parent Registration will be on a first-come, first-served basis and will close when all available spaces are filled. All new applicants requesting services must attend New Parent Orientation.

At the time of registration, a nonrefundable registration fee must be paid. Each child must register for a minimum of 5 hours weekly, 3 of which must be consecutive hours. No child will be allowed to register for more than 12 hours per day.
TUITION
The center bases its fees on the cost of care rate. Subsidized rates are available to all students.

TUITION FEE SCHEDULE (EFFECTIVE DATE: FALL 2019)

<table>
<thead>
<tr>
<th>STATUS</th>
<th>NON-REFUNDABLE REGISTRATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Staff &amp; Faculty</td>
<td>$ 40.00 per Semester</td>
</tr>
<tr>
<td>Continuing Education – non degree students</td>
<td>$ 47.50 per Semester</td>
</tr>
<tr>
<td>Access Card or additional cards</td>
<td>$ 15.00 One time Charge</td>
</tr>
<tr>
<td>Replacement Fee*</td>
<td>$ 10.00*</td>
</tr>
</tbody>
</table>

Subsidized fee amounts are based on funding eligibility guidelines and computed by the number of hours each child is registered in the center each day, then projected for the semester.

<table>
<thead>
<tr>
<th>SUBSIDIZED STUDENT RATE</th>
<th>INFANT/TODDLER</th>
<th>PRESCHOOL/SCHOOL AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fractional time - 2 hours or less</td>
<td>$12.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>Part time - 3-4 hours</td>
<td>$13.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Full time – 5-9 hours</td>
<td>$14.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>*10-12 hours</td>
<td>These hours will be categorized as Fractional or part time and will be charged accordingly.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STAFF &amp; FACULTY RATE</th>
<th>INFANT/TODDLER RATE</th>
<th>PRESCHOOL/SCHOOL AGE RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 MONTHS – 30 MONTHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (40hrs or more per week)</td>
<td>$ 268.00 weekly</td>
<td>$242.00 per week</td>
</tr>
<tr>
<td>Part Time (39 hrs or less per week)</td>
<td>$ 51.00 per day</td>
<td>$9.00 per hour</td>
</tr>
</tbody>
</table>

ELIGIBILITY
In order to enroll your child in an ECLC program, you must be member of the CUNY School of Law community. A copy of each student parents’ current CUNY Law schedule must be presented when enrolling a child in the center.

A copy of the child’s birth certificate and immunization records are required (the originals must be shown).

HOURS

<table>
<thead>
<tr>
<th>PRESCHOOL/SCHOOL AGE</th>
<th>INFANT/TODDLER PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday 7:50 a.m. – 9:00 p.m.</td>
<td>Monday - Friday 7:30 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Friday 7:50 a.m. – 9:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Saturday 9:00 a.m. – 3:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

(The Center observes the College Schedule)

*Hours may vary during the six week sessions.

PARENT SUPPORT STATEMENT
Parents and teachers play integral roles in a child’s education. At the LaGuardia ECLC we value the role of parents. It is our hope that you provide the necessary support for the success of our childcare programs.

Sonya Evariste, Director
Marisol Abreu, Administrative Director
Mercedes Flor, Educational Director

31-10 Thomson Avenue Room MB-09,
STUDENT SERVICES

STUDENTS WITH DISABILITIES
CUNY School of Law is committed to providing reasonable accommodations for all students with disabilities under the Americans with Disabilities Act. If you suspect that you may have, or have ever been diagnosed with a physical, psychological, or learning disability, it is in your best interest to meet with the Director of Student Services/Disabilities Coordinator, Patricia Kennedy, as soon as possible. She will be available during regular business hours for one-on-one confidential appointments.

Students requesting accommodations for a disability must present documentation of the disability for verification of eligibility. The evaluation must be completed by a qualified, certified and/or licensed professional (physician, health care provider, or psychologist/psychiatrist).

Documentation of an impairment alone may not be sufficient to require the student to be provided with a reasonable accommodation. In accordance with the Americans with Disabilities Act, the student must demonstrate through documentation that the impairment substantially limits or restricts a major life activity. All documentation will be kept confidential. For more information, please contact Patricia Kennedy, Director of Student Services/Disabilities Coordinator at (718) 340-4380 or email kennedy@law.cuny.edu.

MENTAL HEALTH COUNSELING SERVICES
Attending law school often impacts on a student's life, and life impacts on the well-being of a law student. Emotional reactions may become obstacles which impacts your academic performance.

CUNY Law offers on site psychological counseling. Students can consult the Law School Counselor in regards to a wide range of problems. Linda Penkower, L.C.S.W., offers short / long term confidential individual therapeutic counseling. Previous students have dealt with adjustment reactions to law school, including expected and unexpected emotional reactions when reading the elements of cases, wording of cases, and when interacting or just listening to the class discussion of these legal cases; dealing with depression, anxiety, stress, relationship issues including family, friends and partners, student-faculty, student-staff, collaborative learning; cognitive issues, public speaking, post traumatic stress issues, sexual identity, bereavement, communication issues, and to debrief an emotional situation. Services are available right through Bar Study: support and guidance on the emotional psychological preparation for studying and sitting for the Bar Exam.

If you’re looking for someone to talk to or are curious about what counseling might do for you, we’d love to see you. Whether you would like a consult, a chat, or a brainstorming session to help you tackle everything on your plate, you’re welcome in our offices. Everything shared is confidential.

Linda Penkower, can be reached 718.340.4216 and at linda.penkower@law.cuny.edu
**MAILBOXES**

Carmen Rana, Director of Auxiliary Service  
Materials Management Department, Room 1-105  
Telephone: (718) 340-4297

The Materials Management Department is responsible for the reprographics unit, mail services, photocopying equipment, transportation/messenger service, supplies, shipping, and receiving. You should feel free to stop by Reprographics (Room 1-105) or call 718-340-4298, if you have any questions or if you need assistance in any of these services.

**STUDENT MAILBOXES**

Student mailboxes are located in room 3-207, the Student Lounge. Boxes are assigned by class and in alphabetical order. Mail distribution is done every business day between 9:00 a.m. and 11:00 a.m. Faculty and staff mailboxes are located on the first floor (room 1-105, in front of the Reprographics Window).

The Law School has a mail depository located outside the Reprographics Window, room 1-105, which may be used for your outgoing pre-stamped mail. Mail is collected between 3:00pm and 3:30pm. Reprographics staff will deliver the mail to the Post Office around 4:00pm. Generally properly addressed first class mail will reach its destination in two to three business days. Stamps are available for purchase in Reprographics, Room 1-105.

Students and other members of the community are encouraged not to use the Law School mail services for their private mail as this invariably will increase the work load on our staff and may make it harder for them to accomplish school business in a timely manner.