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2016-2017

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I. Introduction

This Guide to the First Year has been prepared by the Dean’s Office with input from several offices on campus to provide information you may find useful in preparing for your second year and beyond. We welcome your comments on the Guide and any suggestions for future revisions. We hope that this Guide provides helpful information to you so that you may make fuller use of available opportunities at Richmond Law.

II. Balancing Act

Recognizing that many aspects of law school are unfamiliar and that it is not realistic to provide a complete “orientation” in three days, we will provide a series of programs throughout the year. These programs will focus on your physical, mental and financial health. Individual announcements will be made as we get closer to each date. Because these sessions touch on matters that are so critical to your success, we hope that every first-year law student will be able to attend.

III. Academics

A. The IL Curriculum

During the first year of law school the courses in which you are enrolled are all required courses. They are of two basic types: doctrinal courses (such as Torts, Property, Civil Procedure, Criminal Law, etc.) and skills courses.

1. Doctrinal Courses. These courses are designed to introduce you to the most fundamental areas of the law – the “building blocks” from which other, more specialized legal doctrines evolve. In the Fall semester, these courses will include Torts, Property, and Civil Procedure. In the Spring, the doctrinal courses are Criminal Law, Contracts, Constitutional Law, and Legislation & Regulation.

2. Law Skills I and II. Students will take Law Skills in both the Fall and Spring semesters of their first year. The course will teach students to engage in a principled, systematic process of legal writing, research, and analysis to prepare them for the rigors of a client-centric, service-oriented legal practice in a rapidly-changing world. Students will learn a process and develop a toolbox of skills that are adaptable to many types of legal issues and communication needs.

Balancing Act Programs

2016-2017*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20</td>
<td>Orientation Service Project with The Carrico Pro Bono Center</td>
</tr>
<tr>
<td>September 12</td>
<td>Practical Tips &amp; Tricks of Managing Email, 12-1 p.m.</td>
</tr>
<tr>
<td>September 26</td>
<td>Budgeting, 12-1 p.m.</td>
</tr>
<tr>
<td>October 19</td>
<td>Flu Shot Clinic, 11 a.m. – 1 p.m.</td>
</tr>
<tr>
<td>October 24</td>
<td>Managing Credit, 12-1 p.m.</td>
</tr>
<tr>
<td>November 14</td>
<td>Mindfulness, 12-1 p.m.</td>
</tr>
<tr>
<td>November 28</td>
<td>Study Break, 12-1 p.m.</td>
</tr>
<tr>
<td>December 2</td>
<td>Therapy Dogs, 12-1 p.m.</td>
</tr>
<tr>
<td>January 23</td>
<td>Resiliency, 12-1 p.m.</td>
</tr>
<tr>
<td>February 2</td>
<td>Loan Repayment, 12-1 p.m.</td>
</tr>
<tr>
<td>February 8</td>
<td>Loan Repayment, 12-1 p.m. (This is a repeat of the Feb. 2 program)</td>
</tr>
<tr>
<td>March TBD</td>
<td>Navigating the Character &amp; Fitness Portion of the Bar Application</td>
</tr>
<tr>
<td>April 17</td>
<td>Study Break, 12-1 p.m.</td>
</tr>
<tr>
<td>April 21</td>
<td>Therapy Dogs, 12-1 p.m.</td>
</tr>
</tbody>
</table>

*Watch The Docket for Additional Programs
B. Method of Instruction

The method of instruction used in the first year doctrinal courses will vary somewhat from professor to professor. However, significant emphasis in each course will be placed upon developing your analytical skills. These skills are honed through the use of the “case method” in class. After reading and studying cases, students will be called upon in class and expected to identify for a given case such features as the relevant facts, the issue(s) presented by the case, the court’s disposition (or “holding”), and the rationale for that disposition based upon applicable rules of law.

C. Preparing for Class

1. General Policy on Class Attendance, Punctuality, and Preparation

The classroom experience is an indispensable part of a student's legal education, and every student is accordingly required to come to every class fully prepared and on time. The professor shall be responsible for monitoring compliance with this policy, for determining whether a student's failure to comply is excused, and for determining the consequences of an unexcused failure to comply, and shall advise the class of his or her approach to these matters at the beginning of the semester. Students who need an excused absence due to a religious observance should notify the professor in the first two weeks of the semester, consistent with the University's Religious Observance Policy (see http://registrar.richmond.edu/planning/religious-observance.html.)

2. Minimum Attendance Requirement

Any student who fails to attend at least 75 percent of a course's required sessions or their equivalent (as determined by the professor, in consultation with the Associate Dean for Academic Affairs and in conformance with the University's Religious Observance Policy, see http://registrar.richmond.edu/planning/religious-observance.html.) will not pass the course. This requirement applies regardless of whether the absences are excused and regardless of any individual professor's attendance policy (although an individual professor may impose a more demanding requirement for his or her course). In appropriate circumstances, students unable to satisfy this requirement may be granted a leave of absence and full reinstatement upon their return. Students should keep track of their own attendance, and a student who is having
difficulty meeting this requirement, or who anticipates such difficulty, should meet immedi-
diately with the Associate Dean for Student Services and Administration or the Associate
Dean for Academic Affairs to discuss the possibility of a course withdrawal or a leave of
absence from the law school.

3. **Class Preparation:** Because the purpose of the case method in first-year instruction is
to achieve far more than familiarity with legal doctrine and principles, the classroom expe-
rience and effective class participation are essential to the first-year academic experience.
First and foremost, of course, this requires a full and careful reading of the assigned mate-
rials for each class. Starting at the beginning of the semester, students are often surprised
at the amount of time they have to spend to feel fully prepared for class. This time re-
quired to fully digest and understand a case will diminish with practice, but for the first few
weeks, be prepared to spend a lot of time mastering each case.

4. **Briefing a Case:** Much of your assigned reading will be opinions published by courts
in actual cases. These case opinions can be challenging to read, understand, and remember,
therefore most students find it helpful to “brief” the case — that is, to break the opinion
into component elements and write out your understanding of those elements. The brief is
an invaluable tool in preparing for class participation. It also will enable you to begin to
understand better how the law works in individual cases, the significant aspects of a case,
and how to distinguish relevant from irrelevant facts. Bear in mind that each professor may
have a different emphasis on the various aspects of a case for his or her course, and you
will want your case briefing to be tailored to those particular areas of emphasis.

5. **Study Guides:** There are many commercial study guides available to students which
cover the first-year core curriculum. These commercial guides are organized in varying for-
mats, providing both substantive and organizational information for studying, and question
and answer formats for exam preparation and practice. You can find copies of commercial
study aids on reserve in the law library. All commercial study aids are available for pur-
chase either at our campus bookstore or on-line. Many students also sell these study guides
second-hand at the beginning of the school year.

**Commercial Outlines**

Commercial outlines are not recommended as a substitute for creating one’s own outline
for each class. They can be very useful as a reference to demonstrate how information can be organized in an outline. Nevertheless, each student must attempt to organize the material themselves and articulate material in their own words. Commercial outlines also are available for purchase in the campus bookstore or online.

**Commercial Case Briefs**

Pre-written case briefs for 1L core classes are not recommended as a substitute for class preparation. Students should read the assigned cases and learn to brief the textbook cases themselves in order to assimilate the legal analysis.

6. **Study Groups:** Although much of your class preparation and studying must be done alone, many students find it helpful to form a study group. Discussing what you have read and covered in class can be an excellent way to enhance your understanding. Study groups come in all sizes and operate in as many ways as the students’ personalities themselves. Generally, study groups are small, with five or fewer members. Although some students will rush to form a study group at the beginning of the academic year, for many it is preferable to wait until closer to exams. Your student partners should be classmates you respect, those with a similar study ethic, and those with whom you feel comfortable. Study time is precious; do not study with someone simply because you are friends. If studying becomes socializing, your study group is not working for you. Conversely, if studying with members in your group causes anxiety, conflict, or stress, your study group is not working for you. Study groups provide a vehicle for you to teach and learn from each other, but should not be viewed as a way to have others do a portion of your workload.

**D. Academic Support & Advising**

1. **Academic Success Program (ASP)**

The law school created the Academic Success Program (ASP) to help students adjust to the first-year of law school, reach their academic potential during law school, and ensure that all graduates are fully prepared to meet the challenge of the bar examination. As first-year students, you will work with Professor Margaret Ann Walker, and as third-year students preparing for the bar exam, you will work with Professor Emmeline Reeves.

ASP is an open-attendance program providing ongoing support and education through weekly/biweekly academic skills classes, workshops, and individual conferences through-

**Academic Success Program (ASP)**

**Fall 2016 Schedule—Moot Court Room**

- **Tuesdays**—10:30-11:20 a.m.
- **Wednesdays**—10:30-11:20 a.m.
- **Thursdays**—12:00-12:20 p.m.
out the academic year. Everyone is encouraged to attend, but attendance is strictly voluntary.

First-year students can attend classes and workshops covering case briefing, efficient note-taking, how to create a course outline for exams, effective legal writing, the Blue Book, and exam preparation. ASP also provides coaching on time management strategies and stress management workshops.

2. Law Student Advisors (LSAs)

LSAs are upper-class students who volunteer through the Student Bar Association to advise first-year students. They supplement the advising offered by faculty and often address social and other student issues. You can find the listing of LSAs in your Fall Orientation Brochure.

3. Faculty Advisors

Every student is assigned a faculty advisor upon entry to law school. You can find the listing of faculty advisors in your Fall Orientation Brochure. Your advisor can provide advice throughout your tenure as a law student. Many students maintain contact with their assigned faculty advisor throughout their law school career. Many others gravitate to a faculty member with whom they have established a close professional bond. Faculty advisors serve as counselors, mentors, and collaborators.

E. Grading & Examination

1. Exam Procedures

Exam procedures can be found at http://lawcatalog.richmond.edu/academic/index.html. If there are extraordinary circumstances that prevent you from following these procedures, you should contact the Dean’s office.

2. Anonymous Grading

Courses are, when possible, graded on an anonymous basis. Each year, you will receive an anonymous administrative number. For 1Ls, your number can be found in your orientation packet. You should use this number instead of your name on all exams, unless instructed otherwise. Certain courses, however, cannot be graded anonymously. For example, courses with significant writing, performance or participation requirements fall outside
of the anonymous system. Also, certain courses are graded on a partially anonymous system. For example, a first-year course might be graded primarily by use of an exam but might also have a portion of the grade based on classroom participation. It is VERY important that you use your correct number.

3. Grade Reports

Grade reports are available online at www.bannerweb.richmond.edu at the end of each semester. We cannot release the grades over the phone or to anyone other than the student whose grade it is.

4. Grading Policy

The grading policy is as follows:

a) The mean (average) grade point for each course will be 3.30 +/- .10;

b) The following grade distribution shall apply:
   1. 25-35% A or A-
   2. 30-40% B+
   3. 15-25% B
   4. 10-20% B- and below

c) The above mean and distribution requirements will apply to all classes except:
   1. For classes with enrollments of 16 students or less, there is no required distribution, only a mean grade point of 3.30 +/- .10
   2. For clinics, there is no required distribution, and the mean grade point of 3.30 shall be within a range of +/- .30.
   3. For classes of one student (including Independent Research classes and graded Research Assistant credit) there is neither a mean grade point nor a grade distribution requirement.

   d) The Associate Dean for Academic Affairs will have limited discretion to allow faculty to deviate from the above policy.
5. Grade Appeals

If you object to a grade, you should discuss the grade directly with the faculty member assigning it within the first two weeks after the grade was issued. The Academic Associate Dean can correct a grade for a mathematical or clerical errors. If a grade appeal is based on any other basis, you should consult directly with the Academic Associate Dean.

IV. Other Planning Issues

A. Planning For and Preparing to Take the Bar Exam

Yes, we know that you are only a 1L. However, there are a few important things pertaining to bar admission that you should be thinking about during your first year.

Character and Fitness

To protect the public and justice system, all jurisdictions require that applicants to the bar complete a character and fitness investigation prior to licensure. Through such investigation, bar admissions authorities seek to ensure that bar applicants are “worthy of the trust and confidence clients may reasonably place in their lawyers.” Accordingly, when you apply for admission to the Bar, you will fill out a detailed questionnaire concerning your education, work history, criminal background, credit history, etc. Each Bar admission authority will consider evidence of any of the following cause for further investigation:

- Unlawful conduct
- Academic misconduct
- False statements, including omissions
- Employment misconduct
- Acts involving dishonesty, fraud, deceit or misrepresentation
- Abuse of legal process
- Neglect of financial responsibilities
- Neglect of professional obligations
- Violation of a court order
• Evidence of mental or emotional instability
• Disciplinary action by a professional agency

Additionally, in weighing the significance of such background information, the authority will consider various factors such as the applicant’s age at the time of the conduct, the recency of the conduct, the seriousness of the conduct, the cumulative effect of the conduct, the applicant’s candor in the admissions process, the applicant’s positive social contributions since the conduct, etc.

As part of the character and fitness investigation, the bar examiners will, among other things, review your law school application. If there is a possibility that you failed to disclose any misconduct on your application, please contact the Admissions Office at your earliest convenience to amend your application. Additionally, you have an obligation to keep the law school informed of any misconduct during your tenure as a law student. Please contact the Associate Dean for Student Services with any questions.

Character and fitness questionnaires will seek financial information and inquire into your credit history. “Neglect of financial responsibilities” is another factor considered by bar admissions authorities as cause for further investigation. Nearly all law students have debt and simply having debt is not a cause for concern; however, unpaid, overdue debts are.

In short, it is essential to remember that your conduct during law school can significantly impact – both positively or negatively – your character and fitness investigation. Again, criminal activity, academic misconduct and employment misconduct, particularly when such conduct occurs close in time to your bar application (e.g. during law school), could prevent or delay your admission to the bar. While serious criminal conduct naturally may jeopardize your admission to the bar, please note that bar examiners have also investigated applicants for more minor infractions, such as speeding tickets. Finally, pay careful attention to your finances during law school, and be sure to pay debts as they come due.

**Special Bar Requirements**

Certain state bar associations have special conditions or requirements that must be met before you are eligible to sit for the state’s bar exam. Notably, the New York Bar has instituted a requirement of 50 hours of pro bono service. Even if you are not sure where you will practice, it is a good idea to familiarize yourself with various requirements.
B. Disability Services

You can request disability accommodations at any time during your law school career, even if you never received accommodations in the past. Academic accommodations can be made for various disabilities including medical, learning, physical, and psychological disabilities. Associate Dean Kristine Henderson is the Law School’s Disability Coordinator and is available to answer any questions. Additionally, there are several disability specialists within the University’s Counseling and Psychological Services (CAPS) available for consultation should you suspect that you have a disability. CAPS professionals can provide counseling, as well as referrals for appropriate testing, if warranted. You can reach Dean Henderson at khender3@richmond.edu, (804) 289-8186, or visit her in the Dean’s Office. CAPS can be reached at (804) 289-8119 or visit their offices on the third floor of Richmond Hall.

C. Counseling and Psychological Services (CAPS)

We know that law school can be a very stressful endeavor. There are services on campus that can help you navigate the inevitable pressure and stress. CAPS is staffed by licensed doctoral-level mental health professionals. The office offers a wide range of services to all full-time students. Their services are free and confidential. No problem is too big or too small. You can reach the CAPS office at 289-8119. They suggest appointments but they accept walk-ins as well. We will focus on your physical and mental health during our Balancing Act Programs. A schedule for these sessions is contained in the Calendar.

V. Career Development Office (CDO)

The Career Development Office (CDO) partners with students through a comprehensive career and professional development process that includes:

- Exploring your interests and skills and relating those to professional opportunities;
- Connecting you with alumni and others to better understand and narrow employment options;
- Refining your employment search materials, interview skills and personal presentation;
- Connecting you with employers; and
- Guiding you through the hiring process.

CDO Important Dates:

All programs and events are at the School of Law unless otherwise noted

Fall 2016

August 19: Career Immersion, Westin Richmond, 8:30 a.m. – 3 p.m.

August 31: CDO Open House, 8:30 – 11 a.m.

September 7: Foundations of Practice, Criminal Law, 12 – 1 p.m.

September 8: Foundations of Practice, Transactional Law, 12 – 1 p.m.

September 9: Foundations of Practice, Civil Litigation, 12 – 1 p.m.

October 14: Judicial Clerkship Series: Judges’ Perspectives, 2 – 5:30 p.m.

October 17-20: Employment Search Skills Workshops (self-scheduled at various times and in various locations)

Beginning October 17: Initial Career Advising Appointments

October 21: How I Spent My Summer Break: Student Tips to 1Ls on Finding a Summer Job, 12 – 1 p.m.

October 28: Meeting & Greeting Alumni: A Fall Gathering Pre-Reception Crash Course, 12 – 1 p.m. (in preparation for the Alumni Office’s Annual Reception)

November 4: Judicial Clerkship Series: Interviewing with Judges, 12 – 1 p.m.

November 14, 15: Maximizing Simplicity, 12 – 1 p.m.

November 16: Cover Letter Workshop, 12 – 1 p.m.

November 18: Interview Skills Workshop: The Basics, 12 – 1 p.m.
The self-assessment and career planning process for first-year students begins during 1L Orientation. Then, during October and November, you will work with the CDO to prepare applications for summer employment to submit to legal employers beginning on December 1.

**Programs and Services**

*Career Immersion*

Held during Orientation, Career Immersion, a foundational program and your introduction to the legal employment market, will expose you to the tools for life-long career and professional development. During this interactive, day-long event, consultants and alumni will share insights on understanding law practice styles and how those styles relate to individual values and interests, communicating about your career goals effectively, building professional relationships and managing business-social interactions.

*Employment Search Skills Workshops & Other Programs*

In October, you will participate in an Employment Search Skills Workshop, which will provide details about the programs and resources available to support you in the employment search process. Also during the workshop, you will review the summer employment opportunities typically available to first-year students and the timeline for pursuing various employment opportunities by setting. Your career advisor will provide resume and cover letter guidelines, application procedures and best practices used by the most successful job-seeking students.

Other career-related programs during the fall semester provide opportunities to network with alumni and other practitioners, hear from students who have successfully navigated the employment search process, learn more about specific practice areas and settings, and fine-tune your interview skills.

*One-on-One Career Advising*

You will have a career advisor in the CDO. Your career advisor will be your primary point of contact in the office and is available to collaborate with you on an employment search strategy, review job search correspondence, provide advice on interviews and job offers, and direct you to various career-related resources. As you will work with your advisor throughout your time at the law school, your advisor will be able to provide feedback tailored to your unique situation. You may schedule a meeting with your career advisor at any time.

**Spring 2017**

January 10, 11, 12: Maximizing Simplicity, 12 – 1 p.m.

January 11: Summer Public Service Fellowship Information Session, 4 – 5 p.m.

January 13: Think Like a Professional: Navigating Ethical Minefields in the Employment Search, 12 – 1 p.m.

January 20: Interview Skills Workshop: Best Practices in Action, 12 – 1 p.m.

January 26 Alumni Mock Interview Program, 6 – 8 p.m.

Early February: Spring On-Campus Interview Program

February 7: Government & Public Interest Interview Program Overview, 12 – 1 p.m.

February 10: Government & Public Interest Interview Program, Tyler Haynes Commons, 8 a.m. – 5 p.m.

February 17: Judicial Clerkship Series: Why You Should Apply for a Bankruptcy Clerkship, 12 – 1 p.m.

March 1: Career Conversations: Spring Networking Reception, 6 – 8 p.m.

March 24: Breaking Into the Small Firm Market, 12 – 1 p.m.

April 7: Think Like a Professional: Summer Success, 12 – 1 p.m.
Recruitment Programs

The CDO sponsors two recruitment programs during spring semester to supplement your employment search efforts. You may apply for interviews through the Spring On-Campus Interview Program and the Government & Public Interest Interview Program, both held on campus.

Symplcity Career Management System

Through the Symplicity web-based software program, you will be able to research employers, review job postings, apply for recruitment programs, store application materials, and report employment information. You will receive your Symplicity login credentials from the CDO in October.

Reporting Employment Information

Let your career advisor know when you secure summer or post-graduate employment. We want to celebrate your success. Also, reviewing and analyzing this information allows us to better assist those continuing to seek the right job opportunity and evaluate the success of Richmond Law students in various legal markets and settings.

We encourage you to take advantage of the resources available through the CDO. Please stop by to see them with questions at any time.

VI. Finances

A. Financial Aid 2016-2017

Detailed information regarding financial aid for law school can be found at http://financialaid.richmond.edu/law.

1. Scholarships. If you received a scholarship your first year, you will continue to receive it in subsequent years as long as you continue to meet all eligibility requirements. Note that scholarships are available to law students through their sixth term of enrollment, excluding summer term.

2. Loans. Students must re-apply for loans each year. You will need to submit both of the applications listed below if you want to apply for a loan:
   a. Submit the FAFSA (Free Application for Federal Student Aid) for the appropriate
school year at www.fafsa.gov. You will need your Federal FSA ID to sign your FAFSA.

b. Submit the University of Richmond Academic Year Federal Direct Loan application (s), available at http://financialaid.richmond.edu/forms at least six weeks prior to the start of fall term.

Students must be making Satisfactory Academic Progress (http://financialaid.richmond.edu/law/sap) to maintain eligibility for University scholarships, federal loans, and some private loans.

_How much can I borrow?_

You may borrow up to the Cost of Attendance as established by the Office of Financial Aid. Our Cost of Attendance information is at http://financialaid.richmond.edu/law/cost.html. There are two federal loan programs: the Federal Direct Unsubsidized Loan program and the Federal Direct Grad PLUS Loan program. Eligibility for the Federal Direct Unsubsidized Loan program does not depend on credit worthiness. The maximum annual Federal Direct Unsubsidized Loan amount is $20,500 per year. Amounts borrowed for summer session will reduce borrowing capacity from the Direct Unsubsidized Loan program for the following academic year. Additional funds are available from the Federal Direct Grad PLUS Loan to assist with academic year costs. The Federal Direct Grad PLUS Loan is a credit-based loan. Students who are denied for the Federal Direct Grad PLUS Loan will receive information about the reason(s) for the credit denial. You may appeal the decision or re-apply with an endorser, or co-signer. Visit http://financialaid.richmond.edu/law/loans/index.html for more information.

There also are private, credit-based loans available. We strongly recommend that students take advantage of federal loans before they opt for private loans as the terms of federal loans are generally better. If you are thinking about using a private credit based loan to finance your education, we strongly urge you to speak with a financial aid officer first.

_When will my aid disburse?_

Aid for Fall 2016 will disburse on August 17, 2016 as long as all eligibility requirements are met. Aid for Spring 2017 will disburse on January 4, 2017.

If your financial aid exceeds your billable charges, you will have a credit balance. Students will receive a refund for the credit balance, from the Bursar’s office, within 7-10 business days of disbursement. Refunds will be issued by direct deposit or by check, with direct deposit being
the faster method. Students can access the Direct Deposit form at http://controller.richmond.edu/payroll/direct-deposit.html. Students should contact the Bursar’s Office (804-289-8147 or 1-866-241-8893) if they have questions regarding the refund process or direct deposit.

**B. Affigne Emergency Student Loan Fund**

This is an emergency, short term, loan fund which is available to any law student. Emergency loans are interest free. There is a limit to the amount one can borrow (on a case-by-case basis depending on the emergency). Funds must be repaid at the beginning of the semester after which one has borrowed from the fund. Should you need to request an emergency loan, please see Associate Dean Michelle Rahman in the Law School Admissions Office.

**C. Financial Management for Law Students While in Law School**

The financial realities of your legal education are important factors to manage. Most students leave law school with student loan debt; however, there are ways to help limit indebtedness.

You should develop a realistic budget and borrow only what you need, not necessarily the total amount for which you are eligible. The old adage is really true: If you live like a lawyer when you are a student, you may need to live like a student once you are a lawyer.

One way to help reduce borrowing is to work while you are in school. First-year law students are strongly advised not to work during the academic year so that they may focus on their studies and transition into law school. However, you may choose to work during your second- and/or third-year of law school. Before accepting work as a 1L, please discuss this option with Dean Henderson and/or Dean Gibson so that you are best informed about the potential impact of working on your law school career.

You also can lower your debt by considering paying accrued interest on your interest-bearing loans while you are in school. Unpaid interest will be capitalized and added to principal once you enter repayment, thus increasing your loan debt.

We will discuss this topic in more detail as part of our Balancing Act Program.

*How do I pay my invoice?*

Electronic invoices are sent by the Student Accounts Office (Brunet Hall) to your Richmond email address. Payment is due for the fall semester on August 1, 2016, and for the spring se-
semester on December 5, 2016. If you are receiving scholarships or loans, these will be applied against your billed charges one-half each semester. You can pay online through Banner Web/StudentServices/Pay Tuition and Fees via credit card (there is a 2.75% convenience fee) or by electronic check (no fee). You may also print an invoice and mail your payment. Any questions should be directed to Ms. Shug Ward at 804 289-8769 or bward@richmond.edu.

Is there an installment payment plan?

An installment payment plan through Higher One is offered by the Student Accounts Office for Fall and Spring semesters only. Additional information can be found at http://controller.richmond.edu/tuition/insurance-plan.html.

Is aid available for Summer enrollment?

Loans are available for summer study, including the London Clinical Placement Program and the Cambridge program. If you want to borrow loans for Summer 2017, you must submit the 2016-17 FAFSA (www.fafsa.gov) at least six weeks prior to the start of your summer session. If you submit the FAFSA closer to the beginning of Summer term, your summer loan may not be available by the start of your summer school session.

Is there such a thing as “Tuition Insurance”?

The University of Richmond has contracted with Dewar, Inc. to provide a tuition refund plan for law and undergraduate students. The plan allows students to protect their tuition and fees should they be hurt or become ill and not be able to complete the semester. The Tuition Refund plan will alleviate – if not eliminate – any financial loss. Information on this program can be found at: http://controller.richmond.edu/tuition/insurance-plan.html

D. Financial Management for Law Students After Graduation

Once you graduate, there are several options available for loan repayment. The Pay-as-You-Earn Repayment Plan, the Income-Based Repayment Plan, the Income-Contingent Repayment Plan, and the Revised PAYE As You Earn Plan may result in lower monthly payments than other repayment plans, but will result in higher interest over the life of the loan. These repayment plans offer forgiveness options and payments made under these plans count as qualifying payments under the Public Service Loan Forgiveness (PSFL) program. You can obtain additional information and view repayment calculators at https://studentaid.ed.gov/repay-loans/understand/plans. (Students may obtain their federal loan balances for all federal loans at
Public Service Loan Forgiveness (PSLF): If you decide to enter public service, you would be eligible to apply for forgiveness of any outstanding Direct Loan balance after making 120 qualifying payments. Public service employment consists of: government (federal, state, tribal, and local) employment; a non-profit organization under section 501(c)(3) of the Internal Revenue Code; a tribal college or university; a private organization that provides certain public services; and a public child or family service agency. PSLF is only for Direct Loans. FFEL loans and Federal Perkins loans do not qualify for PSLF. However, if you have FFEL loans and/or Federal Perkins loans, you can consolidate them with the Direct Loan program when you enter repayment. These consolidated loans would then qualify for PSLF. Private loans cannot be consolidated through the Direct Loan Program and are not eligible for PSLF. This is one of the many reasons we strongly urge you not to take out private loans.

Additional information about PSLF may be found at https://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service.

We will discuss these issues in more detail during our Balancing Act Program. Law School is a financial investment. Through careful planning, you can repay your loans successfully.

VII. Honor Council, Standards of Conduct, and Sexual Misconduct Policy

The Law School honor system is entirely student-run. The Honor Council adjudicates claims of academic misconduct under the Law School Honor Code. The Grievance Committee is responsible for investigating and prosecuting Honor Court cases. Members of the Student Advocate Corps are available to provide a defense for the accused student.

If a claim of misconduct goes to trial, the Honor Court determines guilt or innocence and, in the event of a guilty verdict, recommends to the Law School Dean sanctions pursuant to the Code. Justices of the Honor Court, along with members of the Grievance Committee and the Student Advocate Corps are elected by the student body. A copy of the Honor Code can be found in the Law School Catalog (http://lawcatalog.richmond.edu/resources/index.html). Students are bound by the Law School’s Honor Code by virtue of their matriculation at the Law School.

Law students are also governed by the University’s Standards of Conduct. The purpose of the Standards of Conduct is to help ensure an environment that is conducive to learning. The
Standards define the rights, freedoms, and responsibilities of individuals and groups that make up the student academic community and identifies those standards of conduct the University of Richmond deems essential for fulfilling its educational and community mission. The full text of the Standards of Conduct along with the consequent disciplinary procedures can be found in the Law School Catalog (http://lawcatalog.richmond.edu/resources/index.html).

As an educational institution, the University of Richmond values a learning community in which all members feel secure, physically and intellectually. Behavior that harms others or threatens campus security challenges the institution’s key mission to “sustain a collaborative learning and research community that supports the personal development of its members and the creation of new knowledge is prohibited.”

Sexual misconduct is such behavior and is prohibited at the University of Richmond. Sexual misconduct is a broad range of behavior that includes but is not limited to non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment and stalking.

As a recipient of federal funds, the University of Richmond complies with Title IX of the Education Amendments of 1972. Title IX provides: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

This sexual misconduct policy (“Policy”) also applies to sexual misconduct complaints involving applicants for admission, or students aggrieved by third parties such as contractors or vendors serving the University. The full text of the Sexual Misconduct Policy and consequent hearing procedures can be found in the Law School Catalog (http://lawcatalog.richmond.edu/resources/index.html).

VIII. Activities Outside the Classroom

A. Pro Bono Opportunities

As you plan your law school career, you should consider participating in one or more of our many pro bono opportunities. Lawyers have a professional obligation to serve their communities and pro bono service is a great way not only to fulfill this obligation but also to get hands-on legal experience. Additionally, at least one State, New York, has instituted a requirement of 50 pro bono hours of service before you can sit for their Bar Examination. We have many op-
opportunities that allow students to work side by side with attorneys providing assistance to clients in need. On Saturday, August 22, you will have the opportunity to participate in the year’s first service project. The projects are detailed in the margins of this page. You will find more detailed information in your orientation packet. During the academic year, we offer a variety of pro bono opportunities, some of which involve one-time commitments, others are ongoing. Program descriptions may be found at http://law.richmond.edu/public-service/pro-bono/index.html, and Pro Bono Placement opportunities are promoted throughout the academic year through Symplicity as well as The Docket. For more information, please contact Tara Casey, Director of the Carrico Center, at 804-287-1207 or tcasey@richmond.edu.

Pro Bono Certificate:

Students who have devoted significant time and energy to pro bono service during their time here and meet certain requirements are awarded a Pro Bono Certificate at graduation. For more information regarding this Certificate, please visit http://law.richmond.edu/public-service/pro-bono/index.html.

B. Student Governance & Activities

1. Student Organizations:

There are nearly 40 groups in the law school covering a multitude of interests and perspectives. You can find a list of all organizations at http://law.richmond.edu/students/organizations.html. Most of the organizations elect new officers late in the Spring semester.

Each August, there is a student organization fair set up during first-year orientation. All students are welcome to attend and gather more information about the various opportunities to get involved in the law school community.

2. The Student Bar Association:

The Student Bar Association (SBA) is the student governing body at the law school. It also serves as the student voice before the faculty and administration. The Executive Board is composed of the President, Vice President, Treasurer, and Secretary. These positions are filled through a general election process held each spring, normally before Spring Break. Additionally, there are class representatives from each year that make-up

SBA Officers 2016-2017

President – Samantha Cohen
Vice President – William Stroud
Director of Communications – Rachel DeGraba
Treasurer – Kelsey Langston
Secretary – Emily Shepard
Dir of Programming – Stuart Hamm
3L Class Reps – Sean Livesey & Kasey Hoare
2L Class Reps – Ellie Faust & Nate Weiner
the SBA Executive Board—two 2L students, two 3L students, and three 1L students (one representative from each first-year section). The election for 2L and 3L representatives occurs in the spring. The election for 1L student representatives takes place in September of each year.

C. Law Journals

Richmond Law has four student-run journals all of which are staffed by second- and third-year students:

- **University of Richmond Law Review**
- **Richmond Journal of Law and Technology (JOLT)**
- **Public Interest Law Review (PILR)**
- **Richmond Journal of Global Law and Business (Global)**

Each Journal publishes articles and essays written by scholars as well as students. Some also sponsor academic symposia during the academic year. Each Journal has a website providing an overall description (see [http://law.richmond.edu/students/journals.html](http://law.richmond.edu/students/journals.html)).

*Journal Work:*

Student members research all manner of legal sources (articles, statues, constitutions, cases) to collectively improve the quality of the scholarship selected for publication. During the second year of journal membership, a student can seek to be named as one the editors of the journal. Journal editors may be responsible for selecting work for publication, administering symposia, or assisting in the administration of the Journal.

D. Advocacy Competition and Boards

At Richmond Law, there are numerous advocacy and lawyering competitions, all of which are organized through student–run competition boards. You will begin to see email notices on the competition procedures at the beginning of the Fall semester: Moot Court, Trial Advocacy, Client Counseling and Negotiations, and Alternative Dispute Resolution (ADR).

While there are opportunities for 1Ls to compete for membership on these boards, you should carefully consider your participation in these competitions. They generally entail a substantial time commitment and can be a significant distraction from your core academic work. While

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**Important Dates**

*Student Advocacy Showcase*

September 6 & 7, 2016
there are many benefits of becoming a member of the competition boards, you will have another opportunity to compete for membership during your 2L year. Please seek guidance from your faculty advisor on what the best course of action is for you individually. There will be a week-long program (at lunchtime) in the Fall to introduce you to the various Competitions and Boards.

The competition boards are:

**Alternative Dispute Resolution (ADR)**

The ADR Society conducts a Mediation Competition in the spring of each year. Information sessions are held the second or third week of January.

ADR Society members also participate in the ABA Law Student National Representation in Mediation Competition.

**Client Counseling and Negotiations Board (CCNB)**

In February of each year, the Board holds an annual Client Counseling Competition. The Board also hosts an internal Merhige Environmental Negotiations Competition in late March.

**Moot Court Board**

The Moot Court Board holds two internal competitions each year. In the fall, 2Ls including transfers, are eligible to compete in the Harry L. Carrico Competition. In the spring, 1Ls are eligible to participate in the James H. Barnett, Jr. Competition. Each year, the Moot Court Board makes a determination as to which regional and national competitions they will enter.

**Trial Advocacy Board (TAB)**

Each year, TAB holds two competitions. The first, the Trial Advocacy Board Competition, is held in the fall semester (late October/early November) and is open to first and second year law students only. The second competition is the Virginia Trial Lawyers Association (VTILA) Competition which is held in January.

Additionally, each year TAB competes in several external national competitions.
E. School Life Balance

Creating a school life balance is challenging for everyone. It is especially important during times of stress. Under stressful situations, the incidence of illness increases significantly. So how do you do it? Try to get plenty of rest, set aside time for exercise, social time, and quiet time. The skill of time management skills are key to a successful balance. Don’t feel pressured to join every group and participate in every competition. You need to decide what makes sense for you. If you are overwhelmed, we have resources on campus—specifically, CAPS that can help. Finding the right balance is not easy but is essential to your overall well-being and academic success. The Balancing Act programing is designed to help you find that balance.

IX. Internal Communication

The Law School is abuzz with activities. The best way to find out what is happening around the School is to consult The Docket, our internal newsletter. You’ll find The Docket in your email inbox each Sunday and Thursday with a listing of events coming up this week, next week, and beyond.

Like us on Facebook (facebook.com/urlawschool) and follow us on Twitter (twitter.com/urlawschool). And don’t forget to join our LinkedIn group (http://www.linkedin.com/groups/University-Richmond-School-Law-138765). There is a master calendar (http://law.richmond.edu/students) listing all the activities taking place in the building and around campus. The calendar is updated daily as new events are planned and shared with the Dean’s Office. The calendar is a good place to start when planning your semester.

Student organizations are encouraged to share upcoming events through our digital flyers on the monitors in the foyer and outside the library, as well as actual flyers on the bulletin board in the hallway leading to the library. Please contact Emily Cherry in the Dean’s Office for additional information.

X. Campus Resources

Many students have asked over the years for a “cheat sheet” of sorts to learn the campus and what resources are available. There is a campus map attached to this document to help you find your way around.

**Bookstore (University)** (Tyler Haynes Commons) Textbooks, sweatshirts, etc. Hours are available on their website, urspidershop.com. They generally open at 8:45 a.m. on weekdays

**NUMBERS TO KNOW:**
(all with 289 prefix unless noted)

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<td>CAPS (Counseling and Psychological Services)</td>
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<td>Computer Help Desk (Law School – 8975; University 287-6400)</td>
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Office of Common Ground  Common Ground supports the University’s core principles of diversity and inclusion. Offering signature programs such as Safe Zone, the Cultural Advisors, Diversity Roundtable, and an annual social justice retreat, Common Ground invites all students to join in the work of building a truly inclusive community. (#4 on campus map).

Commons  (Tyler Haynes Commons) Main student center for the University. Home to several food options (see below). There are several large screen TVs and comfortable chairs in the building. (#4 on campus map).

Computer Issues  First line of defense – the computer help desk in the law library. There is also a Help Desk located on the Ground Floor of Jepson Hall. (#17 on campus map)

Financial Aid  Office hours are M-F from 8:30 a.m. to 5 p.m. Students can stop by at any time to ask questions about their aid, loans, etc. (#18 on campus map)

Food  There are several places on campus to purchase meals: The Heilman Dining Center (HDC) is a cafeteria featuring everything from salads to a Mongolian grill. It is a single price, all you can eat set up. HDC is crowded at lunch time. For information on hours of operations and support for special dietary needs, see dining.richmond.edu. (#34 on campus map)

Tyler’s Grill  First floor of the Tyler Haynes Commons. (#4 on campus map)

Eight Fifteen at Boatwright  Boatwright Library, offers coffee, bagels, pastry, etc. (#5 on campus map)

ETC in Dining Center  is a convenience store offering pre-made sandwiches and snacks of all kinds. (#34 on campus map)

Passport Café  (Carole Weinstein International Center) International entrees are featured daily. (#52 on campus map)

Lou’s Café  (Business School, Queally Hall) Café offers sandwiches, soups, and a fresh salad bar. (#1A on campus map)

Dine with YoUR Professor  For the last several years, Auxiliary Services has partnered with Student Activities and each of the Dean’s offices to offer the “Dine with YoUR Professor” program which enables students to invite their professors for a meal at the Heilman Dining Center as their guest. See the Dean’s office for details.
Meal Plans  Off-campus and commuting students have meal plan options including the Spider Flex and the Spider Blue. Both plans offer on-campus convenience, meal discounts, and flexibility. Meal plan information is available on the dining services website at dining.richmond.edu.

Fitness Facilities  The Weinstein Center is a free full-service gym complex open until midnight every day of the week. You can get a locker but will need your ID for access. There is a pool and just about every type of equipment you could want. For more information about recreation and wellness programs or the Weinstein Center visit recreation.richmond.edu. This benefit is paid for by your tuition. You will have access to the gym for an additional year after you graduate. This “4th” year is a benefit to all law students. (#23D on campus map)

IDs  Every student at the University must have a photo identification card, called a One Card. This card verifies that the holder is eligible to receive University library and other campus privileges (i.e. entrance to athletic events). A One Card can be obtained through the One Card Office located in the Tyler Haynes Commons. They open at 8:30 a.m. on weekdays. Complete information can be found at onecard.richmond.edu. (#4 on campus map)

Library (Boatwright Memorial Library)  The University has a large library with a selection of casual reading materials. Comfortable seating also is available. (#5 on campus map)

Parking Services  If you pre-registered your vehicle for 2016/2017 parking permits, the permits will be distributed with your orientation material. (Special Programs Building #31 on campus map)

If you have not pre-registered your vehicle for 2016/17 permits, you may do so online at http://parking.richmond.edu/registration/index.html

If you register online after August 1**, permits will be mailed to the address listed on the form. All vehicles must display a 2016/2017 permit by August **. First-Year students will have a “J lot” sticker. The campus map has the lot listed as B3, for 1L students (http://www.richmond.edu/visit/maps/print/campus.pdf). (#31 on campus map)

If you park in the faculty/staff lot, you will get ticketed. If you park on the grass anywhere, you will get towed. You can appeal tickets to Parking Services. There is a Parking Appeals Board on which one law student sits.

Police  The University has its own 22-person police department. They take your safety very
seriously and offer a host of information and tips on crime prevention on their website police.richmond.edu. There, find information on the safety shuttle providing transportation around campus. (Special Programs Building #31 on campus map)

**Post Office** The University has its own post office. You can mail (and receive) packages and buy stamps, etc. The building sits just above the Heilman Dining Center. You must purchase a post office box in order to receive mail at the Post Office. (#34 on campus map)

**Registrars Office** Students register for classes online. The Registrar’s office can help with problems, questions, transcripts, etc. Your first point of contact on these types of questions should be the Dean’s Office – Sue Altorelli, Sharon Krol, or Susan Sheppard. (#18 on campus map)

**Sports** The University offers Division 1-AA Football and Men’s Division 1 Basketball among other sports. You can obtain tickets at the Robins Center. The first home Football game is Saturday, September 10. Law student intramurals and other informal competitions are frequent - watch your emails. (#23 on campus map- 1-877-SPIDER-1).

**Student Accounts** Phone: 289-8147 Tuition payments, fines, etc. can be taken care of at this office or online at [http://controller.richmond.edu/tuition/](http://controller.richmond.edu/tuition/). (#18 on campus map)

**Student Health Center** Phone: 289-8064 The University has a full health center offering medical assistance (whether you have University health insurance or not). The Health Center staff includes board-certified family practice physicians and registered nurses. On October **, we will offer a Flu Shot Clinic as a part of our Balancing Act Program. (Special Programs Building #31 campus map)

NOTE: The Health Center does not charge an off-campus fee to use the facility. The Center can be reached at (804) 289-8064 or wellness.richmond.edu. (#31 on campus map)