

# *LL.M. Orientation Handbook*



Fall 2015



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## **I. Welcome to Loyola University New Orleans College of Law!**

Loyola University New Orleans College of Law was established in 1914. In the Jesuit tradition of academic rigor, pursuit of justice, and service to others, the College of Law has as its mission to educate future members of the Bar to be skilled advocates and sensitive counselors-at-law committed to ethical norms in pursuit of dignity for all.

The College of Law offers both civil law and common law curriculums, full time day and part-time evening programs, as well as five joint degree programs. Critical and analytical thinking, ethics and professionalism, and a commitment to serve the community of the 21st century are fostered and encouraged. The College of Law faculty is a community of scholars committed to academic excellence in teaching and scholarship, as well as service for others.

We are pleased to provide you a unique opportunity to study in Louisiana, the only U.S. state with a private law system based on the civil law. With the adoption of common law institutions and concepts, Louisiana is a “mixed jurisdiction”. At Loyola, you can learn both civil and common law, to give you a strategic advantage in your legal career.

You will enjoy Loyola’s global focus, drawing upon our students from many nations, our association with prestigious foreign law schools, and our location in New Orleans, a port city with a diverse cultural heritage.

We seek to provide you a high quality advanced legal education, in an enjoyable environment, as you prepare for a career in the globalized legal community. Our faculty and staff seek to assist you in achieving your academic, personal, and career goals, whether you wish to work in Louisiana, New York, or some other state post-LL.M., or return to your home country or go to a third country. Loyola’s service philosophy is consistent with our Jesuit heritage, and we prioritize meeting reasonable expectations of our LL.M. students.

We invite you to reach out with questions, concerns, or suggested improvements. Most importantly, we look forward to making the LL.M. program experience a positive and engaging one for you!

Sincerely,

The LL.M. Team of Loyola University New Orleans College of Law

## II. Introducing the LL.M. Team

### A. Faculty

**[Chunlin Leonhard](#), Associate Professor of Law, Director of LL.M. Programs  
[leonhard@loyno.edu](mailto:leonhard@loyno.edu) ; 504-861-5854; Room 406**



Professor Leonhard teaches Common Law Contract Law, UCC Article 2 (Sales), UCC Article 9 (Secured Transactions) and Pretrial Litigation. Prior to joining the Loyola faculty, she taught commercial law at Loyola University Chicago School of Law as well as Chinese law and legal system seminars for the summer program in Beijing. She also taught commercial law at Peking University as a visiting professor from 2008 to 2009. Her scholarship focuses on examining contract law issues in cross cultural context as well as the impact of behavioral economics research on common law contract law. Professor Leonhard began her legal career with the law firm of Latham & Watkins, LLP, in its Chicago office in 1996 after having clerked for one year for the Honorable Christopher J. Armstrong of the Massachusetts Appeals Court in Boston. She joined the Chicago office of Sonnenschein, Nath & Rosenthal, LLP, in 1999 and was promoted to partner in 2006. Professor Leonhard grew up in central China and graduated from Shanghai International Studies University before moving to the United States in 1987. She received her juris doctorate degree, magna cum laude, from Boston University.

In addition to serving as Director of LL.M. Programs, Professor Leonhard serves as a Chinese student liaison for the LL.M. Program in U.S. Law and as faculty advisor for the Asian Pacific American Law Students Association (APALSA).

### B. Staff

**[Tori Luwisch](#), Coordinator of External Affairs and Graduate Studies  
[valuwisc@loyno.edu](mailto:valuwisc@loyno.edu); 504-861-5563; Room 351D**



Tori Luwisch has been employed at the College of Law since 2006. She currently holds the position of Coordinator of External Affairs and Graduate Studies. In this capacity, Tori collaborates with administrators, faculty, staff, and students to promote the College of Law to the outside community; additionally, Tori works with prospective, incoming, and current LL.M. students to streamline the admissions, registration, travel, orientation, and troubleshooting processes.

Tori has previously served as a Law Faculty Assistant and Coordinator of International Programs, facilitating the development, planning and administration of Loyola's six Summer Legal Studies Programs and two Field Studies.

A lifelong resident of New Orleans, Tori received her B.A. degrees in History and Classical Studies, magna cum laude, from Loyola University New Orleans. She received her M.L.A. degree from Tulane University, where she studied Colonial Louisiana History. An avid traveler, she has visited 24 countries on five continents.

You are welcome to contact her with any inquiries regarding the LL.M. program, Loyola, New Orleans, etc.

**Rodney K. Miller**, Coordinator of Student Life  
**[rmiller@loyno.edu](mailto:rmiller@loyno.edu)** ; 504-861-5438; Room 345



Rodney K. Miller is the Coordinator of Student Life for the College of Law. In this role, Mr. Miller serves as counselor and mentor to all law students during their time at Loyola, with the mission to ensure that their intellectual, personal, and professional needs are met as they deal with the challenges of law school. Mr. Miller provides the guidance and support to Loyola's students necessary for them to experience success at the College of Law and to become great advocates, lawyers, and professionals upon graduation. In addition, Mr. Miller also oversees and advises all College of Law student organizations. And he serves as liaison between law students and Loyola University's Office of Disability Services to provide accommodations to students with disabilities.

Mr. Miller joined the College of Law in his current role in 2015, having previously served Loyola as a Westerfield Fellow from 2010–2012. Mr. Miller graduated magna cum laude from the University of Pittsburgh School of Law in 2005, where he was Order of the Coif and Lead Executive Editor of the University of Pittsburgh Law Review. He has more than fifteen years of experience in the legal industry—both in private practice and academia—as a litigator, professor, and project manager.

### **III. Planning Your Course Schedule**

#### **A. LL.M. Degree Requirements and Special Options**

A total of 24 credit hours are required for the LL.M. degree. It is anticipated that the degree will be completed in one academic year (two semesters), but students may take

longer if they wish, with the permission of the Director. For example, it may be possible to finish a few remaining hours in the summer following the academic year by taking summer courses either in New Orleans or on one of several study-abroad programs.

**The only specific required courses for this degree will be the 3-credit-hour course in “Introduction to United States Law” and the 3-credit-hour course in “Lawyering I.”**

There is also a separate research and writing requirement which may be fulfilled by taking a 2-credit-hour law school seminar or a 2-credit-hour independent legal research project under the supervision of a faculty member. An LL.M. student may be able to substitute the 2-credit-hour seminar by completing a more extensive thesis under faculty supervision for up to a total of six credit hours.

The remaining credits of the 24 credit hours may be taken from among any other courses in the College of Law’s course catalog, except courses that are associated with service on the school’s recognized law journals.

Up to four credit hours may be earned through a pass-fail externship with a law firm, court or government agency. The College of Law does not promise that an externship will be available to an LL.M. student, but will make best efforts to arrange one for interested candidates.

Students who have their first degree in law from a common law country other than the United States may elect, as part of their required twenty four credit hours, to take a limited concentration in Civil Law courses offered at Loyola and receive a certificate in Civil Law Studies reflecting this concentration. The additional requirements for the certificate in Civil Law Studies are that the candidate takes one of the following Civil Law courses in our curriculum: Civil Law Property or Civil Law Conventional Obligations plus one other Civil Law course, i.e., one of those designated "LCIV" in the Loyola College of Law Bulletin.

You can find the fall 2015 schedule of classes at the following link:

[http://law.loyno.edu/sites/law.loyno.edu/files/schedule%20F15\\_9.pdf](http://law.loyno.edu/sites/law.loyno.edu/files/schedule%20F15_9.pdf)

## B. Faculty Mentor

The faculty mentor will serve as academic advisor for the rest of your time in the LL.M. program. Please check your student portfolio for your mentor assignment and his/her contact information. You should check in with you mentor on a regular basis, most especially prior to course registration for future semesters.

## C. If You Are Planning to Take a U.S. Bar Exam

### a. Louisiana

The Louisiana Supreme Court rules that foreign lawyers may take the Louisiana bar exam so long as they (1) are authorized to work lawfully in the United States, (2) have completed legal training recognized as equivalent to the JD, and (3) have successfully completed a minimum of 14 credits from a US law school in core legal subjects. Our LLM students are able to meet the third requirement through their selection of courses at Loyola.

For more information, please see the following website:

<http://www.lasc.org/rules/supreme/RuleXVII.asp>

### b. Other U.S. States

Each state in the U.S. has its own eligibility requirements, and prospective students are encouraged to check those eligibility requirements at [www.ncbex.org](http://www.ncbex.org).

### c. The Bar Preparation and Learning Initiatives Department

The Bar Preparation and Learning Initiatives Department ensures that all Loyola students and alumni receive the maximum support in their preparation for any bar examination. The Department offers both students and graduates bar preparation courses, lectures, workshops, and individual tutoring.

Both civil law and common law third-year students (and LL.M. students intending to take a U.S. bar) may enroll in two separate courses: Consolidated Legal Analysis and Bar Preparation Seminar. The Louisiana courses focus on commonly-tested subjects found on the Louisiana Bar Examination, while the common law courses focus on Multistate Bar Examination subjects.

For all graduates, Loyola offers supplemental bar preparation courses to ensure that the graduates continue contact with professors, attend lectures, receive individual tutoring, and the like.

For extensive information, please visit their website:

<http://law.loyno.edu/bar-exam-preparation>

#### **IV. Housing**

##### **A. On-campus Housing for the 2015 – 2016 Academic Year**

All LL.M. students who have requested on-campus housing have been placed in Cabra Hall, conveniently located just across the street from the College of Law.

Though you may always contact Tori with housing questions or concerns, please note the following official Residential Life contacts:

**Amy Boyle**

DIRECTOR

108 Biever Hall

(504) 865-2445

[aboyle@loyno.edu](mailto:aboyle@loyno.edu)

**Chris Rice**

ASSOCIATE DIRECTOR FOR OPERATIONS

Biever Hall

(504) 865-3579

[crice@loyno.edu](mailto:crice@loyno.edu)

**Arnetha M. Torry**

OFFICE MANAGER

104 Biever Hall

(504) 865-3736

[amtorry@loyno.edu](mailto:amtorry@loyno.edu)

**Nikolina Camaj**

ASSISTANT DIRECTOR FOR RESIDENTIAL COMMUNITY STANDARDS

113 Cabra Hall

(504) 861-5410

[ncamaj@loyno.edu](mailto:ncamaj@loyno.edu)

Please see the Residential Life website for more information on on-campus housing regulations, important dates, shuttle services, items to be rented, mail service, emergency protocol, ResLife activities, etc.

<http://studentaffairs.loyno.edu/residential-life>

If you need a television for your dorm room, the Center for International and Comparative Programs has one available on a first-come-first-served basis. Please see Tori for more information.

a. Meal Plans

LL.M. students staying in on-campus housing are required to carry a minimum meal plan of \$500 Wolfbucks. Wolf Bucks may be used at dining locations at both Loyola University and Tulane University. Wolf Bucks may only be used on food purchases at approved campus dining locations. Wolf Bucks also are tax-benefited, so the student pays less tax at dining locations. Wolf Bucks may be purchased separately in \$100 increments. Wolf Bucks will be added to the student's Loyola ID Card and the bill will be applied directly to the student's tuition account. Additional Wolf Bucks may be purchased any time by submitting a request:

<https://secure.loyno.edu/dining/wolfbucks.php>.

If you think you will be eating on campus every single day, then one of the weekly meal plans would probably be best. They entitle you to so many meals per week or even unlimited meals per week.

The "block" plans are sold as groups of individual meals. So, a 50 block is 50 individual meals over the entire semester.

The Express Card (your ID) is more than just an identification card. You'll use it for everything from checking out books from the libraries to entering the Rec Plex or your Residence Hall (if applicable). The Express Card is a fast, safe, convenient, and economical way to make purchases all over campus. The Express Card is also a debit card. To utilize this function, the student must deposit money with the Bursar's Office and the appropriate amount will be credited to the student's Express Card. Express Cash may be used at any food or retail location on Loyola's campus,

including the Bookstore, Starbucks, and certain vending machines, in addition to campus dining locations.

For more information on meal plans, please see the following website:

<http://studentaffairs.loyno.edu/residential-life/student-meal-plans>

For more information on dining locations, please see the Dining Services page:

<https://loyno.sodexomyway.com/dining-choices/index.html>

You will want to take special note that The Market at BAC is the dining location nearest the College of Law. Located in Broadway Activities Center (please see map), the Market at BAC offers snacks, beverages, and other convenience store items.

#### b. Parking Permits

LL.M. students living on or off campus sometimes choose to obtain a university parking permit. Students who wish to park in Loyola's reserved permit lots or garages must obtain a Student Parking Permit. For hourly parking, you may park anywhere with a parking meter or specially designated signage. If you do not have a Student Parking Permit and you park on campus in a space reserved for permit parking, your car will be ticketed or booted and you will have to pay a large fine. For more information on Parking Permits, please see the Parking Services website:

<http://finance.loyno.edu/police/parking-services>.

### V. Health Services Information

#### A. Proof of Immunizations

Please be sure to submit a copy of your vaccination records to Tori. State law requires that you provide proof of having received several immunizations: an MMR-Measles/Mumps/Rubella, if you were born after 1956; a tetanus (obtained within the last ten years); and a Bacterial Meningitis. If you do not provide proof of each of these immunizations, you will not be allowed to attend classes.

You can find the Proof of Immunization Compliance Form online, here:

<http://studentaffairs.loyno.edu/sites/studentaffairs.loyno.edu/files/proof%20of%20immunization%20compliance%202.18.14.pdf>

## B. Student Health Insurance

Loyola University requires that all students holding a visa have health insurance. You will automatically be charged an insurance fee and covered under a policy obtained by Loyola on your behalf, unless you submit proof of comparable personal coverage. The Health Insurance Waiver Form must be submitted to the Center for International Education office by September 4, 2015.

The form is available online, here:

<http://www.loyno.edu/cie/system/files/Waiver-15-16.pdf>

Loyola's international student insurance policy covers you if you get sick or have an accident. The insurance will not cover most routine checkups, preventative care, or annual dental or eye exams or medical care in your home country.

It is a co-pay insurance plan that works with a specific network of doctors. This means that for a covered expense you pay a \$15 co-pay for services provided by a Participating health care provider and the insurance will pay 100%. If you go to a doctor outside of the network, the insurance will cover 80% of your costs. Remember that the insurance company will charge an additional deductible for a hospital emergency room visit unless the reason for going is an injury or a major illness requiring an overnight hospital stay.

For more information on Loyola's student insurance plan, please visit the CIE website:

<http://www.loyno.edu/cie/healthcare-medical-insurance>.

## C. Student Health Services

Student Health Services provides primary healthcare treatment for and education about personal health issues for residential and non-residential, full-time and part-time students. Student Health Services is staffed with contracted medical professionals from Ochsner Health System and include an Internal Medicine physician, nurse practitioners, registered nurse and medical assistant.

Student Health Services has a laboratory which performs several tests and has a contract with LabCorp for lab testing, if necessary. LabCorp Services will be billed either to the patient or private insurance.

No fees are charged for treatment in Student Health Services. However, patients are responsible for fees associated with prescriptions, lab work, immunizations, or x-rays ordered by the medical staff. Patients are also responsible for any hospital services and off campus clinic visits, such as Urgent Care, medical specialists and dentists whether or not the patient was referred by Student Health Services.

Student Health Services makes referrals to local hospitals and walk-in clinics.

Loyola students are encouraged to contact Student Health Services if hospitalized. Once notified, the department will make arrangements to inform the student's college dean's office and faculty of the hospitalization.

Same-day appointments or nurse consultations are available on a first- come-first-served basis.

For more information on Student Health Services, please see their website:

<http://studentaffairs.loyno.edu/health>

## **VI. Financial Information**

### **A. LL.M. Program Tuition and Fees**

You will be billed for tuition and fees through the LORA (Loyola Online Records Access) system; you will likely also receive billing reminders through your university email account.

Tuition is \$1,366.00 per credit hour for the 2015-2016 academic year.

Fees are \$1,405.00 for the 2015-2016 academic year.

Meal plan charges, on-campus housing charges, parking decal charges, express card charges, library fees, and student health insurance charges may also appear on your billing statement, if applicable.

Books and supplies, transportation costs, miscellaneous costs, and off-campus housing costs will not appear on your billing statement, as these are expenses independently assumed.

If you have questions about your student account, please contact the Office of Student Finance at 504-865-3337 or [stufinan@loyno.edu](mailto:stufinan@loyno.edu). We also suggest you see their website for more information:

<http://finance.loyno.edu/student-finance/>

Students interested in establishing a monthly budget and payment plan should specifically see the following page:

<http://finance.loyno.edu/student-finance/monthly-budget-plans>

#### B. Paying Your Tuition, Fees, etc.

Tuition and fees payments are handled through the Bursar's Office. Please contact the Bursar's Office at 504-865-2388 to pay off your account balance. You may also pay online via the e-commerce system, or pay in person by visiting the Bursar's Office in Room 206 of Thomas Hall (located on the main campus – please see the campus map for more information). We encourage you to visit the Bursar's Office website to explore their full scope of services offered:

<http://finance.loyno.edu/bursar>

#### C. Financial Aid

##### a. U.S. Citizens or Permanent Residents

Many American law students apply for federally subsidized loans to finance their studies. If you are a US citizen or permanent resident or foreign student who has a guarantor who is a permanent resident, you may be eligible for private alternative loans. Eligibility is determined by completion of a standardized form which may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Office of Financial Aid at the College of Law can further counsel you on these programs.

b. Scholarships from the Home Country

For those who are unable to receive financial aid in the form of private or federally subsidized loans, we encourage you to seek financial aid or scholarship funds from sources that may be available in their home countries. For assistance in locating sponsoring organizations, please contact the United States Embassy or Consulate or the United States Information Agency in your country. Also, your government may have scholarship funds that you can access.

For more information on additional methods for funding your LL.M. education, please consult George Edwards' *LL.M. Roadmap*. You can also visit the website: <http://www.llmroadmap.com/>.

The financial aid staff is available by email, phone or in person to assist you with any personal questions or concerns before, during or after your time at Loyola. For more information, visit <http://law.loyno.edu/lawaid>.

## VII. LL.M. Student Services

### A. The Loyola University New Orleans College of Law Library

The law library is housed in the College of Law building, which is on the Dominican campus. It occupies parts of the first and third floors and the entire second floor of the building, a total of over 50,356 square feet. Materials may be checked out using your Loyola ID.

The law library houses print materials, study rooms, large reading rooms, computer labs, copiers that also scan, and provides many databases such as Westlaw, LexisNexis, and BloombergBNA. Printing in the computer lab is free of charge to students. Reference librarians are available to assist with Lawyering I and other classes. Library hours, the online catalog, research guides, and more can be found at: <http://law.loyno.edu/library>.

The Law Library maintains different noise levels to assist with studying. The first floor of the library is for normal-toned conversation. Voices should be kept to a whisper on the second floor of the library. The third floor of the library is reserved for silent study. Food and drinks are allowed in the library as long as you are not bothering your neighboring students by making too much noise, creating poor odors, or leaving crumbs.

a. WESTLAW and LEXIS – NEXIS Access

The Library subscribes to the LEXIS-NEXIS and WESTLAW databases, which give students and faculty access to federal and state court decisions and statutes, law review and law journal articles and indexes, and some international materials. There is a computer lab in the Library for LEXIS and WESTLAW use and training and offline printers for both systems. Another computer lab housed in the Library has networked personal computers with up-to-date versions of word processing, database management and spreadsheet software and CALI exercises. This lab also provides access to email and the Internet.

LL.M. students should see Interim Law Library Director and Assistant Professor Brian C. Barnes to be registered for LEXIS-NEXIS and WESTLAW access, if you do not already have it. You can email Professor Barnes at [bcbarnes@loyno.edu](mailto:bcbarnes@loyno.edu) or call him at 504-861-5637.

b. The J. Edgar and Louise S. Monroe Library

LL.M. students also have access to the Monroe Library, Loyola's main library. It is located on the Peace Quad (please see map) and it includes not only books and periodicals, but also films, audio recordings, multi-media classrooms, and numerous computer labs. Materials may be checked out using your Loyola ID.

The Collins C. Diboll Art Gallery and Visual Arts Center is located on the 4th floor of the J. Edgar and Louise S. Monroe Library. Admission is free.

For a full list of the Monroe Library's services, please see their website:

<http://library.loyno.edu/>

B. The Career Development Office

The Career Development Office strives to equip students with the tools they will need to thrive in the legal job market. Students meet with an assigned advisor to assess goals, identify strengths and interests, and develop a personalized job search strategy. Services they provide to students include:

- Individual counseling sessions

- Resume and Cover Letter review
- Interviewing preparation, including mock interviews
- Networking and mentoring opportunities
- On-Campus and Off-Campus recruiting
- Career Fairs

The Career Development Office also provides opportunities for students to connect with employers, including career panels, networking events, workshops, job fairs, recruitment programs, and an electronic job bank. Finally, they offer unlimited career services after you graduate. For more information, please visit the Career Development website: <http://www.loyno.edu/lawcareers>; or contact the office at: 504-861-5562 or [lwcareer@loyno.edu](mailto:lwcareer@loyno.edu).

### C. Student Affairs

Student life at Loyola is based on the philosophy that education occurs in the context of total human development. Development of the entire person involves not only the intellectual development of the student, but also the student's moral, social, cultural, and physical development as well. Student Affairs offers programs and services that strive to provide opportunities for this total educational experience.

For example, we provide support and accommodation for students with disabilities. We assist and support student organizations. And we provide counseling to all students who are having problems or who are in need of direction or help.

Our mission is to help you conform to life as law students and become great lawyers and professionals upon graduation. We look forward to meeting and working with each of you to achieve these goals.

Please take a moment to visit the College of Law's Student Affairs website to review information including, but not limited to:

- Student Code of Conduct + Sexual Harassment Policy
- Commencement + Law Graduation Mass
- Alcohol Policy + No Smoking Policy
- Disability Services
- Complimentary University Shuttle Services
- Emergency + Safety Preparedness

<http://law.loyno.edu/student-affairs>

Please contact Rodney Miller, Coordinator of Student Life, with any questions or concerns. His office is located in Room 345. [rmiller@loyno.edu](mailto:rmiller@loyno.edu). (504) 861-5438.

#### D. Office of Law Skills + Experiential Learning

The Office of Skills and Experiential Learning coordinates two programs: 1) skills courses and 2) the externship program. The office is located in the clinic building on the first floor. Please stop by or visit [www.loyno.edu/lawskills](http://www.loyno.edu/lawskills) for more information.

LL.M. students are invited and encouraged to participate in Loyola's Skills courses. These practical three-hour courses are designed to assist students with essential lawyering skills. The course instructors are practitioners, judges and professors who offer practical training and specific insight into an area of law. Students are encouraged to take as many skill courses as time will allow. The courses are free and appear on the official transcript without impacting a student's GPA. Many students use skills courses to network, learn and explore areas of law. *Please note that LL.M. students are not required to take a minimum number of Skills courses – this requirement is for J.D. students only.*

Skills classes are offered during the fall and spring semesters. Traditionally, the classes are on Tuesday and Thursday (during the open window), Friday and Saturday. We encourage students to check the Skills calendar published online or posted throughout campus and browse upcoming courses for the month. See [www.loyno.edu/lawskills](http://www.loyno.edu/lawskills) - "Skills Calendar."

If you are interested in taking Skills courses or pursuing an externship opportunity, Professor Chrissy Cerniglia Brown, Assistant Clinical Professor and Coordinator of Skills and Experiential Learning (504-861-5574; [cecernig@loyno.edu](mailto:cecernig@loyno.edu)).

#### E. Student Bar Association

All students in the College of Law are members of the Student Bar Association (SBA). The SBA's purpose is to provide opportunities for students to get to know each other, develop friendships, pursue interests, and to also encourage programs which help law students reach their academic goals, so that graduates can be "practice ready."

Loyola College of Law has a diverse list of student organizations. A student organization fair will be held on Thursday, Aug. 27 from 12:30-2:00 pm and 5-5:50 pm, for those interested in joining one or more organizations. While participation in organizations can be interesting and fun, students are cautioned and reminded that “academics” should come first.

<http://law.loyno.edu/student-bar-association>

2015 – 2016 Officers:

- Deil LaLande, President  
[djlaland@loyno.edu](mailto:djlaland@loyno.edu)
- Ivana Dillas, Vice President of Cabinet  
[idillas@loyno.edu](mailto:idillas@loyno.edu)
- Kyle Keenan, Vice President of Student Orgs/ABA Representative  
[kdkeenan@loyno.edu](mailto:kdkeenan@loyno.edu)
- Alden Howard, Treasurer  
[abhoward@loyno.edu](mailto:abhoward@loyno.edu)
- Lindsey Ajubita, Secretary  
[lmajubit@loyno.edu](mailto:lmajubit@loyno.edu)

Please see the full list of clubs and organizations, here:

<http://law.loyno.edu/clubs-organizations>

#### F. Honor Board

The Law Honor Board is an elected body of thirteen students who serve in an advisory capacity to the Dean of the College of Law. The Board is charged with investigating alleged Honor Code violations, holding hearings on alleged violations when appropriate, and recommending sanctions to the Dean of the College of Law when it finds that a violation has been committed. The operations and proceedings of the Honor Board are governed by the provisions of the Loyola University College of Law Honor Code.

The Honor Code is a body of rules and standards which governs students' conduct with respect to all academic matters. It defines prohibited conduct, Honor Board proceedings, and sanctions available in the event of an Honor Code violation. For more information please visit:

<http://law.loyno.edu/honor-board>

#### G. Continuing Legal Education

Loyola CLE offers a wide range of Continuing Legal Education seminars. The programs keep practitioners abreast of new legal developments and trends in the legal community. There are one day programs, two days programs, Saturday morning and online offerings. These seminars boast an outstanding program faculty; including experienced local, regional, and national attorneys, federal and state courts judges, and law school professors. While the programs are designed for attorneys, many programs are of interest and value to other professionals such as CPAs, physicians, insurance professionals and mental health professionals.

The CLE Department is an outstanding resource for law students. All students may attend any CLE event free of charge. This is a great opportunity for students, both civil and common, to network with judges and practitioners. For example, in 2015 the Annual Longshore Conference had a 75% out-of-state attendance, while our other programs cater mainly to Louisiana attorneys. Loyola CLE works closely with the Office of Skills and Experiential Learning by allowing students to receive skills credit for attending many of the Saturday morning programs. It also gives various discounts to Loyola Law Alumni, solo-practitioners, and recent graduates who have yet to find employment.

For more information, please visit: <http://www.loyno.edu/cle/>

#### H. Law Ministries

*A message from Carol Magendie, Law Chaplain:*

On behalf of the Office of Mission and Ministry, I extend to each of you a very warm welcome to Loyola University College of Law.

As a Jesuit University, you have the added value of the presence of a Chaplain assigned to the Law School Broadway campus. My office is located in the Broadway Activities Center (BAC) Room 102. You can also reach me by email ([magendie@loyno.edu](mailto:magendie@loyno.edu)) or by campus phone (504) 861-5494. My door is open if you: need a listening ear, a shoulder to lean on, a moment to vent, share confidential concerns, conversation, or just stop by for a visit, snack, or coffee.

My presence here is in part to assist in your spiritual growth, as well as to highlight the importance of overall well-being of the whole person. We are whole persons, mind, body, and spirit. We are spiritual beings doing our best to successfully navigate this human world. Law school is unlike any other experience and you may feel new stresses and will need ways to seek a healthy balance.

For more information on University Ministry at the Law School, please see their website:

<http://mm.loyno.edu/university-ministry/law-ministries>

Also, may wish to explore the University Ministry website:

<http://mm.loyno.edu/university-ministry/about-university-ministry>

#### I. University Counseling Center

The mission of the UCC is to provide the campus community with professional services in the area of psychological counseling. The UCC recognizes the developmental nature of student life and therefore services may be educational and/or preventative in focus. We support the larger mission of Loyola University to uphold the dignity and value of each person as created by God, to foster a commitment to wholeness of mind, body and spirit, and to maintain a compassionate response to the community. The UCC also serves as a resource in its areas of responsibility and consults with all university personnel as appropriate. In addition, the UCC seeks to evaluate the needs of students and the efficiency of operation through research activities. Finally, the UCC contributes to the development of the counseling field by providing practical training opportunities to graduate students studying counseling and social work.

For a full list of services, to make an appointment, or to see a list of UCC staff, please visit their website:

<http://studentaffairs.loyno.edu/counseling>

#### J. University Police

The University Police Office is located in Biever Hall (1<sup>st</sup> floor). Officers are on duty 24 hours a day throughout the year. The department conducts crime prevention programs, provides an escort service, maintains a Lost and Found, engraves personal property, and more. If you drive a car or ride a bicycle, you should keep in mind that University Police also enforces traffic and parking regulations.

Loyola University New Orleans's Public Safety Department is a service oriented organization which aims to provide a safe environment conducive to learning, living and working. Public Safety's offices are located on the main campus in Biever Hall and on the Broadway campus in St. Mary's Hall.

Public Safety focuses its efforts on the safety of Loyola's students, faculty, staff and visitors. Public Safety personnel are highly trained, proud professionals dedicated to serving the Loyola Community. Our officers are vigilant in keeping our students, faculty, and staff safe on campus.

Public Safety's presence on campus is highly visible. University police officers are radio dispatched and can respond almost immediately.

It is the policy of Loyola University that all emergencies or crimes in progress, suspicious circumstances, or conditions that pose a threat to safety or security of community members or guests of the university while on campus should be reported immediately to University Police. This can be done quickly by calling 911 on any campus phone or by using any "blue light" emergency telephones on campus, or in person at University Police offices or directly to an officer in the field. If using any cell phone or off campus phone, please call Loyola University Police at 504-865-3434.

For more information, please see their website:

<http://finance.loyno.edu/police/>

#### K. Athletics and Wellness

The department of Athletics and Wellness oversees the University Sports Complex, which is located on the 5th floor of the Parking Garage behind Buddig Hall. As a Loyola student, you may use this facility at no extra charge. To enter the facility, simply present your Student ID at the front desk. The University Sports Complex has a swimming pool, running track, racquetball and tennis courts, weight room, and whirlpool. In addition, the Department of Recreational Sports sponsors club sports, group classes, and a variety of intramural sports teams including Flag Football, Volleyball, Soccer, Basketball and Softball.

Please see the Athletics and Wellness website for more information:

<http://studentaffairs.loyno.edu/athletics-wellness>

L. Post Office

The Post Office provides full-service mail services for the campus and surrounding community. Mail and package pickup notifications are delivered to mail boxes daily. The campus Post Office operates a United States Postal Service contract station. The contract station provides USPS services including stamps, priority, express, and international mailing products. They accept cash only. Post office hours are 8:30 a.m. to 4:00 p.m. Monday through Friday.

a. Mail Service in the Residence Halls

Campus residents will be assigned a mailbox about one week after the start of classes. Mail is distributed Monday through Saturday. Your mailing address will be:

**Cabra Hall (Broadway Campus)**  
**Student's Name**  
**Cabra Hall, # (You MUST use this)**  
**7214 St. Charles Ave.**  
**New Orleans, LA 70118-3538**

Please see the Post Office website for more information:

<http://finance.loyno.edu/post-office>

#### M. Loyola University New Orleans Bookstore

The Loyola University New Orleans Bookstore is located on the 1<sup>st</sup> floor of the Danna Center (please see map). The Bookstore offers apparel, textbooks, gifts, and supplies (notebooks, pens, etc.).

Please see their website for a list of products, opening hours, etc.:

<http://www.bkstr.com/webapp/wcs/stores/servlet/HelpStoreInfoView?langId=-1&catalogId=10001&storeId=108404&demoKey=d>

To purchase or pick up textbooks, please proceed to the basement level of the bookstore.

#### N. Office of Law Records

*A message from Pam Galindo, Assistant Dean of Enrollment Management:*

The Office of Law Records works in conjunction with Academic Affairs to make sure you are on track for successful completion of your law school career.

This is your resource office for exams, grading, bar certification, academic records, graduation requirements and degree audits. The office also provides letters certifying enrollment, class rank, good standing, and graduation.

Please visit our website <http://www.law.loyno.edu/law-records>, for access to exam schedules and policies, software requirements for electronic exams, class schedules, class ranks and other pertinent academic information.

Official transcripts are processed by the university registrar in the Office of Student Records on the main campus. Transcripts can be requested through your student LORA log-in. They can also provide you with a PDF unofficial copy of your transcript. Please call, e-mail or visit our office with any questions or concerns you may have regarding your academic status. The records office staff is here to assist you!

##### a. LL.M. Examination Information

LL.M. students whose first language is not English are entitled to time-and-a-half for law examinations. You will also be provided with translation dictionaries (native tongue to English / English to native tongue) for all examinations.

#### O. Center for International and Comparative Programs

New Orleans is one of our country's most international cities. So it's only natural that one of the more diverse international and comparative law programs is based right here in New Orleans. With curriculum in both civil and common law as well as a certificate program in International Legal Studies, Loyola provides a truly international experience in New Orleans and abroad.

Our Summer Legal Studies programs take students to Austria, Greece, Hungary, and Panama and to gain a more holistic appreciation and understanding of law by immersing them in the legal systems and cultures of their host countries. In 2014, more than 100 students participated in these innovative programs with many students coming from accredited law schools around the country and the world who are welcome to join Loyola students in studying abroad.

In addition to its A.B.A. approved programs, the College of Law also offers shorter, field studies of the European Union and Rome & Istanbul, giving students even more opportunities immerse themselves in the legal practices of other countries. Back in New Orleans, students can take international law courses taught by our accomplished faculty as well as our annual Wynne foreign visiting scholar who teaches a special seminar on current issues in the field.

All these opportunities add up to a world-class program that will take you places you never would have imagined.

All international programs are open to LL.M. students. Please see Tori for more information on international programs and activities. Also, please feel free to explore the International Programs website:

[www.loyno.edu/ip](http://www.loyno.edu/ip)

#### P. Academic Success Program

No two students learn exactly the same way. That's why the Loyola College of Law started its innovative Academic Success Program—to help every student succeed no matter how they learn. This program complements the law school curriculum with presentations, workshops, skills seminars, study groups, and one-on-one tutorials all designed to maximize a student's academic strengths and address any weaknesses with individualized attention.

The Academic Success Program office is located in Room 402, and appointments can be made with any of our experienced professors to assist with brief writing, test taking, issue spotting, essay writing, time and stress management, and much more. Your success is our success so we will do anything we can to help you achieve it. For contact information, please visit <http://law.loyno.edu/academic-success-program>.

The Program is open to all students.

#### Q. Information Technology

The mission of Information Technology is to leverage technology and add value to the educational experience at Loyola. IT will provide current technology, prompt service, and a robust network to allow the fair, accurate and free interchange of educational content, information and ideas throughout the Loyola community and the world.

Computer and Network Services provides support for Loyola's technology infrastructure which includes:

- Loyola's Mainframe Systems
- Campus Network (wired and wireless)
- E-Mail System
- Web
- Internet Access
- Network Security
- LORA

For a full list of Information Technology's Student Services, please see their website:

<http://academicaffairs.loyno.edu/infotech/student-services>

If you have trouble accessing any of the above listed items, please feel free to contact the IT Help Desk. Help Desk operators are available at 865-2255 from 8:30 am to 4:45 pm, Monday through Friday. Our automated answering service will take your calls outside of normal business hours. You can also reach our help desk by e-mail at [helpdesk@loyno.edu](mailto:helpdesk@loyno.edu).

a. Blackboard

Blackboard is Loyola's online teaching and class support system. Essentially, Blackboard allows you to access important class materials, announcements, and assignments online. Many professors use Blackboard, but some may not. Regardless, all of your classes will have an individual Blackboard pages.

You will access Blackboard the same way as you access Wolfmail (identical username and PIN).

Please see the log-in page, here:

<https://loyno.blackboard.com/>

Please see the Blackboard User Guide for more information:

<http://library.blackboard.com/ref/ea984982-19d6-4b71-9776-adab0e79ef77/index.htm>

If you have trouble accessing Blackboard, please contact Eric Wiltz, Online Instructional Support Technologist, at [erwiltz@loyno.edu](mailto:erwiltz@loyno.edu) or 504-864-7139.

## **VIII. General Information for LL.M. Students**

### **A. Local Transportation**

a. Regional Transit Authority (RTA) Buses and Streetcars

The RTA manages New Orleans' public buses and streetcars. Buses operate throughout the city. The St. Charles Streetcar runs in front of Loyola up St. Charles Avenue from Canal St. to Carrollton and Claiborne Ave.

For a full list of bus and streetcar fares and passes, please see the following link:

<http://www.norta.com/Fares-Passes.aspx>

For a list of Jazzy Pass sales locations (including the Loyola Bookstore), please see the following link:

[http://www.norta.com/RTA/media/RTA-PDF-Files/Fares\\_and\\_Passes/Vendor-Locations-4-8-13.pdf](http://www.norta.com/RTA/media/RTA-PDF-Files/Fares_and_Passes/Vendor-Locations-4-8-13.pdf)

For a full list of bus and streetcar routes and schedules, please see the following link:

<http://www.norta.com/Maps-Schedules.aspx>

b. Taxis

Most New Orleans cab companies are reliable. We recommend the following:

United Cabs – 522-9771

Checker Cabs – 525 3311

Yellow Cabs – 943 -2411

c. Airport Shuttle New Orleans

You may take a shuttle from Loyola University to the airport. The cost is \$20 for a one-way ticket, and \$38 for a roundtrip ticket. Please see their website or call 522-3500 to make a reservation.

<http://www.airportshuttleneworleans.com/>

d. Owning a Bicycle

If you decide to buy a bicycle, you should be aware that many bicycles and bicycle parts are stolen each year. Be sure to use a good lock to secure your bicycle whenever you leave it unattended. Bicyclists must obey the same traffic rules as automobile drivers and can receive tickets from the police for breaking traffic rules.

If you will be using your bicycle on campus, it must be registered with the Loyola University Police. Also remember to lock your bike in a bike rack only. Leaving your bike in other areas is illegal.

GNO Cyclery and Mike the Bike Guy are the bike shops closest to Loyola. Please see their websites for more information on inventory, hours, etc.:

<http://www.gnocyclery.com/>

<http://mikethebikeguy.com/>

## B. Hurricane Preparedness

The Atlantic Ocean and Gulf of Mexico hurricane season extends from June 1 to November 30 each year. Basic information regarding hurricanes can be found at the City of New Orleans Office of Emergency Preparedness website:

[www.nola.gov/government/emergency-preparedness](http://www.nola.gov/government/emergency-preparedness)

The City of New Orleans has also developed a website to help you prepare for all types of emergencies:

<http://www.nola.gov/ready/>

If a hurricane is headed toward New Orleans, the University's Emergency Information Line, 504-865-2186, will provide an official, recorded announcement of the latest information on the status of the operation of the university. Official information will also be posted on the LOYNO main page, explained via campus-wide email, and communicated to local television or radio news programs. All Loyola students should familiarize themselves Loyola's hurricane emergency plan found at

<http://studentaffairs.loyno.edu/emergency-preparedness-plan>.

Upon class cancellation due to an approaching storm, all students should evacuate to an area outside of the storm.

It is very important that all international students have a hurricane evacuation plan. Students who have their own transportation are strongly encouraged to take other students with them. Students without their own transportation should identify, at the beginning of the hurricane season, a person with whom they can evacuate if necessary. Students who live off campus must make their own arrangements to evacuate. Most

evacuations are of short duration with students returning to the university within three to five days.

Students living in the Residence Halls who cannot evacuate on their own will be transported to the designated evacuation site. Students who evacuate with the school can expect to sleep on the floor without cots in a non-air conditioned building with extremely limited resources.

Visa holders should keep in mind that you are responsible for following immigration regulations, even during emergencies. Make sure that you take your original passport, I-20 or DS-2019, and I-94 when you evacuate. During emergencies, CIE staff members will continue to check email and will post up-to-date information regarding immigration on the CIE website ([www.loyno.edu/cie](http://www.loyno.edu/cie)), so be sure to check the site frequently.

### C. Information on New Orleans Culture and Vocabulary

#### a. Culture

New Orleans is one of America's most unique, storied, vibrant cities. In addition to focusing on your studies, we encourage you to enjoy the delights of the Big Easy. Here is a list of websites and publications that will keep you up-to-date on local happenings, concert events, festivals and parades, dining opportunities, etc.:

- <http://www.nola.com/entertainment/>
- <http://www.neworleansonline.com/neworleans/history/people.html>
- <http://www.neworleanscvb.com/things-to-do/art-culture/>
- <http://magazinstreet.com/>
- <http://www.bestofneworleans.com/>
- <http://www.neworleansrestaurants.com/restaurants/>
- <http://www.wheremat.com/neworleans/>
- <http://www.offbeat.com/>

#### b. Vocabulary

You will quickly learn that we New Orleanians, whether lifers or transplants, speak a language all our own. Certainly terminology and pronunciations can be

tricky, so we suggest that you brush up on your NOLA vocabulary. Here are some websites that will prove useful:

- <http://www.crescentcity.com/dictionary.htm>
- <http://www.experienceneworleans.com/glossary.html>

#### D. Contacting the Center for International Education

With over 100 students from 40 different countries, more than 32% of students graduating with an experience abroad and academic courses with a global perspective, Loyola University New Orleans is truly an international institution. The Center for International Education (CIE) works with faculty, staff, and students to promote and develop the international character of the university.

For international students, CIE is here to help you adjust to Loyola and the U.S., providing assistance with all immigration issues as well as any other areas of concern.

#### CONTACT INFORMATION

Physical location:

2020 Calhoun Street, Mercy Hall Room 301

Office Phone: 504- 864-7550

Fax: 504-864-7548

E-mail: [cie@loyno.edu](mailto:cie@loyno.edu)

Website: <http://loyno.edu/cie/>

Please contact the Center for International Education for information regarding the following:

- Immigration Information / Maintaining Your Immigration Status
- Basic Employment Guidelines
- On-campus Employment for International Students
- Obtaining a Social Security Number
- Arrests and Immigration Consequences
- Choosing a Bank / Transferring Funds to the U.S.
- Choosing a Cell Phone Plan / Making International Calls
- Renting / Owning a Car