

LL.M. Orientation Handbook



Fall 2013



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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 3rd 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

María Pabón López, Dean and Judge Adrian G. Duplantier Distinguished Professor of Law
mlopez@loyno.edu; 504-861-5405; Room 351, Dean's Suite



Dean María Pabón López is an expert in immigrants' rights (including the education of immigrant children), immigration law and diversity/multicultural matters in the legal profession, focusing on issues concerning Latinos, race and the law, and the status of women lawyers. She has also published articles on Spain's immigration law, as well as the impact of immigrant nurses on the nursing shortage in the U.S. She has done research in the areas of family law and inheritance law as it pertains to those who are not U.S. citizens.

A prolific author, Dean López has placed articles in journals such as the Harvard Latino Law Review, the Georgetown Immigration Law Journal, the Hastings Women's Law Journal and the Seton Hall Law Journal. Her latest book is *Persistent Inequality: Contemporary Realities in The Education of Undocumented Latino/a Children* (with Gerardo R. López), published by Routledge: Taylor and Francis Group in late 2009. Her current research project is an examination of hate crimes against immigrants in the U.S.

Dean López currently serves on the Diversity Committee of the Louisiana State Bar Association. She served on the Indiana State Board of Law Examiners from 2008 to 2011, having been named to the board by Indiana Supreme Court Chief Justice Randall T. Shepard. She was also an appointed member of the Indiana Supreme Court's Court Interpreter Certification Advisory Board, a project of the Race and Gender Fairness Commission. She is an inaugural member of the Latino Affairs Committee of the Indiana State Bar. In addition, she serves on the editorial boards of *Bender's Immigration Bulletin* and the Computer Assisted Legal Instruction ("CALI") center. She has been a contributing editor to the Jotwell and *Nuestras Voces Latinas* blogs.

Dean López is the recipient of the 2011 Sigueme Award from the IUPUI Latino Students Association; of the 2008 Diversity Attorney in Practice Award from the Indiana Lawyer and the 2007 Rabb Emison Diversity Award from the Indiana State Bar Association. Professor López received the 2006 Trustees Teaching Award from Indiana University. She was named a Dean's

Fellow in recognition of scholarly excellence at the Indiana University School of Law, Indianapolis. She was the recipient of a Special Recognition Award from the Chair of the Second National People of Color Legal Scholarship Conference held at the George Washington University School of Law in October of 2004. The law school's Hispanic Law Society (HLS) gave Professor López their 2004 Award "in recognition of her commitment to her students and loyal support of the HLS." She has also received awards from the Hispanic Bar Association of Pennsylvania, the Travis County Texas Women Lawyers Association (for contributions to the minority community) and from the University of Missouri Columbia School of Law, where she was a recipient of Faculty Performance Shares.

For the year 2010-11 Dean López was appointed to the Editorial Advisory Committee of the National Conference of Bar Examiners. The Editorial Advisory Committee reviews and comments on articles for publication in The Bar Examiner, which is published quarterly, and is the only national publication related to bar admissions. For 2011-2012, she will serve on the Diversity Committee of the National Conference of Bar Examiners. Also in 2010, she was elected to the American Law Institute (ALI), one of the highest honors in the legal profession.

Dean López serves as a faculty mentor for the LL.M. Program for International Students.

James Marshall Klebba, Professor Emeritus and LL.M. Program Director

klebba@loyno.edu; 504-861-5669; Room 435, 4th floor



Prior to joining the faculty at Loyola in 1973, Professor Klebba was in private practice with the firm of Dorsey and Whitney in Minneapolis. He also has experience as an arbitrator.

Professor Klebba has served the law school previously as Associate Dean and also as Interim Dean and Dean.

Professor Klebba was a visiting law professor at the Universities of Minnesota, Missouri and Kansas. He has lectured extensively in Eastern Europe and the former

U.S.S.R. and has been the Director of Loyola's Summer Legal Studies Program in Moscow and Budapest. In the fall semester of 2004, he was a Fulbright Scholar at the University of Belgrade.

Professor Klebba is a former chair of the Association of American Law Schools' Section on Civil Procedure. He teaches courses in the areas of civil procedure, evidence, federal courts and comparative judicial systems.

In addition to serving as LL.M. Program Director, Professor Klebba also serves as a faculty mentor.

Kathryn Venturatos Lorio, Leon Sarpy Professor of Law

lorio@loyno.edu; 504-861-5762; Room 437



Prior to joining the Loyola law faculty, Professor Lorio practiced law with the firm of Deutsch, Kerrigan and Stiles in New Orleans. Her teaching and scholarly interests are in the areas of family law and the civil law of successions and donations. She has lectured and published extensively on the legal treatment of alternative reproductive techniques. She has served as Chair of the Section on Women and the Law of the Association of American Law Schools. She is active in law reform on the national level as a member of the American Law Institute, and in Louisiana as a member

of the Council of the Louisiana State Law Institute. Professor Lorio has taught with the Tulane Summer Abroad Program in Greece and the Loyola Summer Legal Studies Program in Austria, and has lectured in Paris and at the International Bar Association Conference in Berlin. During the 1996-1997 academic year, Professor Lorio served as Associate Dean for Academic Affairs.

Professor Lorio serves as a faculty mentor for the LL.M. Program for International Students.

Markus G. Puder, Professor of Law

mgpuder@loyno.edu; 504-861-5642; Room 412



Markus G. Puder serves as Professor of Law at the Loyola University School of Law in New Orleans. His teaching and research interests include Comparative, Civil, and Roman Law; Environmental and Energy Law; and Public International Law and the Law of the European Union. He has previously been employed in the Environmental Science Division of Argonne National Laboratory (a U.S. Department of Energy laboratory managed by UChicago Argonne, LLC), while holding lectureships at the Georgetown University Law Center and the George Washington University School

of Law. He has taught and spoken at the Bucerius Law School (Hamburg, Germany),

Universidade Petrobras (Rio de Janeiro, Brazil), and Bogaziçi Üniversitesi (Istanbul, Turkey). Other professional experiences include serving as Congressional Fellow with the U.S. House of Representatives, Law Clerk at the Oberlandesgericht München (Upper Regional Court of Munich, Germany), Assistant Lecturer at the Ludwig-Maximilians Universität (Munich Law School, Germany), and Researcher in Residence at the University of Cape Town (Republic of South Africa). Puder is a member of the New York State Bar and U.S. Supreme Court Bar. In addition to speaking English, German, French, and Spanish, he has intermediate knowledge of Russian, Arabic, Portuguese, and Italian. In his spare time, he is a concert violinist.

Professor Puder serves as a faculty mentor for the LL.M. Program for International Students.

B. Staff

Tori Luwisch, International Programs Coordinator

valuwisc@loyno.edu; 504-861-5563; Room 345



Tori assists the International Programs Committee to facilitate the development, planning, and administration of Loyola College of Law's seven Summer Legal Studies Programs and two field studies. Tori also helps to coordinate the yearly Wynne International Visiting Scholar program, the Moscow State University / Loyola University summer student exchange, and the College of Law's French Language program. She is also responsible for maintaining the Center for International and Comparative Programs website, Facebook and Twitter pages, and publishes the "Travel Talk" blog. 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.

Tori works with prospective, incoming, and current LL.M. students to streamline the admissions, registration, travel, orientation, and troubleshooting processes. You are welcome to contact her with any inquiries regarding the LL.M. program, Loyola, New Orleans, etc.

Michelle F. Davis, Executive Assistant to Dean María Pabón López

davis@loyno.edu; 504-861-5847; Room 351 C



Mrs. Michelle Davis came to Dean María Pabón López' office at Loyola University New Orleans College of Law in February 2012. Because of her experience with foreign LL.M. candidates in her previous position at the Indiana University Robert H. McKinney School of Law in Indianapolis, she discovered how much she enjoyed getting to know these young men and women; assisting them however she could as they assimilated into local United States culture; helping them to navigate classes and the workings of a foreign law school; and becoming acquainted with their new surroundings. As someone with many personal experiences of travel, both domestic and international, she knows how reassuring it is when a local steps forward to lend friendly advice and perspective.

Before relocating to Loyola New Orleans, Michelle worked with faculty at the McKinney School of Law. She was fortunate to work within the areas of international law, international human rights, international trade, among other subjects; and she greatly enjoyed the different insights to be learned in the broader scope of our world.

Michelle works with LL.M. students to answer general program inquiries and to schedule student meetings with Dean López.

Natasha Lacoste, Research Associate to Dean María Pabón López

nalacoste@loyno.edu



Natasha Ann Lacoste attained a B.A. from Hollins University in 2002, a Masters in Criminal Justice from Loyola University New Orleans in 2007, and her J.D. from Loyola University College of Law New Orleans in 2011.

She is currently working with Dean María Pabón López as her Research Associate. Ms. Lacoste has co-authored various publications with Dean López, including a Language Access Chapter for the Louisiana Legal Services and Pro Bono Desk Manual and an article detailing the status of

women in the areas of higher education, the legal profession and corporate boards. She also assists the Dean with her scholarship and keeping abreast of a variety of current legal issues. Ms. Lacoste also tutors students on a one-on-one basis.

This past semester Ms. Lacoste conducted a tutorial for LL.M. students on how to use IRAC (issue, rule, analysis, and conclusion). This tutorial focused on the importance of outlining for all classes, how best to spot issues, discussed how and why to use the IRAC format, and finally, how to organize an exam.

III. Orientation

A. LL.M. Orientation

Orientation for incoming LL.M. students will be held on Friday, August 16, 2013 in Room 344 (College of Law Building) from 9:30 AM – 12:30 PM. The dress code for this event is business casual attire. The proposed schedule is as follows:

- **Continental breakfast served from 9:30 AM – 10:00 AM**
- **Brief introductions to administration and senior staff from 10:00 – 10:45**
- **Meeting with LL.M. team members from 10:45 – 11:30 AM**
- **LL.M. student pictures from 11:30 AM – 12:00 PM**
- **Tour of the law buildings on the Broadway Campus from 12:00 – 12:30 PM**

LL.M. students will be able to collect their Express Cards from the Parking Services Office (1st floor, Biever Hall – please see campus map for more information) from 1:00 – 4:00 PM on August 16. Please bring your passport(s) and visa(s) with you to the Parking Services Office. Ms. Rachel Benton will be available to assist you.

Please note that your Loyola Express Card is your official Student ID. It is more than just an identification card. You'll use it for everything from checking out books from the Monroe Library or entering the Rec Plex or your Residence Hall. The Express Card is a fast, safe, convenient, and economical way to make purchases all over campus. You simply deposit money into your account at the Bursar's Office and then purchases are deducted from your balance.

B. 1L Orientation for J.D. Students

Orientation for incoming J.D. students will be held during the week of August 12, 2013. LL.M. students are invited and encouraged to attend as many of these events as possible. You'll get the chance to meet other law students who are new to Loyola and New Orleans!

Please see the full orientation schedule as posted to our LL.M. Orientation Website:

<http://law.loyno.edu/llm-orientation-resources>

IV. Planning Your Course Schedule

A. LL.M. Degree Requirements and Special Options

A total of 24 credit hours is 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 2-credit-hour course in "Legal Research and Writing."

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 internship with a law firm, court or government agency. The College of Law does not promise that an internship will be available to the potential LL.M. candidate, 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 designed "LCIV" in the Loyola College of Law Bulletin.

You can find the Fall 2013 schedule of classes at the following link:

http://law.loyno.edu/sites/law.loyno.edu/files/schedule%20F13-course_12.pdf

B. Temporary Academic Advisor

The LL.M. Program Director, Professor James Klebba, will serve as your temporary academic advisor. If you have not already done so, please contact Professor Klebba your Fall 2013 schedule of classes. You must finalize your course schedule prior to the commencement of law classes on August 19, 2013.

C. Permanent Faculty Mentor

You will receive your permanent faculty mentor assignment at the LL.M. orientation on August 16. The faculty mentor will serve as academic advisor for the rest of your time in the LL.M. program.

D. 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.

E. Skills Courses

LL.M. students are invited and encouraged to participate in Loyola's Skills courses. Loyola College of Law requires second and third year law students to achieve a certain number of skill credits in order to graduate. The skills curriculum allows students an opportunity to learn necessary skills for lawyering, such as, factual investigation and counseling, trial practice, communication and negotiation, administrative boards and law office management. Courses are taught by practitioners, judges and faculty dedicated to volunteering time to enrich the skills curriculum through their experience and knowledge. Skills credit is separate and apart from academic credit, but both are reflected on a student's official transcript. Students are awarded a skills grade of either "HS" - Highly Skilled, "S"- Skilled or "DS" -Deficiently Skilled. A grade of "DS" does not earn a skills credit.

Students should also think of skills courses as an opportunity to explore a very specific area of law or practice a certain skill while learning through explanatory coaching. The courses are offered in a small one or two class format and do not require additional tuition. There is not a limit for enrollment in skills courses and the student enrolled in the most courses at the time of graduation earns the "Skills Award," a certificate of recognition.

Skills courses are offered throughout the Fall semester from September through November and in the Spring from January through April. This year the skills calendar is published in a rolling format allowing students multiple opportunities to enroll in a skills course.

If you are interested in taking Skills courses, please see your faculty mentor or Professor Chrissy Cerniglia Brown, Assistant Clinical Faculty and Coordinator of Skills and Experiential Learning (504-861-5574; cecernig@loyno.edu).

V. Housing

A. On-campus Housing for the Fall 2013 and Spring 2014 Semesters

On-campus housing will be available for the Fall 2013 and Spring 2014 semesters. LL.M. students have been promised single, quiet rooms in one Loyola's four dormitories. You may check-in at the dormitories on August 15, 2013. If you plan to arrive in New Orleans before August 15, we will assist you in finding temporary housing in at a local hotel. If you haven't already spoken with Tori regarding your interest in on-campus housing, please email her ASAP at valuwisc@loyno.edu.

The Residential Life office will personally contact those staying on-campus to arrange the details of the housing contracts. You will likely hear from Craig Beebe, Director of Residential Life (504-865-2580; cwbeebe@loyno.edu), or Seth Hagler, Assistant Director of Residential Life (504-865-3736; sdhagler@loyno.edu). The Residential Life team will also provide you will all on-campus housing regulations, important dates, shuttle services, items to be rented, mail service, emergency protocol, ResLife activities, etc.

Please see the Residential Life website for more information on Loyola's dormitories:

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

If you need a television for your dorm room, the Center for International and Comparative Programs has two 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.

If you think you will be eating on campus every single day, then one of the weekly meals 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 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, CC’s, 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.xhtml

You’ll want to take special note that Jazzman’s Café is the dining location nearest the College of Law. Located in Broadway Activities Center (please see map), Jazzman’s serves coffee and tea drinks, light salads, sandwiches, sushi, and snacks.

We suggest that, upon arrival, you have funds on hand cover travel or incidental expenses. You may have to cover some meal expenses before your meal plan begins and/or expires.

B. Off-campus Housing

Off-campus housing is certainly permitted for LL.M. students. If you need assistance with finding off-campus housing, please see Tori or consult the following website:

<http://loyno.universityrentallisting.com/>

a. Parking Permits

LL.M. students living 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.

VI. Health Services Information

A. Proof of Immunizations

Please be sure to bring a copy of your vaccination records with you to New Orleans. 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.

Please see the Medical History and Proof of Immunization Compliance Forms, here:

<http://loyno.edu/cie/system/files/Proof-Immunization-form%2009-10.pdf>

B. Student Health Insurance

Loyola University requires that all international students have health insurance. You will 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 of International Education office by the following deadlines (or the following Monday if the date falls on a weekend or holiday): Fall – September 16, Spring – January 20. The form is available online, here:

http://loyno.edu/cie/system/files/Waiver-10-11_0.pdf

C. Student Health Services

Student Health Services provides primary healthcare treatment for and education about personal health issues for both 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 serve basis.

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

<http://studentaffairs.loyno.edu/health/about-student-health-services>

VII. Financial Information

A. LL.M. Program Deposit

If you have not already done so, please contact Tori Luwisch to make your LL.M. program deposit of \$350. This payment will be applied to your tuition bill for the Fall 2013 semester. Cash, check, and credit card payments are accepted. *Note: Students

attending Loyola's LL.M. program under a formal agreement with another university are not required to submit this deposit, unless otherwise advised.

B. 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 2013/14 academic year.

Fees will be \$553.00 per semester for the 2013/14 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. 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>

C. 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>

D. 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. 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 the copy of George Edwards’ *LL.M. Roadmap* you will receive at orientation. You can also visit the website: <http://www.llmroadmap.com/>.

VIII. 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 all of the second floor of the building, a total of over 50,356 square feet. The Library's full-time staff numbers eighteen, including eight librarians.

The Law Library has a collection of over 371,000 volumes and microform equivalents which has the primary purpose of supporting the curriculum and research needs of the College of Law faculty and students. The collection is comprised of federal and state legal research sources, specific subject materials, foreign, international, comparative, and civil law materials, and law-related books. The microform collection includes United States Supreme Court records and briefs, state bar journals, and legal treatises from the nineteenth century.

Due to the civil law tradition of Louisiana, the Law Library collects substantial materials from civil law jurisdictions, such as France, Quebec and Scotland. The library is a designated depository for both United States Government and State of Louisiana Government documents. Public access to the federal government documents collection is guaranteed by Title 44 of the United States Code. The documents have been integrated into the general collection according to jurisdictional, research, and subject matter relationships. Materials may be checked out using your Loyola ID.

The Law Library's Online Catalog provides location information for all Library holdings, as well as records of what has been received and what has been ordered. The catalog is an Innovative Interfaces, Inc. INNOPAC system.

Please see the Law Library website for more information on hours of operation, a full list of library faculty and staff, etc.

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

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 get registered for LEXIS-NEXIS and WESTLAW access. You can email Professor Barnes at 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 and Law Practice Center

The College of Law's Career Development and Law Practice Center's mission is to equip law students and alumni with the ability to define and achieve their career aspirations, and assess their interests and values.

The Career Development and Law Practice Center educates law students and alumni regarding their professional development in the practice of law, and the methods of achieving career ambitions and employment options that exist for those in possession of a Juris Doctor degree. By cultivating relationships with legal employers, alumni and other members of the legal community the Career Development and Law Practice Center develops employment opportunities for law students and alumni.

The Career Development and Law Practice Center is located on the 3rd floor of the Law Broadway Building (please see map). Please see their website for more information:

<http://www.loyno.edu/lawcareers/>

C. Student Affairs

Student Life at Loyola University New Orleans College of Law is based on the philosophy that education occurs in the context of total human development. Development of the whole person involves not only the intellectual development of the student but also the moral, social, cultural and physical development of the individual. Programs and services exist which provide opportunities for this total educational experience.

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
- Reporting a Building + Computer Problem
- Emergency + Safety Preparedness

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

D. Student Bar Association

The Student Bar Association (SBA) was organized in the spring of 1952 and includes all law students enrolled in the day and evening programs of the College of Law. The SBA is governed under a constitution adopted by students. The SBA's purpose is to provide a means of closer unity among all students and to foster mutual cooperation and understanding between the student body, the law faculty, and the legal profession. The SBA of Loyola is a member of the Law Student Division of the American Bar Association.

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

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

a. International Law Society

The International Law Society has been of particular interest to LL.M. students in the past. International Law Society, an affiliate chapter of Association of Student

International Law Societies, is dedicated to the understanding of various legal systems of the world. A series of seminars featuring international authorities is designed to highlight similarities and differences between United States legal systems and those of other countries. The society is an information source for summer legal study abroad and legal internships with foreign law firms.

Please see their website for more information:

<http://law.loyno.edu/international-law-society>

E. Law Ministries

University Ministry at the Law School seeks to provide spiritual services to the Law School community. To do this, University Ministry offers a wide range of events and services to the faculty, students, and staff of the Law School.

Just some of University Ministry at the Law School's events and activities include:

- An Evening with Archbishop Aymond
- Night Fevers/Meet with the Deans
- Peanut Butter and Prayer
- Surviving the Stress of Law School as a Couple
- Red Mass
- Interfaith Memorial Service
- Law Thanksgiving Dinner
- Law Graduation Mass
- Race Judicata 2013

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>

F. 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>

G. University Police

The University Police Office is located in Biever Hall (1st 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/>

a. Safety Tips in New Orleans

- Plan ahead. Know where you are going before you go. Locate the street on the map, and find out the telephone number. If you need help, ask other students, both international and U.S., or visit the CICP or CIE offices.
- Don't look and act like a tourist. Look confident and be aware of the environment around you. Walk quickly and with someone, especially after dark. Face traffic and stay visible. Avoid isolated areas and cutting through parks. Leave your expensive handbag at home.
- Take only as much money as you think you will spend.
- Leave your original passport and immigration documents in your room.
- Go in groups. If you are going out, go out with friends, and return with friends. A group of people will attract less attention than a single person.
- Take taxis at night. The streetcar and bus are fine during the day, but the safest and surest way of getting around at night is by taxi.
- When driving, always keep your car doors locked.
- Use the Safe Ride Program from 8 p.m. to 4 a.m. for transportation off-campus in the University area. 314-7233 (SAFE).
- University Police offers Safety Escorts 24 hours per day to anywhere on both campuses and the surrounding streets. Call University Police at 865-3434.
- Avoid local scam artists that try to take your money. If you are offered a deal that seems too good to be true, it probably is.

If you are confronted or attacked, please follow the procedures below:

- Do not resist unless you are being forced into a vehicle or taken to another location. If the perpetrator is trying to force you into a car, fight back, run, and shout.
- Remain as calm as possible. Look at the perpetrators, but do not stare.
- Give the perpetrator whatever he or she wants. Most likely the perpetrator will only want your money, but if he or she wants your shoes, jewelry, or other belongings, do not hesitate to give them away. You can replace things. You cannot replace your life.
- Go to a safe location and contact the police immediately. Be prepared to give your name and address, as well as a description of the perpetrators and the location of the incident. If you are off campus, call 911. If you are on campus, you can call 911 or 865-3434.

H. 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>

I. 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 and we can accept checks from students, faculty, and staff. Post office hours are 8:30 a.m. to 4:00 p.m. Monday through Friday.

a. Mail Service in the Residence Halls

You will be assigned a mailbox when you arrive on campus. Mail is distributed Monday through Saturday. Your mailing address will be:

Buddig Hall Residents:

Your full name
Buddig Hall
100 La Salle Court
Loyola University
New Orleans, LA 70118

Cabra Hall Residents:

Your full name
Cabra Hall, Broadway Campus
Loyola University
New Orleans, LA 70118

Biever Hall Residents:

Your full name
Biever Hall
200 La Salle Court
Loyola University
New Orleans, LA 70118

Carrollton Hall Residents:

Your full name
Carrollton Hall
300 La Salle Court
Loyola University
New Orleans, LA 70118

Please see the Post Office website for more information:

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

J. Loyola University New Orleans Bookstore

The Loyola University New Orleans Bookstore is located on the 1st 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. To check your book lists for the current semester, please see the textbook page of the Bookstore website:

<http://www.bkstr.com/CategoryDisplay/10001-9604-108404-1?demoKey=d>

K. Office of Law Records

The Office of Law Records is located on the 3rd floor of the College of Law Building, Rooms 348 and 349. The Law Records staff is available to help you with matters pertaining to academic calendars, the attendance policy (80% rule), course descriptions, the law bulletin, independent study sign-up, the student handbook, bar exam requirements, examinations (including rescheduling of exams, exam dates/times/locations, exam numbers, policies), class schedules, transcript requests, and graduation requirements (application and audits).

a. LL.M. Examination Information

All LL.M. students are entitled to time-and-a-half for all examinations.

Also, all LL.M. students will be provided with translation dictionaries (native tongue to English / English to native tongue) for all examinations.

Please see the Office of Law Records' website for more info on services, requisite forms, and staff contact information:

<http://law.loyno.edu/law-records>

L. Center for International and Comparative Programs

Loyola University New Orleans College of Law's emphasis on comparative and international law has generated curricular innovation and numerous programs offering students and faculty opportunities to study and develop expertise in this growing field.

Loyola's Summer Legal Studies programs are an important component of Loyola College of Law's international focus. Loyola currently sponsors established foreign programs in Vienna, Austria; Rio de Janeiro, Brazil; San José, Costa Rica; Spetses, Greece; Budapest, Hungary; Cuernavaca, Mexico; and Moscow, Russia.

These programs offer a broad selection of comparative and international law courses with particular emphasis on those relevant to the host countries' legal systems and cultures. In summer 2013, over 100 students from throughout the U.S. and the world participated in these programs. Loyola's foreign summer programs are open to LL.M. students.

In addition to its many Summer Legal Studies programs the College of Law now annually sponsors:

- A one-week instructional field study in Europe that tours the leading institutions of and interacts with the judges and lawyers of the European Union: Brussels, Luxembourg, Strasbourg and Paris;
- An 8-day field study which explores "Legal History and Current Legal Events in Turkey and Greece," visiting Istanbul, Kusadasi, and Ephesus in Turkey, and the Island of Samos and Athens in Greece.
- The Annual Visiting Michaelle Pitard Wynne program that sponsors a distinguished foreign scholar each year to offer a special seminar in current issues of international law;
- The VIS International Arbitration Moot competition in Vienna, Austria involving Loyola faculty and a team of Loyola students; and
- Regular visits of law faculty between Loyola and many foreign institutions.

This burgeoning activity produces many opportunities for the study of international and comparative law, including frequent scholarly events, such as public addresses and faculty colloquia, and many faculty publications in comparative and international law journals.

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

M. Academic Success Program

The College of Law Academic Success Program complements the law school curriculum to assist students in attaining academic success and is an integral part of Loyola Law School's commitment to the academic achievement of all students. The Academic Success Program recognizes that students have diverse learning methods and backgrounds that affect their performance in law school. The program provides presentations, workshops, skills seminars, and study groups on such topics as brief writing, test taking, issue spotting, essay writing, and time and stress management. The program also provides professional academic guidance and one-on-one tutorials to enhance studying, analysis, comprehension, and writing. Individual meetings with Academic Success Professors allow students to focus on their specific academic strengths and weaknesses to assess the best approach for achieving academic success.

The Program is open to all students.

The Academic Success Program office is located in Room 402. Appointments may be made with any of the Academic Success professors. Please see the website for more information:

<http://law.loyno.edu/academic-success-program>

N. 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.

a. Accessing WolfMail and LORA

Please see the WolfMail and LORA access guide emailed to you.

b. 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 our Blackboard Manager, Jon Gallaway, at jgallawa@loyno.edu or 504-864-7168.

IX. 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://norta.com/fares_passes/index.html

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

http://norta.com/fares_passes/Sales_Locations/index.html

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

http://norta.com/Maps_Schedules/index.html

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 is the bike shop closest to Loyola. Please see their website for more information on inventory, hours, etc.:

<http://www.gnocyclery.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

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.

International students 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), 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://magazinestreet.com/>
- <http://www.bestofneworleans.com/>
- <http://www.neworleansrestaurants.com/restaurants/>
- <http://www.whereyat.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.neworleansonline.com/neworleans/multicultural/whatyousay.html>
- <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

Mailing Address:

Center for International Education

6363 St. Charles Avenue, Box 205
New Orleans, LA 70118

Office Phone: 504- 864-7550

Fax: 504-864-7548

E-mail: 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