

## MEMORANDUM

**TO:** Fall **2015** Entering Class - **Delaware Campus**

**FROM:** Barbara Ayars  
Assistant Dean for Admissions

**SUBJECT:** Requirements for Matriculation  
Miscellaneous Information

Congratulations on your admission to Widener Law. This memorandum contains important information for all members of the **2015** entering class.

**1. Requirements Regarding Measles, Mumps and Rubella**

Attached is a memorandum from the Registrar regarding relevant State of Delaware regulations requiring evidence of immunity to Measles, Mumps and Rubella prior to your matriculation at Widener Law. The evidence required for proof of immunity is explained in the attached memorandum. Proof of immunity must be submitted to the Admissions Office prior to your enrollment.

**2. Students with Disabilities**

Please contact the Office of Student Affairs immediately at (302) 477-2142 to request any reasonable accommodation due to a disability. If you seek accommodations as a result of a learning disability or other disability which is not readily apparent, please submit medical documentation describing the disability and indicating the type of accommodation requested. This documentation will be required by the Dean of Students in order to make the necessary accommodation upon matriculation.

The University's ADA Coordinator will make an independent assessment of all accommodation requests. If you are granted examination accommodations at the Law School, you should be aware that the Board of Law Examiners in the jurisdiction(s) where you seek to sit for the bar examination may not base their decision (on accommodations) on your receipt of examination accommodations in law school.

The standard for granting accommodations and the documentation required by each jurisdiction may differ from the Law School requirement.

### **3. Tuition for 2015-2016 Academic Year**

Tuition figures for the 2015-2016 academic year will be based on a per credit charge. The links below will provide the current information regarding tuition and will be updated for the 2015-2016 academic year when the information becomes available.

<http://law.widener.edu/Admissions/Discover/CostsandFinancialAid/TuitionandFees.aspx>

<http://law.widener.edu/Admissions/Discover/CostsandFinancialAid/CostofAttendance.aspx>

**CampusCruiser, Widener Law's online portal**, will provide access to Financial Aid Awards, Student Schedules, Tuition, etc.

**CampusCruiser usernames and passwords are available within one week of your acceptance date. Wait one week, then [log into CampusCruiser](#) using your Social Security Number to obtain access.** Click on the "webadvisor" tab underneath the Widener University logo. Search through the links along the left column. Student Schedules, Financial Profile, Student Account and Financial Aid Award information can be viewed there as the information becomes available. Financial Aid awards will be posted beginning in mid-March. Your tuition billing information will be available in June through CampusCruiser. In order to access your online bill, you will need your ID and Pin obtained by clicking on "What's My ID and Pin." Your tuition bill can be accessed by clicking on "My Online Student Account".

Please contact ITS at 302-477-2196 if you have difficulty logging into CampusCruiser. Please call Admissions with any other questions.

### **4. Materials for Prospective Law Students - Law Library**

If you are interested in suggested readings for prospective law students, you may access:

<http://law.widener.edu/LawLibrary/Services/OtherServices/SuggestedReadings.aspx>

These readings are by no means required. However, you may find some of the selections enjoyable as you await the start of your law school career.

## 5. **Orientation**

*Please be prepared to wear professional business attire for the Welcome to the Profession Ceremony on the first night of Orientation.*

You will receive a detailed Orientation/Introduction to Law Program schedule with your registration materials from the Office of the Registrar after financial clearance in mid July. You will be considered financially clear to attend classes upon payment of your tuition bill and/or upon full completion of all financial aid paperwork. Please contact the Financial Aid Office if you need assistance.

## 6. **Law School Calendar**

The link below will provide the current law school calendar for the 2015-2016 academic year.

<http://law.widener.edu/Gateway/CurrentStudents/DelawareStudents/AcademicResources/AcademicCalendar.aspx>

## 7. **Character and Fitness Information Disclosure**

### **Please note:**

**In addition to a bar examination, there are character, fitness and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners at [www.ncbex.org](http://www.ncbex.org).**

Moreover, indicated in the Widener University School of Law application,

*“Any false or misleading statement, incomplete or inaccurate information, omissions of required information or failure to update changes in information in this application may cause you to be denied admission; OR if admitted, to be dismissed from the School of Law or cause your degree to be revoked by the dean, and may jeopardize licensure with the Boards of Bar Examiners.”*

You should also carefully review the language contained in the Character and Fitness Questions of the Law School application. For instance please note:

*“(You must include any instance of driving under the influence and offenses which have been expunged or occurred while a juvenile, including disorderly persons’ offenses.)”*

Responses to the character and fitness questions on law school applications are reviewed by bar examiners in many jurisdictions. Any discrepancies may adversely affect your admission to the bar. Juvenile or minor matters for which the court has sealed the records must also be disclosed. Many bar examiners take the position that the records are not sealed for purposes of admission to the bar. Failure to disclose even minor infractions is often of greater concern to bar examiners than the gravity of the original offense.

You have a continuing duty to update the information you provided in response to the Character and Fitness section of the Law School application. Please notify our office of any academic or disciplinary actions occurring after submission of your application. In the event that there have been incidents which would cause you to change your response to the Character and Fitness questions on the law school application, please provide us with a revised response, including a detailed explanation of the incident(s).

Again, if you answered affirmatively to any of the questions, you are advised to contact the Board of Bar Examiners in the state(s) in which you intend to seek admission, as this prior conduct may affect your ability to sit for the bar examination and/or be granted admission to the bar.. Addresses for all relevant agencies are available through the National Conference of Bar Examiners at [www.ncbex.org](http://www.ncbex.org).

#### **8. Official Transcript Reminder**

Your acceptance is conditioned upon receipt by the Law School of an official transcript showing successful completion of your undergraduate studies and the award of your baccalaureate degree. Your transcript submitted to LSAC will suffice provided it confirms the award of your baccalaureate degree. Otherwise, please contact your undergraduate institution to request that an official transcript be forwarded to the Admissions Office. We must receive your official transcript no later than the start of Orientation in August.

#### **9. Summer Hours**

Beginning in late May the Law School will follow its summer hour's schedule. Hours are extended Monday through Thursday. All offices will be closed on Friday. For specific hours please contact the individual offices. A list of office telephone numbers is attached.

#### **10. Health Insurance**

Information packets will be available at or soon after Orientation.

**11. Computer Compatibility**

For those contemplating the purchase of a computer or laptop and would like information regarding Widener's computer systems and the compatibility with your computer hardware, please contact our Information Technology Services Department at (302) 477-2196 or at <http://law.widener.edu/CampusLife/ComputerITServices.aspx> .

**12. Tobacco-Free Policy**

In order to promote a healthy environment for students, faculty, staff, and visitors, Widener University is tobacco-free on all four campuses. The Tobacco-Free Policy applies to all university faculty, staff, students, visitors, contractors and guests at all times. The use of tobacco, including smoking, is prohibited within university facilities, outdoor areas, and university owned vehicles. Although this initiative is relatively new for Widener, we are following the lead of many colleges and universities throughout the nation whose campuses are currently tobacco-free.

**13. Seat Deposit Payment**

If you plan to attend Widener University School of Law, you must submit your non-refundable \$400.00 seat deposit by April 1<sup>st</sup>. Please submit your seat deposit online with a credit card at <http://widener.edu/marketplace> or by calling the Bursar's Office at (302) 477-2181. If you are accepted after April 15, your deposit is due within 2 weeks of acceptance. Your seat deposit will be credited toward your tuition if you matriculate at the Law School.

**14.** If at any time you have any questions, please contact us.

**DELAWARE CAMPUS TELEPHONE NUMBERS**

Admissions	(302) 477-2703
Financial Aid	(302) 477-2272
Registrar Office	(302) 477-2170
Bursar's Office	(302) 477-2181
Office of Student Affairs	(302) 477-2142
Library	(302) 477-2244
Bookstore	(302) 478-0606
ITS	(302) 477-2196

**TO: INCOMING STUDENTS**  
**FROM: REGISTRAR'S OFFICE**

**NOTICE REGARDING IMMUNIZATIONS**

The State of Delaware regulations provided to us by the State Division for Disease Prevention require that all full-time day and evening students show evidence of immunity to **Measles, Rubella, and Mumps** prior to enrollment. Only those students with religious conflicts, medical contradictions or who were born prior to January 1, 1957 are exempt from these requirements.

Evidence of immunity is as follows:

**Measles**

- Physician documented history of measles immunity; or
- Serological confirmation of measles immunity; or
- A documented receipt from a physician or health facility showing that **two doses** of measles vaccine were administered after twelve months of age, with at least one immunization after fifteen months of age.

**Rubella**

- Laboratory evidence of antibodies to rubella virus; (A physician statement of disease is not sufficient for rubella); or
- A documented receipt from a physician or health facility showing that rubella vaccine was administered on or after twelve months of age.

**Mumps**

- Physician diagnosed history of mumps disease; or
- Laboratory evidence of immunity; or
- A documented receipt from a physician or health facility showing that mumps vaccine was administered on or after twelve months of age.

Any student who presents a notarized document stating that immunization is against their religious beliefs or where a licensed physician certifies that immunization may be detrimental to the student's health will have the requirement waived.

**You must submit evidence of immunity to the law school prior to matriculation at Orientation.**

If you have any questions, please feel free to contact our Registrar's Office at 302-477-2710.

**WIDENER UNIVERSITY SCHOOL OF LAW**

**ADMISSIONS WITHDRAWAL FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

SS#: (last four digits) \_\_\_\_\_

\_\_\_\_\_ **Please withdraw my application for the fall 2015 entering class.**

Return this form to:

Barbara Ayars  
Assistant Dean for Admissions  
Widener University School of Law  
4601 Concord Pike  
Wilmington, DE 19803

**Email:** [lawadmissions@widener.edu](mailto:lawadmissions@widener.edu)

**Fax:** 302-477-2224