



Welcome to the First-Year Class - Law '12!

Important Information for the Transition to Law School

Please make sure that you have seen the 2009-10 Guide to Registration and Fees produced by the Office of the University Registrar: see <http://www.queensu.ca/registrar/bluebook/index.html>.

1. Get NET ID

NETID is necessary to access the wireless network at Queen's, to access the Queen's Portal and to set up your Queen's University email account.

You will need your **Queen's Student Number** (in your offer letter) and your **date of birth** to obtain your NET ID.

Please go to the website of the University Registrar at <http://www.queensu.ca/registrar/> and click on NET ID and see info about Net ID at <http://www.queensu.ca/its/netid.html>. If you have a problem, you can call 613.533.6611 or submit the Queen's ITS online support form at <http://www.queensu.ca/its/apps/forms/itsc/helpform/>.

The Queen's Portal provides information relevant to events across the Queen's campus. See <https://portal.queensu.ca/portal/dt>.

The Queen's Law community tends to rely more on the law website at <http://law.queensu.ca/>, listserv communications within the Faculty of Law and the plasma screen in the Macdonald Hall atrium. For more information about the Queen's Law listservs, please see <http://law.queensu.ca/students/jdProgram/listserv.html>.

Nancy Somers (somersn@queensu.ca), Manager of the Academic Program, will join new incoming students to the relevant listservs later in August, by which time your Net ID and Queen's addresses should be set up.

2. PAY YOUR FEES: Acceptance Deposit, Minimum Tuition Deposit, Ancillary Fees, Balance of Tuition

See <http://www.queensu.ca/registrar/fees/index.html>.

Queen's University does not issue or mail invoices for student fee accounts. You must check your student fee account on QCARD. See <http://qcard.queensu.ca/>.

New incoming domestic law students in first year and the upper years are assessed tuition at the rates in Table 5 at <http://www.queensu.ca/registrar/fees/ug-dom.html>.

Total domestic tuition fees and ancillary fees are \$13,251.25 for the 2009-10 academic year for new incoming domestic law students.

The **minimum tuition payment** for new domestic law students without charges for residence accommodation at Queen's is \$1,000 of which \$300 has already been paid by your acceptance deposit.

The **minimum tuition deposit** must be paid **before August 1st, 2009**. **Payment will activate your first year course registrations**. See http://www.queensu.ca/registrar/register/f_w_important_dates.html.

If you were awarded a law admissions scholarship or a law entrance bursary, those funds should be applied to your Queen's student account by July 20th, 2009 and can be used toward payment of the minimum tuition payment due August 1st, 2009.

Students in financial hardship **may apply to defer the payment of the minimum tuition deposit**. If granted, the deferral of payment would be to September 30th, 2009. Such an application must be made to the Office of the University Registrar **prior to July 17th, 2009**. See <http://www.queensu.ca/registrar/awards/pdfs/DeferralFW0910.pdf>

Full payment is due on or before September 30th, 2009. Please see the undergraduate domestic fee table for Law at <http://www.queensu.ca/registrar/fees/ug-dom.html>.

Information about fee payment methods can be seen at <http://www.queensu.ca/registrar/fees/payment.html>.

New international law students (other than international exchange students) in first year and in the upper years are assessed tuition at much higher rates. Please see the details at <http://www.queensu.ca/registrar/fees/ug-intnl.html>.

For full information about student activity fees, options, health and dental care benefits as a member of the Society of Graduate and Professional Students (SGPS), see <http://www.sgps.ca/info/fees.html>.

3. REGISTRATION

(a) Registration in First Year Courses, First Year Small Sections, start date for classes
The 2009-10 Guide to Registration and Fees can be accessed from the website of the University Registrar at <http://www.queensu.ca/registrar/bluebook/index.html>.

The Faculty of Law will assign you to your first year small sections and register you in your first year. First year law students do not use QCARD to register in first-year law courses.

You will be assigned to a first year small section in either Torts, Contracts, or Criminal Law. You will travel to all the other mandatory first year courses with your section and be paired with each of the other first year small sections. This system allows you to become acquainted with all the first-year students in each of the small sections.

The Dean's Welcome and First-Year Mini-classes are held on the morning of **Wednesday September 9th, 2009**. The regular first-year class schedule starts on Thursday September 10th, 2009.

(b) Photo Id And Enrolment - Queen's University and Faculty of Law Processes

(i) Queen's University Student Photo ID and Validation of Student Card

See <http://www.queensu.ca/registrar/studcard/index.html>

You will receive a photo ID and validated student card at the session for law students on **Wednesday September 9th from 2:00 to 3:00 p.m. in the Bews Gym**, Physical Education Center on Union Street. **Bring your student number**. You will be taken there with your Orientation QC Group. **You must have paid the minimum tuition fee due before August 1st, 2009**, for the student card to be validated. Once you have validated your Queen's Photo ID student card, you can pick up your OSAP documentation (if applicable) from Gordon Hall, Room 225.

(ii) Faculty of Law Photo ID and Enrolment Verification Session

Tuesday September 8th, 2009 from 9:00 a.m. to 11:00 a.m. Macdonald Hall, Room 100.

Your faculty photo is taken to assist instructors and administrative staff to identify you. You will receive information about your first year small section and your class list at this session.

(c) QCARD – Update your Address and Emergency Contact Information

Go to the central University Registrar's website and make sure that you update your address information with your new Kingston address, contact information and emergency contact information for the 2009-10 academic year. See

<http://www.queensu.ca/registrar/address-names/index.html#addressinfo>.

4. FINANCING YOUR LEGAL EDUCATION

(a) Bursaries –needs based non-repayable grants from Queen's University

Please see the Queen's Student Awards website at

<http://www.queensu.ca/registrar/awards/toolbox/tool-applications.html#Bursary>

Many members of the first year class applied for and received a Queen's Law Entrance Bursary to help defray the costs of the fall term. If you did not apply, but require needs-based funding for the academic year, **you can apply for a Queen's General Bursary before October 31st, 2009**. If your application is assessed as eligible, the funds are disbursed to assist with costs in the winter term.

(b) Government Student Loans

See the Student Awards website at <http://www.queensu.ca/registrar/awards/>.

Incoming students **should be applying for government student loans as soon as possible** so that the amount of loan assistance will be known and processed in time for the start of the academic year. To obtain enrolment confirmation to support government loan applications, please contact the Queen's Student Awards Office at 613.533.2216. Karen Green in the Student Awards Office should be able to assist you. She can be reached at greenk@queensu.ca.

(c) Law Entrance Scholarships by Application due September 30th, 2009

Several law entrance scholarships require applications at the end of September: the **Faculty of Law Dean's Council Diversity Awards**, the **Newton Rowell Entrance Scholarships in Law** and the **David and Pearl Tobias Entrance Scholarship**. The Allan Findlay Memorial Entrance Scholarship is not available in the 2009-10 academic year. See:

<http://www.queensu.ca/registrar/awards/toolbox/LawAwards.html#LawEntrSchlAwd>.

(d) Professional Student Line of Credit

Some students will need to access a private line of credit to help defray the costs of the 2009-10 academic year. Most banks, including RBC and Scotiabank have special plans for law students to qualify for credit and to provide more favourable rates of interest. For contact info about the Kingston reps for banks with professional student lines of credit programs see

<http://law.queensu.ca/students/jdProgram/finances.html>.

(e) Self- service - Verification of Enrolment Form through QCARD

If you require a verification of enrollment form for negotiating a line of credit, an RESP, external scholarships or awards or provincial healthcare insurance forms, see

<http://www.queensu.ca/registrar/awards/ONLINEVERIFICATIONOFENROLMENTFORM.htm>

5. ORIENTATION

The Orientation Schedule of events begins the evening of Labour Day Monday, September 7th, 2009. The Orientation Registration Form, the Orientation Schedule, Orientation Handbook and other information needed by incoming new students will be on the Orientation webpage at <http://law.queensu.ca/students/jdProgram/firstYear/orientation09.html>.

The site is under construction, but should be ready before the end of July.

6. WELCOME RECEPTIONS

Cathy Longo, Law '10 Vice President Activities for the Law Students' Society is organizing Welcome Receptions in August at locations across Canada for new incoming law students. Details for these events have not yet been finalized. Information will be posted on the Orientation website at <http://law.queensu.ca/students/jdProgram/firstYear/orientation09.html> when it becomes available.

7. FINAL TRANSCRIPTS

If you have not already done so, you should arrange to send through OLSAS a complete official transcript for any previous undergraduate or graduate degree completed for your student file at the Faculty of Law. The transcript should include a notation that the prior degree(s) was/were conferred.

8. TEXTBOOKS

Once you are assigned to your first year small sections by the end of July, your course registrations can be seen in QCARD. See <http://www.qcard.queensu.ca/>. You can check which texts have been selected by your instructors by clicking on the link at <http://www.campusbookstore.com/Textbooks/SearchEngine/>. **Since section assignments can change right up to September 7th, we recommend that new first year students wait until after their mini-classes on September 8th to purchase texts.**

9. SPECIAL NEEDS ARRANGEMENTS

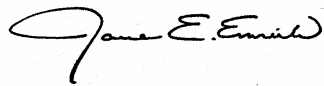
Helen Connop, Manager of Education and Equity Services for the Faculty of Law can assist you to make arrangements and refer you to the appropriate services. Helen can be reached by email at hc5@queensu.ca, by telephone at 613.533.6000 ext. 78147. Her office is in Room 107, Macdonald Hall. Please see <http://law.queensu.ca/students/educationEquity.html>

Students with special needs should contact Queen's Disability Services to initiate an assessment and to file their most recent assessment report so that recommendations for classroom, test and examination accommodations can be developed and implemented in a timely way. Please see the website of Health Counselling and Disability Services at <http://www.queensu.ca/hcds/ds/index.html>.

If you require adaptation of course materials, please contact Queen's Library Services for Students with Disabilities **as soon as possible** at <http://library.queensu.ca/websrs/services-Index.html>.

If you have any further questions, please do not hesitate to contact the Student Services Office of the Faculty of Law at 613.533.2220. The office is in Room 200, Macdonald Hall. I can be reached at emrichj@queensu.ca or by telephone at 613.533.6000 ext. 74283. My office is in Room 513, Macdonald Hall.

I wish you a pleasant summer and I look forward to meeting you in the fall.
Best wishes,



Assistant Dean of Students
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