



**Welcome to New Upper Year Transfer, Advanced Standing Transfer, LOP, NCA, Common Law-Civil Law Degree and International Exchange Students**  
**Important Information for the Transition to Law School 2009-10**

Please make sure that you have seen the Guide to Registration and Fees published 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/>. Click on Net ID at

<https://netid.queensu.ca/idm/user/registerEdit.jsp?id=%23ID%23E89751A0863305D5%3A-7B494120%3A122439D47AF%3A-1503>. 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](mailto: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 1<sup>st</sup>, 2009**. **Payment will activate your course registrations.** See [http://www.queensu.ca/registrar/register/f\\_w\\_important\\_dates.html](http://www.queensu.ca/registrar/register/f_w_important_dates.html).

If you were awarded a law entrance bursary, those funds should be applied to your Queen's student account by July 20<sup>th</sup>, 2009 and can be used toward payment of the minimum tuition payment due August 1<sup>st</sup>, 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 30<sup>th</sup> 2009. Such an application must be made to the Office of the University Registrar **prior to July 17<sup>th</sup>, 2009**. See <http://www.queensu.ca/registrar/awards/pdfs/DeferralFW0910.pdf>

**Full payment is due on or before September 30<sup>th</sup>, 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>.

**International Exchange students pay tuition to their home university.** For full information pertaining to incoming international exchange students, please see <http://www.queensu.ca/registrar/international/index2.htm> and <http://quic.queensu.ca/>.

For full information about ancillary fees, student activity fee 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 Courses**

**You are required to make your course selections with the Academic Program Manager, Nancy Somers of the Faculty of Law. Once selected, those course**

**registrations will be entered into the QCARD system by the Faculty.** Nancy Somers can be reached at [somersn@queensu.ca](mailto:somersn@queensu.ca) or by telephone at 613.533.6000 ext 75318.

Many of you will have a blend of first year courses and upper year courses. Please note that **classes start for your upper-year courses on Tuesday September 8<sup>th</sup>, 2009.** The **Faculty of Law Photo ID and Enrolment Verification session is held that morning from 9 a.m. to 11:00 a.m. in Macdonald Hall, room 100.** Please attend to have your photo taken in that timeframe and to pick up other helpful information.

The first day of first-year classes are the mini-classes on the morning of **Wednesday September 9<sup>th</sup>, 2009.** The regular first year class schedule starts on Thursday September 10<sup>th</sup>, 2009.

The **add/drop period** when you can make changes to your upper-year course registrations through QCARD runs from **Tuesday September 8<sup>th</sup>, 2009 at 8:00 a.m. and runs to Tuesday September 15<sup>th</sup>, 2009.**

**(b) Photo ID and Enrolment Verification**

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

Information received from the University Registrar directs you to complete a form and forward a student photo for your Queen's Student Card. See <http://www.queensu.ca/registrar/studcard/index.html>. This is used to produce your Queen's University Student Card which you will pick up at the registration session for Law Students on **Wednesday September 9<sup>th</sup> from 2:00 to 3:00 p.m. in the Bews Gym, Physical Education Center** on Union Street. **You will need your student number.**  
**Note: You must have paid the minimum tuition fee due before August 1<sup>st</sup>, 2009, for the student card to be validated.**

**(ii) Faculty of Law Photo ID and Enrolment Verification Session** is held on **Tuesday September 8<sup>th</sup>, 2009 from 9:00 a.m. to 11:00 a.m. in Macdonald Hall, Room 100.** Your faculty photo is taken to assist instructors and administrative staff to identify you. **This session is required for all new incoming students.**

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

Go to the central University Registrar's website and make sure that you update your new 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>.

If you require needs-based financing for the academic year, you can apply for a Queen's General Bursary before October 31<sup>st</sup>. If assessed as eligible, the funds are disbursed to assist with costs in the winter 2010 term.

**(b) Government Student Loans**

See the Student Awards website at

<http://www.queensu.ca/registrar/awards/government.html>. 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](mailto:greenk@queensu.ca).

**(c) Faculty of Law Dean's Council Diversity Awards Scholarship Application due September 30<sup>th</sup> 2009**

Law students registered in any year of the J.D. degree program are eligible to apply for the **Faculty of Law Dean's Council Diversity Awards** by the end of September. Please see <http://www.queensu.ca/registrar/awards/toolbox/LawAwards.html#LawEntrSchlAwd>.

**(d) Student Line of Credit**

Some students will need to access a private line of credit to finance 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 7<sup>th</sup> 2009**. The Orientation Registration Form, the Orientation Schedule and other information needed by incoming new students is at <http://law.queensu.ca/students/jdProgram/firstYear/orientation09.html>. New upper year students are encouraged to participate in Orientation events that do not conflict with their classes.

## **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 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 degree(s) was/were conferred.

## 8. TEXTBOOKS

Once you have arranged your course selections with Nancy Somers and paid your minimum tuition deposit, you should be able to see your courses 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/>.

Many upper year law students offer their used texts for sale early in September. If the instructor has not changed the text, this is a means of saving on the costs of books.

## 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](mailto: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>.

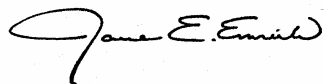
If you require adaptation of course materials, please contact Queen's Library Services for Students with Disabilities **as soon as possible** at <http://library.queensu.ca/websrs/services-Index.html>.

Students with special needs should contact Queen's Disability Services to initiate an assessment and file their recent assessment documentation so that recommendations for classroom accommodations, test and examination accommodations can be developed and implemented in a timely way. For relevant deadlines, please see <http://law.queensu.ca/students/educationEquity.html> and <http://www.queensu-hcds.org/ds/>.

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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](mailto:emrichj@queensu.ca) or by telephone at 613.533.6000 ext. 74283. My office is in Room 513, Macdonald Hall.

Best wishes,



Assistant Dean of Students  
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