



SANTA CLARA UNIVERSITY
SCHOOL OF LAW

**FIRST-YEAR JD
ORIENTATION HANDBOOK
FALL 2020**

Welcome to Santa Clara University School of Law! This handbook contains important information for entering students. You will find details about registration, orientation, tuition, financial aid, the academic calendar, course schedules, student identification cards, parking permits, and other related matters. Please read this information carefully. If you have any questions, please contact the Law Admissions & Financial Aid Office by email.



Law Admissions & Financial Aid
Charney Hall 109

LawAdmissions@scu.edu

LawFinancialAid@scu.edu

Phone: 408-554-5048

Fax: 408-554-7897

Santa Clara University

500 El Camino Real

Santa Clara, CA 95053-043

IMPORTANT ACTION ITEMS!!! THINGS TO DO BETWEEN NOW AND ORIENTATION

We will register you for classes in early August following the financial clearance deadline. However, your registration will not be complete until you do all of the following:

FINANCIAL CLEARANCE

Pay tuition or have your financial aid in place by the **July 15** financial clearance deadline. Please note, incoming 1Ls have an earlier clearance deadline than returning students. If you have not already done so, be sure to accept your financial aid on [eCampus](#). **You can decline the Grad PLUS loan on eCampus, but you CANNOT accept the Grad PLUS Loan via eCampus as this is a credit-based student loan that requires a separate application.** If you are applying for a Federal Direct PLUS Loan, please do so no sooner than mid-June. You can use this anticipated aid to clear your tuition balance. For information about payment methods go to the [Bursar's Office](#) page. Remember the financial clearance deadline is the **due date** not the submitted by date. Also be sure to sign up for [Direct Deposit](#) to get any financial aid refunds in a timely manner.

LOAN ENTRANCE COUNSELING & MASTER PROMISSORY NOTES

Complete the online Financial Aid [Entrance Counseling](#) and sign the [Master Promissory Note \(MPN\)](#) for the unsubsidized Federal Direct Loan and Federal Direct PLUS Loan **in mid-June**. Your federal financial aid will not disburse into your account and you will not be able to obtain your refund until you have done both. We strongly recommend that you do this at least two weeks prior to coming to campus.

OFFICE OF ACCESSIBLE EDUCATION

Students requesting accommodations must register with the Office of Accessible Education (OAE) by completing the online application at <https://www.scu.edu/oae/>. Once the student has provided all the necessary documentation and completed the application, OAE will review the submitted materials and follow up accordingly. Please note, all information and documentation submitted to OAE are confidential.

TRANSCRIPT REQUIREMENT

Submit an official copy of your undergraduate transcript showing the date your baccalaureate degree was conferred.

The School of Law requires that all students hold a baccalaureate degree before matriculation at Santa Clara. Newly admitted students must have their undergraduate college or university forward an official transcript showing the date the degree was conferred, to the Law School Admission Council. They will update your CAS report and provide the transcript to Santa Clara. We must receive the transcript no later than the first day of orientation or you will be at risk of being administratively withdrawn from the School of Law. **Students who fail to resolve an outstanding transcript issue by October 1 will be administratively withdrawn from the School of Law, and will be responsible for all tuition due as a result of the withdrawal.** Note that students who are administratively withdrawn will have their scholarship offers rescinded, and their federal aid subject to Return to Title IV calculations, which could result in an outstanding tuition balance.

☐ **HEALTH HISTORY AND IMMUNIZATION RECORD**

Beginning with the 2020/2021 academic year, Santa Clara University will **require all first year students to have had the Measles, Mumps and Rubella (MMR) vaccine**. In addition, **all first year students coming from countries labeled as high Tuberculosis (TB) burden countries** by WHO (the World Health Organization) **are required to have TB screening/skin test**. Please visit the Cowell Center website at <https://www.scu.edu/cowell/student-health-services-shs/medical-services/immunization-services/> or see a list of those counties at <https://www.vdh.virginia.gov/content/uploads/sites/175/2020/01/High-Burden-TB-Countries-2020.pdf> for more details.

First year students are **required to submit proof of the MMR vaccine and TB screening/skin test** (if required) by providing an official immunization record from your doctor of your full immunization record.

Your official immunization record can be uploaded through the COWELL CENTER, My Student Health Portal from the [MySCU Portal](#).

1. To access the MY SCU Portal you will need your SCU username and password.
2. Once inside the MY SCU Portal, please click on the COWELL CENTER, My Student Health Portal.
3. Once inside COWELL CENTER, My Student Health Portal, please confirm your date of birth.
4. You can complete the “Immunization page” but you **must upload an official copy of your immunization record**.

An official immunization record from your doctor is required. Students must upload the immunization document in the Cowell Center My Student Health Portal.

First year students must also complete the medical history form *online* through the COWELL CENTER, My Student Health Portal from the [MySCU Portal](#). To access the MY SCU Portal you will need your SCU username and password.

It is each student’s sole responsibility to complete both of these forms.

☐ **HEALTH INSURANCE**

Purchase the University sponsored health insurance (www.scu.edu/cowell/insurance) plan or complete the online waiver form (www.scu.edu/cowell/insurance) by the **August 21, 2020 deadline date**. All students will be subject to the process below:

- **After June 24, 2020** - Online Health Insurance Waiver form **must be completed by July 21, 2020** in order to avoid being charged the health insurance premium on your student account.
- **By August 21, 2020**, the Online Health Insurance Waiver must be completed in order to have the health insurance charge reversed within 3-5 business days.
- **After August 22, 2020** - The health insurance charge of **\$2,911.00*** will remain on the student account until paid. **THIS CHARGE WILL NOT BE REVERSED** and must be paid along with any late payment fees.

*Health insurance premium charge subject to final approval from CA Division of Insurance for the 2020/2021 insurance plan benefits and premium.

ORIENTATION WEEK

Attendance at Orientation is very important. During Orientation, you will attend a variety of academic sessions and social events designed to ease your transition to law school. You will find the program academically informative. You will also begin to get to know your fellow classmates and the other members of the law school community. The orientation schedule will be posted later this summer on the [Admitted Students webpage](#). Orientation will be held online during the week of August 10th.

There are a number of things that may be taken care of during orientation week. These activities may be done at your convenience beginning August 10th.

ACCESS Card: Your Student ID

The ACCESS credential is Santa Clara University's official campus ID and is used as a library card, debit card and personalized key to many SCU facilities and resources.

Eliminating the need to carry cash, the ACCESS credential is accepted at all campus restaurants, SCU facilities, laundry and vending machines, networked printers, libraries, the bookstore and many local merchants. It can save you California sales tax at campus dining venues.

All new faculty, staff and students will be issued a mobile credential (Android or iOS) which can be [set up](#) remotely. The ACCESS Office provides an online photo submission module. At the beginning of July, an email titled "Salutations from Online Photo" will be sent to your SCU.EDU email address with easy instructions for you to submit your own image. Please make sure to review [image requirements](#).

ACCESS Office

Email: ACCESS@scu.edu

Phone: 408-551-1647

TECHNOLOGY ORIENTATION

In order to keep all law students and help desk staff safe, our Law Technology walk-in / drop-in session procedures for orientation will change for the upcoming Fall semester. Please make sure to read the following information below and check our Law Tech web page section on a regular basis for any changes to our safety protocols.

Law Technology's goal during 1L orientation is to help all 1Ls configure their laptop computers for various SCU network resources. Depending on staff availability, assistance with other technology devices such as mobile devices may also be available during drop-in sessions.

Computer Orientation and Safety Protocol material will be available at:

Online: <https://law.scu.edu/lawtech/>

1Ls: <https://law.scu.edu/lawtech/first-year-orientation-ready-set-and-go/>

Computer Drop-in/ By Appointment Sessions will be located in:

Charney Hall Information / Tech desk (Mabie Grand Atrium)

August 10 to 13, 10 a.m.– 6 p.m.

August 14, 10 a.m.–5 p.m.

SANTA CLARA LAW TECHNOLOGY SUPPORT

Technical support is available year-round for Santa Clara Law students.

Create a support ticket (recommended) http://lawhelpdesk.scu.edu 24 hours a day	Call or Email Ph: (408) 554-5762 Email: lawhelpdesk@scu.edu	Drop In / By Appoint* Charney Hall Information/Tech Desk (Mabie Grand Atrium)
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***Remote support is the best way to receive computer assistance.** If you need in-person assistance during orientation, schedule an appointment via our Law Help Desk support [site](#) or stop by the Charney Hall Info/Tech Desk (Mabie Grand Atrium) during normal business hours. If a technician is not at the desk, use your cell phone to call **408-554-5762** and a technician will be with you shortly.

SCU Portal/eCampus password resets are handled by the Main University IT Service Desk at 408-554-5700.

Law Technology Help Desk Hours:

Visit, <https://law.scu.edu/lawtech/>

Monday - Thursday, 9 a.m-7 p.m.

Friday, 9 a.m.-5 p.m.

Closed Saturday, Sunday & Holidays

Santa Clara University IT Service Desk Hours:

Visit, <https://www.scu.edu/technology/computing-services--support/>

PURCHASE BOOKS

You should not purchase your books until you have received your tentative class schedule. Your schedule will be posted to your [eCampus](#) account in early August. Some section assignments may change by Monday, August 17 if it becomes necessary to balance section sizes. Do not write in your books until your section assignment is confirmed on August 17.

PARKING & TRANSPORTATION

Transit Options

Parking & Transportation Services has offered informational links related to all transit services in and around the Bay Area.

[VTA](#)

[ACE TRAIN](#)

[BART](#)

[CALTRAIN](#)

Currently, our office offers a 50% discount on the ACE Train passes, to all enrolled students with a valid access card. To learn more about the different transit passes around the Bay Area, [click here](#).

Bicycling

Does your bike need fixing? To support University staff, faculty, and student bicyclists, Transportation Services has installed four Dero Bike Fixit stations around campus. A Fixit station can be found at Swig

Hall North Steps (Kennedy Mall side), San Filippo West End (Near the Sobrato Fountain), Campus Safety/Transportation Services, and the University Villas.

The Dero Fixit station features all the necessary tools, including a heavy duty tire pump, to make basic bike repairs. With these tools, you can change flats, pump air into tires, and adjust brakes and derailleurs.

For tutorials on how to make these repairs, you can check out the QR code on the front of each Fixit station with your smartphone or check out [this website](#).

Parking Permits

If you plan on having a vehicle on campus, you will need a parking permit. Parking permits are available for purchase online via eCampus at <https://www.scu.edu/ecampus/>. The annual fee is \$400. You may pay by cash, check, or credit card. We cannot bill to your bursar account. Once you purchase your parking permit on eCampus, please print out your temporary permit (you only get one chance to do this). Your temporary permit is only valid for 2 weeks, the permanent permit will need to be picked from our office on the date of expiration. If you choose for the permit to be mailed to you, please be sure your mailing address is updated on eCampus before purchasing. All permits need to be displayed on the dashboard of your vehicle while parked on campus.

Permit requirements are strictly enforced, and violators will be ticketed. Failure to pay a parking fine will result in a hold on your registration, transcripts, and graduation. Visit the Parking & Transportation Services website at www.scu.edu/transportation for more information about parking, fees, enforcement and incentives.

GENERAL INFORMATION FOR ALL STUDENTS

ACCESS CREDENTIAL: The ACCESS credential is Santa Clara University's official campus ID and is used as a library card, debit card and personalized key to many SCU facilities and resources, including the [Pat Malley Fitness Center](#), and both the University and [Law Library](#). Eliminating the need to carry cash, it is accepted at all [campus dining venues](#), ticket offices, vending machines, networked printers, computer labs, the bookstore and many [local merchants](#). For further information, please visit www.scu.edu/access.

ADDRESS CHANGES: All address and/or telephone number changes must be made immediately to ensure that important information mailed to you by the School of Law is received in a timely manner. You may update your address, telephone number and email address online on [eCampus](#).

*****IMPORTANT*****

In addition to academic requirements, international students are required to update eCampus as a part of maintaining F-1 or J-1 immigration status. Changes to contact information must be reported within 10 days. New students will learn how to properly update eCampus during International Student Welcome and immigration check-in. You can read about the requirements for eCampus updates here: <https://www.scu.edu/globalengagement/international-students/immigration-status-travel-and-visas/maintaining-status/address-update/>. Please contact International Students and Scholars in Global Engagement at iss@scu.edu if you have any additional questions.

CALENDAR: The fall term begins on Monday, August 17, 2020. A copy of the complete [academic calendar](#) is included in this Orientation Book and on the law school web page.

CHARACTER & FITNESS: Honesty, integrity, and a sense of mutual trust are essential to the legal profession. Students preparing to enter the profession should be aware of the importance of these qualities and should conduct themselves honestly in all their professional activities, including the School of Law. A law student shall act with honesty and candor and fulfill obligations of good faith and fair dealing in relations with peers, University faculty and staff, and the professional legal community at large. All students must pass a character and fitness review through the state bar to be licensed as an attorney. The bar looks unfavorably on incomplete character and fitness information on your original law school application, they view updates and amendments suspiciously. Please be sure that you have fully disclosed and explained any academic discipline or issues with the law. Refer to your state's bar association web page for more information.

CAMINO/CANVAS: Once you are registered for a class, you will have access to class information such as syllabus and first assignments on Camino. To log in, follow the instructions on this page: <https://www.scu.edu/login/>

EMAIL: Each student is required to open an official SCU e-mail account. Official administrative announcements are sent via e-mail, and students are responsible for checking their e-mail regularly and keeping themselves informed. An official e-mail account may be opened at any computer lab on campus. Once an e-mail has been sent to a student's official SCU e-mail account, the student is considered to have been officially notified. You will receive your SCU e-mail account information after July 1.

FINANCIAL AID: To be considered for federal financial aid (unsubsidized Federal Direct Loan and Federal Direct PLUS Loan) you must file the [Free Application for Federal Student Aid \(FAFSA\)](#). Our school code is **001326**. If you have already submitted your FAFSA and have not yet received a Financial

Aid Award Letter, or if you have any other questions about financial aid, please contact the Law Financial Aid Office by email at lawfinancialaid@scu.edu.

Your financial aid will not disburse into your account until you complete the [Entrance Counseling](#) and sign your [Master Promissory Notes \(MPN\)](#) for the unsubsidized Federal Direct Loan and Federal Direct PLUS Loan. If you will be applying for the [Federal Direct PLUS Loan](#), you should do that no sooner than mid-June to ensure that your financial aid will be in place by the financial clearance deadline on **July 15**.

HOUSING: Most students live within five miles of the campus.

LOCKERS: Book lockers are available for rent in Charney Hall. The Student Bar Association (SBA) will be selling lockers during orientation and during the first week of school.

OFFICE OF ACCESSIBLE EDUCATION (OAE): The Office of Accessible Education has been designated by the University to ensure access for all students with disabilities to all academic programs and University resources. OAE's goal is to support the college student with a disability to participate fully in campus life, its programs, and activities. OAE emphasizes growth and individual achievement. OAE addresses this goal through the provision of academic accommodations, support services, and auxiliary aids.

For more information or to register with OAE visit <https://www.scu.edu/oae/>. The Office of Accessible Education is located in the Benson Memorial Center, lower level, Office 1.

PARKING REGULATIONS: A valid parking permit is required for all faculty, student, and staff parking. The permit requirements are enforced at all times. They are available for purchase online via [eCampus](#). The parking fee for 2020-21 is \$400.00.

STUDENT BULLETIN: The *Santa Clara University School of Law Bulletin* serves as a reference for law school rules, policies, and procedures. Students are responsible for knowing and following these rules. It also provides a listing of programs and services. The complete bulletin can be found on the law school web page: www.law.scu.edu/bulletin.

STUDENT HEALTH SERVICES AT THE COWELL CENTER

Cowell Center, Student Health Services provides medical care to Santa Clara University students. Your law school tuition entitles you to unlimited visits to Cowell Student Health Services. Whereas these visits do not require any health insurance, there may be associated charges.

The [Student Health Services](#) will have limited hours from August 24, 2020 through September 18, 2020. Please call 408-554-4501 for more information.

Beginning Monday, September 21, 2020, the Student Health Services will return to its normal working hours of Monday through Friday 8:30 a.m. to 5:00 p.m. The Cowell Center will also periodically close for staff meetings. Please call the Cowell Center or visit their website at www.scu.edu/cowell/ for more information.

During after hours when the Student Health Services is closed, students may access medical guidance by calling the Nurse Advice Line at 408-554-4880. A report of your call will be faxed to the Center when it reopens and follow-up care will be given when needed. The Nurse Advice Line is closed during the summer and reopens on August 24, 2020.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) AT THE COWELL CENTER

Cowell Center, Counseling and Psychological Services (CAPS) provides psychological counseling, group counseling, crisis counseling, educational workshops, and consultation and programming services to Santa Clara University students. All services are confidential within the limits of California law. Staff may also provide consultation to various University departments, faculty members and parents regarding students in crisis. When necessary, students may be referred to the community for continued care.

The clinical staff consists of licensed psychologists and supervised pre-doctoral interns/trainees and a postdoctoral fellow. CAPS is staffed by pre-doctoral interns during the summer months and CAPS will officially open with all of its professional staff on September 1, 2020. For more information, please visit CAPS website at www.scu.edu/cowell/.

HEALTH HISTORY AND IMMUNIZATION RECORD

Beginning with the 2020/2021 academic year, Santa Clara University will **require all first year students to have had the Measles, Mumps and Rubella (MMR) vaccine**. In addition, **all first year students from countries labeled as high Tuberculosis (TB) burden countries** by WHO (the World Health Organization) **are required to have a TB screening/skin test**. Please visit the Cowell Center website at <https://www.scu.edu/cowell/student-health-services-shs/medical-services/immunization-services/> or see a list of those counties at <https://www.vdh.virginia.gov/content/uploads/sites/175/2020/01/High-Burden-TB-Countries-2020.pdf> for more details.

First year students are requested to provide their full immunization record and complete the medical history form *online* through the COWELL CENTER, My Student Health Portal from the [MySCU Portal](#). To access the MY SCU Portal you will need your SCU username and password.

An official immunization record from your doctor is required. Students must upload the immunization document in the Cowell Center My Student Health Portal.

It is each student's sole responsibility to complete both of these forms.

HEALTH INSURANCE

All new and continuing students enrolled at least half time in their school or college are required to provide proof of medical health insurance through a mandatory annual on-line process termed "Hard-Waiver Mandatory". *All F-1 visa students, regardless of number of units, are required to have health insurance. F-1 visa students remaining in their home country attending classes online do not need to be enrolled in a U.S. based plan until physically in the U.S. and/or on campus. F-1 students will need to provide proof of home country insurance. Please refer to www.scu.edu/cowell/insurance for details in mid-July.* Students with their own health insurance, with the exception of J-1 visa students, meeting the waiver requirements must complete the on-line waiver form by the **August 21, 2020 deadline date**. To access the waiver and enrollment forms, as well as health insurance benefit and cost information, go to www.scu.edu/cowell/insurance. All J-1 visa students will be automatically enrolled into the school's health insurance plan. All students will be subject to the process below:

- **After June 24, 2020** - Online Health Insurance Waiver form **must be completed by July 21, 2020** in order to avoid being charged the health insurance premium on your student account.
- **By August 21, 2020**, the Online Health Insurance Waiver must be completed in order to have the health insurance charge reversed within 3-5 business days.

- **After August 22, 2020** - The health insurance charge of **\$2,911.00*** will remain on the student account until paid. **THIS CHARGE WILL NOT BE REVERSED** and must be paid along with any late payment fees.

*Health insurance premium charge subject to final approval from CA Division of Insurance for the 2020/2021 insurance plan benefits and premium.

The 2020-2021 school sponsored insurance covers the period from August 15, 2020 to August 14, 2021. If you have any questions about the insurance, on-line waiver or enrollment forms, please contact Patricia Sandvick at (408) 554-2379 or psandvick@scu.edu.

It is every student's responsibility to understand the student health insurance requirements.

UNDERGRADUATE TRANSCRIPT: The School of Law requires that all students hold a baccalaureate degree before matriculation at Santa Clara. Newly admitted students must have their undergraduate college or university forward an official transcript showing the date the degree was conferred, to the Law School Admission Council. They will update your CAS report and provide the transcript to Santa Clara. We must receive the transcript no later than the first day of orientation or you will be at risk of being administratively withdrawn from the School of Law. **Students who fail to resolve an outstanding transcript issue by October 1 will be administratively withdrawn from the School of Law, and will be responsible for all tuition due as a result of the withdrawal.** Note that students who are administratively withdrawn will have their scholarship offers rescinded, and their federal aid subject to Return to Title IV calculations, which could result in an outstanding tuition balance.

THE FIRST YEAR

Welcome to Santa Clara University School of Law and to the exciting and challenging first year! Having an overall understanding of what you will be doing this year will help you plan and put your studies in context, and we provide this overview for that purpose.

The first year of law school introduces students to basic substantive legal concepts, to the fundamentals of legal analysis, research, and writing, and to the competencies and critical lawyering skills needed in law school and legal practice. All courses during the first academic year are prescribed.

Full-Time

Full-time students will enroll in 28 units offered during the day:

- Civil Procedure 1 and 2 (6 units total, 3 Fall and 3 Spring)
- Contracts 1 and 2 (6 units total, 3 Fall and 3 Spring)
- Criminal Law (3 units, Fall)
- Critical Lawyering Skills Seminar (1 unit, Spring)
- Legal Analysis, Research and Writing 1 and 2 (4 units total, 2 Fall and 2 Spring)
- Property (4 units, Spring)
- Torts (4 units, Fall)

Classes for full-time students are taught during the day, on a Monday through Friday schedule. Classes may begin as early as 8:40 a.m. or end as late as 5:45 p.m. The schedule changes between fall and spring, so it is possible that you may not have a late class in fall, but you could have one in spring. The schedule of classes for fall is listed at: <https://law.scu.edu/course-schedule-11/?semester=Fall+2020>

Three of the first-year doctrinal courses are usually taught in sections of 60 to 70 students, and one is taught in a small section of approximately 30-40 students each. Legal Analysis, Research, and Writing, and Critical Lawyering Skills Seminar are also taught in small sections.

Part-Time

Part-time students will enroll in 21 units offered in the evening:

- Contracts 1e and 2e (6 units total, 4 Fall and 2 Spring)
- Criminal Law (3 units, Spring)
- Legal Analysis, Research and Writing 1 and 2 (4 units total, 2 Fall and 2 Spring)
- Property (4 units, Spring)
- Torts (4 units, Fall)

(Civil Procedure 1 and 2 and Critical Lawyering Skills Seminar will be taken by part-time students during their second year of study).

Classes for part-time students are scheduled in the evenings, Monday through Thursday, with the first class beginning at 5:40 p.m. and ending by 9:10 p.m.

Academic Success Program (ASP)

All first-year students are assigned to a small ASP group of approximately 10 students. ASP groups meet throughout the year, under the guidance of an upper-division student, to practice the essential skills necessary for academic success in law school, in addition to providing mentorship, guidance, and support. ASP also offers: a Friday workshop series on essential academic skills led by faculty experts; a fall semester practice exam series; a Resource Room full of study aides; and faculty advising.

First-Year Course Descriptions

Civil Procedure 1 & 2

The study of the rules, standards, and values that govern the procedures used in civil cases in the federal district courts of the United States. Drawing from constitutional and statutory texts, and emphasizing the Federal Rules of Civil Procedure, the course covers civil litigation issues including: jurisdiction, choice of law, venue, pleadings, discovery, pre-trial motions, trial through judgment, joinder of parties and claims, and finality of judgments. The course also constitutes an introduction to legal strategy and the professional responsibility of lawyers in representing their clients. (Two-semester course)

Contracts 1 and 1e & 2 and 2e

Basis for, and the scope and purpose of, the legal protection afforded contracts and the remedies by which that protection is secured. Includes mutual assent, the bargained-for exchange and substitutes for consideration, the statute of frauds, interpretation of contract language, the effect of changed circumstances, conditions, rights of third parties, assignment, and measures of recovery in event of breach. The historical evolution of contract law, the Uniform Commercial Code, and other modern statutory developments. (Two-semester course)

Criminal Law

Basic introduction to substantive criminal law. What act and mental state, together with what attendant circumstances or consequences, are necessary ingredients of various crimes. Includes a detailed analysis of many of the crimes against persons and property; responsibility (insanity, intoxication, infancy); defenses, justifications, and excuses; parties to crime and anticipatory offenses. Common law history and modern statutes are used as material. (One-semester course)

Critical Lawyering Skills

The 1L Critical Skills Seminar is an interactive course that focuses on competencies students will need to succeed in law school and enter practice. Using hands-on problem based scenarios to explore professional roles, teach reflective lawyering, and introduce students to critical skills such as: oral communication, active listening, client service, creative problem solving, professional development, and reflective lawyering. The seminar is designed to help students think strategically about the critical skills needed for their law school and professional goals, and to begin developing a plan to achieve them. (one-semester course, experiential unit course)

Legal Analysis, Research and Writing 1 & 2

Full-time legal writing faculty introduce students to legal analysis, research, writing, and citation. During the first course, students learn to brief cases, analyze and synthesize legal authorities, apply the authorities to a new set of facts, and write multiple, predictive office memoranda. In the second course, students begin learning both text and online research skills, and develop their analytical and editing skills in the context of trial court briefs. During both courses, legal writing faculty provide detailed written comments on students' work. (Two-semester course)

Property

Basic background in property law. This survey of the law governs ownership, possession, and use of land and other types of property. (One-semester course)

Torts

Issues involved in determining whether the law will require a person to compensate for harm intentionally or unintentionally caused in situations as diverse as automobile collisions, medical treatment, and consumption of defective food products. Also includes the social, economic, and use or political implications of various resolutions. (One-semester course)

Student Bulletin – Financial Information

This section is an excerpt from the Law School Bulletin that can be found online:
<http://law.scu.edu/bulletin/>

Financial Responsibility

Students assume responsibility for all costs incurred as a result of enrollment at Santa Clara University. It is the student's responsibility to be aware of their account balance, financial deadlines, refund policies, and maintain valid contact information at all times to ensure receipt of all University correspondence in a timely manner. All major correspondence is sent to the student's SCU gmail account which is the official email system used by the University. Students are responsible to check their Santa Clara gmail regularly for important information and updates.

Financial Terms and Conditions

Students are required to accept the financial terms and conditions outlined by the University in order to continue their enrollment at SCU. Students will be prompted to accept the terms and conditions, on an annual basis, upon their login to eCampus. Students will not have access to their Student Center until they have read and agreed to the information contained on the page(s) prompted. By accepting SCU's financial terms and conditions, students are agreeing to pay and to abide by all policies and procedures as published.

Tuition and Fees

The Board of Trustees, upon the recommendation of the President and the Provost, sets the annual academic year tuition rate and the summer session tuition rate for all programs. Students are charged tuition based on the rates approved by the Board of Trustees. Please refer to the Bursar website at: www.scu.edu/bursar/tuition for details. Tuition and fee rate differences found in other publications will not be honored.

Application Fee (nonrefundable) \$75

Deposits:

Initial tuition deposit \$250

Final tuition deposit \$550

Tuition and Fees:

First-year, full-time J.D. division
students annual tuition (28 units at
\$1,946 per semester unit) \$54,488

First-year, part-time J.D. division students annual tuition (21 units at \$1,946 per semester unit)	\$40,866
J.D. students (per semester unit)	\$1,946
LL.M. students (per semester unit)	\$2,182
Student Health Insurance (annual fee)	\$2,911* (pending CA Division of Insurance final approval)
Late payment fee (per billing statement)	\$100

Students in the Law School/Business School combined degree program are charged Law tuition rates for Law courses and MBA or MSIS tuition rates for Business courses.

SCU students studying at an international exchange institution pay tuition to SCU at standard rates. Students from international exchange institutions studying at SCU pay tuition to their home institution.

SCU students studying at a domestic visiting institution pay tuition to the institution they are attending. Students from a domestic visiting institution studying at SCU pay tuition to SCU at the standard applicable rate.

Students in the Law School consortium (SCU, USF, Golden Gate University, UC Davis, UC Berkeley) take courses at their home institution and can take a class at a consortium institution. Students from consortium schools taking classes at SCU pay tuition to their home institution.

Health Insurance

Santa Clara University requires all degree seeking students enrolled at least half-time in their school or college to have health insurance (excluding certificate programs). In addition, **all F-1 and J-1 visa students** must have health insurance regardless of type of degree or number of units. This requirement helps to protect against unexpected high medical cost and provides access to quality health care.

Students with their own health insurance, with the exception of J-1 visa students, meeting the waiver requirements must complete the on-line waiver form by the **August 21, 2020 deadline date**. To access the waiver and enrollment forms, as well as health insurance benefit and cost information, go to www.scu.edu/cowell/insurance. All J-1 visa students will be automatically enrolled into the school's health insurance plan.

All F-1 visa students, regardless of number of units, are required to have health insurance. F-1 visa students remaining in their home country attending classes online do not need to be enrolled in a U.S. based plan until physically in the U.S. and/or on campus. F-1 students will need to provide proof of home country insurance. Please refer to www.scu.edu/cowell/insurance for details available in mid-July.

All students will be subject to the waiver and insurance billing process as outlined below:

- **After June 24, 2020** - Online Health Insurance Waiver form **must be completed by July 21, 2020** in order to avoid being charged the health insurance premium on your student account.
- **By August 21, 2020**, the Online Health Insurance Waiver must be completed in order to have the health insurance charge reversed within 3-5 business days.
- **After August 22, 2020** - The health insurance charge of **\$2,911.00*** will remain on the student account until paid. **THIS CHARGE WILL NOT BE REVERSED** and must be paid along with any late payment fees.

*Health insurance premium charge subject to final approval from CA Division of Insurance for the 2020/2021 insurance plan benefits and premium.

The following types of insurance plans/programs are not acceptable and will not be considered:

- Insurance plans called Travel Insurance do not provide acceptable coverage and may not be used for insurance coverage while at Santa Clara University.
- Short Term Medical Plans that are available to purchase on a weekly or monthly basis.
- Socialized medicine policies, including Canadian policies are not acceptable as insurance coverage while at Santa Clara University.
- International insurance plans that are underwritten in a country outside of the United States.
- California Medi-Cal health plans that do not have assigned benefit coverage in Santa Clara County, California, US. Your Medi-Cal must have assigned benefits in Santa Clara County, California, US.
- Out-of-state Medicaid insurance plans do not cover students in California and thus is not eligible coverage to complete the waiver form.
- Health Insurance plan must be in place for the entire time you are an enrolled student at the university.

In addition, your health insurance plan must include the following benefits/services:

- Health insurance plans must provide benefits for Medical Evacuation and Repatriation of Remains. A minimum of \$50,000 is required for Medical Evacuation and a minimum of \$25,000 is required for Repatriation of Remains. **(International Student requirement)**
- Health insurance policy must provide unlimited lifetime maximum coverage. Benefits cannot have a specific maximum amount.
- Pre-existing conditions must be covered (with no waiting period).
- Health insurance plans must provide coverage for inpatient and outpatient hospitalization in Santa Clara County, California, US.
- Health insurance plans must provide access to local doctors, specialist, hospitals and other health care providers in emergency and non-emergency situations in Santa Clara County, California, US.
- Health insurance plans must provide coverage for lab work, diagnostic x-rays, emergency room treatment, ambulance services and prescription coverage in Santa Clara County, California, US.
- Health insurance plans must provide coverage for inpatient and outpatient mental health.

F-1 VISA STUDENTS

All F-1 visa international students, regardless of number of units, must be enrolled in the SCU-sponsored health insurance plan unless the student meets the **waiver exception** below. Please see Cowell website at www.scu.edu/cowell/insurance for detailed information.

- Currently an enrolled dependent on a spouse/parent/partner or employee US based and Affordable Care Act compliant plan.

F-1 visa students remaining in their home country attending classes online do not need to be enrolled in a U.S. based plan until physically in the U.S. and/or on campus. F-1 students will need to provide proof of home country insurance. Please refer to www.scu.edu/cowell/insurance for details available in mid-July.

J-1 VISA STUDENTS

All J-1 visa international students, regardless of number of units, will be automatically enrolled into the SCU-sponsored health insurance plan.

All law students, regardless of their insurance, are welcome to use the Cowell Health Center at any time. The Cowell Center does not bill insurance companies. All charges will be posted to your student account. Students may request a receipt for charged services to submit to their insurance company for any reimbursement according to their plan benefits.

Parking Permits

Parking permits are required for all users of University parking facilities. Permits can be purchased at [Transportation Services](#).

Housing Plans

Housing plans are available at www.scu.edu/housing/.

Billing and Payment Procedures

Student Accounts and Billing

Students assume responsibility for all costs incurred as a result of enrollment at Santa Clara University and agree to abide by applicable University policies and procedures. Students may designate a third party (e.g., parent, family member, spouse) to be an Authorized User for the purpose of reviewing student account/billing information and remitting payment on the student's behalf. However, it is ultimately the student's responsibility to make sure all financial obligations are completed by the published deadlines.

Students receive monthly billing statements electronically via a third party vendor that are accessible through eCampus. A billing notification email is sent to the student's SCU gmail account and to the email address of any Authorized User. Students may also forward their billing statement(s) electronically to any third party they authorize for remitting payment. Please note that information on a student's account cannot be provided to any third party payer unless a completed Family Educational Rights and Privacy Act (FERPA) form authorizing its release by the student is on file with the University.

Students are obligated to pay the applicable tuition and fees associated with their enrollment status by the published term payment deadline. Students enrolling after the initial payment deadline may be required to pre-pay for their enrollment. **Registered students who do not withdraw formally from the University are responsible for all tuition and fees assessed to their account, as well as any penalty charges incurred for nonpayment. Nonattendance does not relieve the student of his or her obligation to pay tuition and fees.**

Additional information, including detailed instructions on Santa Clara's billing and payment procedures, is located on the Bursar's Office website at: www.scu.edu/bursar.

Billing dates and deadlines

Fall 2020 – Billing available July 1; **financial clearance for incoming first-year students due July 15. Please note, incoming first-year students have an earlier deadline than continuing students.** Continuing student payment due July 21.

Spring 2021 – Billing available December 1; payment due December 21

Summer 2021 – Billing available May 1; payment due May 21*

*(summer abroad program tuition is due April 15)

Payment Methods

Santa Clara University offers a variety of payment methods to students to assist with their financial obligations. Please visit our Bursar's office website for additional payment information: <https://www.scu.edu/bursar/paymentoptions/>

Payment by Electronic Check

A student or Authorized User can make online payments by processing a fund transfer directly for their *personal* checking or savings account through a third party website accessible via the University eCampus system. The payer is able to make electronic payments without incurring a transaction fee.

Term Payment Plan

Students currently enrolled at SCU may be eligible to enroll in a monthly payment plan to assist with budgeting needs, on a term basis. There is a \$40 non-refundable enrollment fee per term and students must have a US bank account to enroll in a term plan. The first payment is due upon enrollment and all subsequent payments will be processed automatically each month thereafter. Plans are subject to rebalancing based upon changes in enrollment and/or financial aid. Participants must enroll each term; there is no automatic re-enrollment. Please note there are no payment plans for the summer session.

Payment by Mail

Payment for student account charges are accepted by mail utilizing the University's cash management service lock box. Please enclose a paper check or cashier's check made payable to Santa Clara University; and a copy of the billing statement and mail it to: SCU Payment Processing, P.O. Box 550, Santa Clara, CA 95052-0550.

Payment in Person

Payment for student account charges may be made in person by cash or check only at the OneStop Office, located in the Admissions & Enrollment Services Building. The OneStop Office is not able to accept any electronic forms of payment. However, there are computer kiosks located within the office for the convenience of students and their payers who wish to make electronic payment. Regular business hours are Monday-Friday, 8:30 am-5:00 pm.

International Payment by Wire Transfer

International students may submit payment quickly and securely by going to www.flywire.com/pay/scu. Students are able to benefit from excellent exchange rates and payment can often be made in the student's home currency.

Delinquent Payments

If all charges on a student's account are not cleared by payment, financial aid, or loan disbursement by the payment deadline, a late payment fee will be assessed to the student's account and a hold will be placed on the student's record. A hold on a student's record prevents the release of diplomas, prevents access to any registration services and may limit access to other University services. Students who have unpaid accounts at the University or who defer payment without approval are subject to dismissal from the University. All unpaid balances will accrue ten percent interest per annum on the balance remaining from the date of default in accordance with California State law.

Delinquent student accounts may be reported to one or more of the major credit bureaus and may be forwarded to an outside collection agency or an attorney for assistance in recovering the debt owed to the University. The student is responsible for all costs incurred to collect outstanding debt, including but not limited to accrued interest, late fees, court costs, collection fees, and attorney fees. All outstanding bills and costs of collection incurred by the University must be paid in full *prior to* a student re-enrolling at the University.

Billing Disputes

If a student wishes to dispute any charges on his or her billing statement, a written explanation should be forwarded to: Santa Clara University, Bursar's Office, 500 El Camino Real, Santa Clara, CA 95053-0615. The Bursar's Office must receive written correspondence within 60 days from the billing statement date on which the item in question appeared. Communication can be made by telephone, but doing so will not preserve the student's rights.

Communication should include the student's name, SCU identification number, the amount in question, and a brief explanation. Payment for the amount in question is not required while the investigation is in progress; all other items not in question must be paid by the due date. If the amount in question is found to be correct, payment must be submitted to the Bursar's Office immediately upon notification.

Tuition Insurance Protection

Students and families may protect themselves against financial loss due to unexpected withdrawal from the University, for medical or mental health reasons, by purchasing tuition insurance coverage. The University has identified an insurance company, A.W.G. Dewar Inc., to provide an optional insurance protection plan. This plan is designed to protect from loss of funds paid for tuition should it be necessary

to withdraw completely from the University during the term for medical or mental reasons. Information on the tuition insurance plan can be found at www.collegerefund.com and available on the Bursar's Office website at www.scu.edu/bursar/tuitionprotection.

Tuition Refund Process and Policy

Process – Students may be eligible for a refund if there is a credit reflecting on the account. The refund process will begin after week 1 of the term. Below is the criteria for refunding purposes:

- Account must reflect a credit balance
- Student cannot be enrolled in a payment plan
- Encumbered time has lapsed (14 calendar days for paper check, 7 calendar days for online payment)
- Payment by wire transfer will be returned via the same method
- Payment from third parties will be refunded to the originating source
- No refunds for overpayments made on an account, unless student drops or withdraws

Policy – Students who formally withdraw from the University or drop courses are eligible for a tuition refund in accordance with the policies outlined below. No refunds are made for any fees.

The effective date used for the determination of any refund of tuition is the date on which notification of withdrawal is received by the student's respective Records Office, not the last date of attendance by the student. Neither dropping all courses via eCampus nor informing an individual faculty member, an academic department, or the Dean's Office constitutes an official withdrawal from the University. The official date of withdrawal from the University cannot be backdated prior to the date on which the student submits the applicable withdrawal form or notification to Law Student Services. The Records Office for the Law School is Law Student Services (lawstudentservices@scu.edu or 408-554-4766).

Fall and Spring Semesters

Students who withdraw from the University, drop courses, or are approved for a leave of absence, during the fall or spring semester, will receive a tuition refund in accordance with the following:

The start of the semester is considered to be the first date on which instruction begins in the School of Law.

– Students who withdraw from the University or drop courses by the end of the first week of classes will receive a 100% tuition refund, less any applicable fees, for the semester.

– Students who withdraw from the University or drop courses by the end of the second week of classes will receive a 60% tuition refund, less any applicable fees, for the semester.

– Students who withdraw from the University or drop courses by the end of the third week of classes will receive a 40% tuition refund, less any applicable fees, for the semester.

– Students who withdraw from the University or drop courses by the end of the fourth week of classes will receive a 20% tuition refund, less any applicable fees, for the semester.

– Students who withdraw from the University or drop courses after the fourth week of classes will receive no tuition refund for the semester.

Please note: Students may drop courses on eCampus until 11:59 p.m. on the Sunday immediately following the beginning of the semester and still receive 100% refund. However, this is only valid if a student has no registration holds and does not require assistance from a staff member. All other transactions must be completed by 5 p.m. on the first Friday of the semester.

Summer

Students who drop a course(s) during the summer term are eligible for a refund of tuition charges in accordance with the policies outlined below. No refunds are made for any fees.

– Students who withdraw from the University or drop courses by the end of the first week of classes will receive a 100% tuition refund, less any applicable fees, for the term.

– Students who withdraw from the University or drop courses by the end of the second week of classes will receive a 50% tuition refund, less any applicable fees, for the term.

Weekend/Off Cycle/Short-Term Courses

Students must provide the Law Student Services Office with a written request to drop these courses. To receive tuition refunds from the Bursar's Office, these course drops must be handled administratively. Students should NOT drop these classes themselves through eCampus after the first week of the semester. Consult the schedule of classes for refund options for individual off cycle courses.

Financial Hardship

Students who withdraw from the University or drop courses due to an illness, injury, or psychological/emotional condition are eligible for a tuition refund in accordance with the schedules above. Tuition insurance may be purchased to cover tuition charges for medically related withdrawals that occur after the first week of the semester.

Santa Clara University degree students who withdraw from the University or who are administratively withdrawn from the University after the fourth week of the semester due to a qualifying financial hardship may be eligible for an allocation from the student hardship fund for 20 percent of the tuition charges for that term. Qualifying financial hardships include: (1) death, disabling injury, medical emergency, (2) loss of job by an independent student, (3) medical or other emergency involving a dependent of an independent student, and (4) student deployment for active military duty. The Vice Provost for Student Life or designee, in consultation with the Financial Aid Office, will determine qualifying financial hardships and any allocation from the student hardship fund. Students must submit a request for an allocation from the student hardship fund by the end of the applicable term.

No tuition refunds are made because of curtailed services resulting from strikes, acts of God, civil insurrection, riots or threats thereof, or other causes beyond the control of the University.

Financial Aid

Santa Clara University School of Law offers financial assistance to law students administered through the Law Admissions and Financial Aid Office and the University's Financial Aid Office. Students' financial aid packages may include a combination of scholarships, student loans, and Federal Work-Study, depending on student eligibility.

Santa Clara University School of Law Scholarships

For information on Santa Clara University School of Law scholarship programs, refer to the [Law Admissions and Financial Aid website](#). Students should refer to their original scholarship notifications for terms and conditions for renewal.

Students awarded scholarships from any other school at the University (e.g., the Leavey School of Business) should refer to their original scholarship notifications for terms and conditions for renewal and should address questions to those schools.

Outside/External Scholarships

There are additional, external scholarships sponsored by corporations, civic organizations, religious organizations, foundations, and other groups.

Students awarded an external scholarship should provide the donor or agency with the University's contact information. All correspondence and scholarship checks should be sent to the Law Admissions and Financial Aid Office.

Federal Student Aid Eligibility

To be eligible for federal student aid, students must meet the following [eligibility](#) criteria:

- demonstrate financial need (for some programs);
- be a U.S. citizen or an [eligible non-citizen](#);
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be registered with [Selective Service](#), if the student is male (male's must register between the ages of 18 and 25);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- be enrolled at least half-time to be eligible for Direct Loan Program funds;
- maintain satisfactory academic progress;
- sign the certification statement on the Free Application for Federal Student Aid (FAFSA®) form stating that
 - the student is not in [default](#) on a [federal student loan](#),
 - the student does not owe money on a federal student [grant](#),
 - and the student will use federal student aid only for educational purposes

[Additional eligibility](#) requirements can apply in certain situations including for [non-U.S. citizens](#), [students with criminal convictions](#), and [students with intellectual disabilities](#).

Students must file the [Free Application for Federal Student Aid \(FAFSA\)](#) *annually*. Santa Clara University's school code is 001326.

Half-time Status (J.D. and LL.M. Students)

Fall and Spring Semesters: 6 units per semester*

Summer: 3 units

*NOTE: Other School of Law academic policies require enrollment above these minimums, per semester. Please consult the [Degree Programs](#) section of the Bulletin for more information.

Eligibility for scholarships and student loans may be affected by changes in enrollment. Financial aid recipients who switch from a full-time to part-time course load, or vice versa, must inform the Law Admissions and Financial Aid Office.

Students who drop below half-time must notify the Law Admissions and Financial Aid Office immediately. Students who drop below half-time for more than six months, or take a leave of absence for more than six months may need to begin making payments on their student loans. Students who have received an unsubsidized or PLUS loan(s) under the Direct Loan Program must complete exit counseling each time they drop below half-time enrollment or leave school. Students must complete exit counseling at studentaid.gov.

Students may contact their loan servicers to request deferment or forbearance if they cannot afford to make payments during this period.

Satisfactory Academic Progress

To be eligible for federal student aid, students must make satisfactory academic progress. A determination of satisfactory academic progress for continued federal student aid eligibility is distinct from a determination of *academic good standing* (which only requires a cumulative grade point average of 2.33 or above at the end of each academic year) as described in the [Academic Policies](#) section of the Student Bulletin.

To demonstrate they are making *satisfactory academic progress* for continued federal student aid eligibility students must meet both a quantitative (time-based) and qualitative (grade-based) standard. Students will be evaluated by the pace at which they are progressing through the program to ensure they will graduate within the maximum timeframe allowed, by their credit hour completion rate, and by their cumulative grade point average (GPA). Students enrolled in joint degree programs including the J.D./MBA, J.D./MSIS and J.D./LL.M Program must make satisfactory academic progress as defined for those programs.

Satisfactory academic progress is required to retain eligibility for all federal student aid programs including the William D. Ford Federal Direct Loan (Direct Loan) Program (Direct Unsubsidized Loans and Direct PLUS Loans), and Federal Work-Study.

Students who fail to make satisfactory academic progress, including those students who are readmitted following academic disqualification, are not eligible for federal student aid. Students may appeal that result based on injury or illness, the death of a relative, or other special circumstances. The appeal must

explain why the student failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress at the next evaluation.

There are additional requirements to reestablish federal student aid eligibility. Appeals will be reviewed by the Law Admissions and Financial Aid Office and may be denied or approved. For the complete federal student aid satisfactory academic progress policy and appeal process, please visit the [Law Admissions and Financial Aid](#) website.

Verification

[Verification](#) is the process established by the U.S. Department of Education to check the accuracy of aid applications. Students selected for verification will need to provide the specific documentation required for independent students.

Participation in the verification process is not optional. Students who do not submit the requested documentation will not be eligible to receive federal student aid.

NOTE: Failure to meet the verification deadline may result in aid not being reinstated. Any delays in sending documentation may result in students not having aid by the beginning of the academic term. In this case, it is the student's obligation to pay the account balance on their student account.

Determining Federal Student Aid Amounts

Student eligibility depends on Expected Family Contribution, year in school, enrollment status, and the cost of attendance. The Law Admissions and Financial Aid Office will determine how much federal student aid students are eligible to receive.

- The Law Admissions and Financial Aid Office determines students' [cost of attendance \(COA\)](#)
- [Expected Family Contribution \(EFC\)](#) is also considered
- EFC is subtracted from COA to determine students' financial need and eligibility for any [need-based aid](#)
- To determine students' [non-need-based aid](#) eligibility (i.e., amount of student loan eligibility), the Law Admissions and Financial Aid Office will take students' total cost of attendance and subtract any other awarded financial aid (e.g., scholarships)

Cost of Attendance (COA)

[Cost of Attendance](#) is the estimated amount it will cost to attend Santa Clara University School of Law. The School of Law publishes its cost of attendance on the [Law Admissions and Financial Aid website](#).

For students attending at least half-time, COA is the estimate of

- tuition and fees;
- the cost of room and board;
- the cost of books, supplies, transportation, loan fees, and miscellaneous expenses (including a reasonable amount for the documented cost of a personal computer);
- an allowance for childcare or other dependent care;
- costs related to a disability; and/or
- reasonable costs for eligible study-abroad programs

Expected Family Contribution (EFC)

The [Expected Family Contribution \(EFC\)](#) is *not* the amount students will have to pay towards their educational costs, *nor* is it the amount of federal aid students receive. It is an index number used to determine how much financial aid students will receive. Information reported on the FAFSA is used to calculate EFC. EFC is calculated according to a formula established by law. Students' (and their spouse's) taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) all could be considered in the formula. For students with dependents, family size and the number of family members who will attend college or career school during the year will also be considered.

Need-based Aid

Calculating Financial Need

Cost of Attendance (COA) – Expected Family Contribution (EFC) = Financial Need

Need-based aid is financial aid that students can receive if they have financial need and meet other eligibility criteria. The only need-based federal student aid program available to students at the School of Law is Federal Work-Study.

Federal Work-Study

[Federal Work-Study](#) provides part-time jobs for law students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. It is available to full-time or part-time students. Santa Clara University has limited Federal Work-Study funds. Federal Work-Study is not offered to incoming law students. Continuing students interested in Federal Work-Study should contact the Law Admissions and Financial Aid Office to discuss eligibility and availability of funds.

Non-need-based Aid

Calculating Non-need-based Aid

Cost of Attendance (COA) – Financial Aid Awarded So Far = Eligibility for Non-need-based Aid*

*includes aid from all sources, including School of Law scholarships, external scholarships, etc.

Non-need-based aid is financial aid that is not based on EFC. What matters is COA and how much other assistance has been awarded so far. For example, if a student has a COA of \$50,000 and has been awarded scholarships totaling \$30,000, the student can get up to \$20,000 in non-need-based aid.

The following are non-need-based federal student aid programs available to School of Law students:

- [Direct Unsubsidized Loan](#)
- [Federal PLUS Loan](#)

Direct Unsubsidized Loan

[Direct Unsubsidized Loans](#) are loans made to eligible graduate or professional students. Eligibility is not based on financial need. The U.S. Department of Education is the lender. Students must accept or decline an offered Direct Unsubsidized Loan on eCampus.

- no requirement to demonstrate financial need (students must still file a FAFSA)
- must be enrolled at least half-time
- amount determined by cost of attendance and other financial aid
- must complete [Entrance Counseling](#) and a [Master Promissory Note \(MPN\)](#)
- students are responsible for paying the interest on a Direct Unsubsidized Loan during all periods
- students who choose not to pay the interest while in school and during grace periods and deferment or forbearance periods, will accrue (accumulate) interest which will be capitalized (added to the principal amount of the loan)
- Interest rate: **4.30%**, for loans first disbursed on or after 7/1/20 and before 7/1/21 (current rates can be found at studentaid.gov)
- Origination fee: **1.059%** for loans first disbursed on or after October 1, 2019 and before October 1, 2020; **1.057%** for loans first disbursed on or after October 1, 2020 and before October 1, 2021 (current fees can be found at studentaid.gov)
- Annual limit: **\$20,500**
- Aggregate limit: **\$138,500** (includes all federal loans received for undergraduate study)

Students who are eligible for a Direct Unsubsidized Loan will be required to sign a loan contract called a [Master Promissory Note \(MPN\)](#), agreeing to the terms of the loan. Students who have not previously received a Direct Unsubsidized Loan will also be required to complete [entrance counseling](#).

Direct PLUS Loan

[Direct PLUS Loans](#) are loans made to graduate or professional students to help pay for education expenses not covered by other financial aid. A Direct PLUS Loan is commonly referred to as a grad PLUS loan when made to a graduate or professional student. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an [adverse credit history](#) must meet additional requirements to qualify. The U.S. Department of Education is the lender. Students may review their Direct PLUS Loan eligibility on eCampus, but due to the required credit check, they must apply for the Direct PLUS Loan at studentaid.gov.

- no requirement to demonstrate financial need (students must still file a FAFSA)
- must be enrolled at least half-time
- amount determined by cost of attendance and other financial aid
- must complete [Entrance Counseling](#) and a [Master Promissory Note \(MPN\)](#)
- must not have an [adverse credit history](#)
- students are responsible for paying the interest on a Direct PLUS Loan during all periods
- students who choose not to pay the interest while in school and during grace periods and deferment or forbearance periods, will accrue (accumulate) interest which will be capitalized (added to the principal amount of the loan)
- Interest rate: **5.30%**, for loans first disbursed on or after 7/1/20 and before 7/1/21 (current rates can be found at studentaid.gov)
- Origination fee: **4.236%** for loans first disbursed on or after October 1, 2019 and before October 1, 2020; **4.288%** for loans first disbursed on or after October 1, 2020 and before October 1, 2021 (current fees can be found at studentaid.gov)

- Annual limit: cost of attendance (COA) minus any other financial assistance received
- Aggregate limit: currently none, but schools may limit excessive borrowing

Direct PLUS Loan Application Process

After completing the [Free Application for Federal Student Aid \(FAFSA\)](#), and receiving a financial aid award notification from the Law Admissions and Financial Aid Office, students must apply for a Direct PLUS Loan at studentaid.gov (students cannot accept a Direct PLUS loan on eCampus, they can only review their Direct PLUS eligibility to determine how much they may borrow when applying for the loan at studentaid.gov).

Students who are eligible for a Direct PLUS loan will be required to sign a Direct PLUS Loan [Master Promissory Note \(MPN\)](#), agreeing to the terms of the loan. Students who have not previously received a PLUS loan will also be required to complete [entrance counseling](#).

A credit check will be performed during the application process. Students who have adverse credit may still receive a Direct PLUS Loan through one of these two options:

1. Obtaining an endorser who does not have an adverse credit history. An endorser is someone who agrees to repay the Direct PLUS loan if the student does not repay it.
2. Documenting to the satisfaction of the U.S. Department of Education that there are [extenuating circumstances relating to the adverse credit history](#).

With either option 1 or option 2, students must [complete credit counseling for PLUS loan borrowers](#). [Direct PLUS Loans and Adverse Credit](#) is an online resource that answers common questions about how an adverse credit history affects Direct PLUS Loan eligibility.

Understanding Federal Student Loan Terms and Repayment Options

When considering borrowing a federal student loan, students should also understand [interest rates and fees](#), as well as their [student loan repayment options](#). Under certain conditions, students may be eligible to have all, or part of their loan discharged or forgiven (canceled). [Students should find out about loan cancellation, discharge, or forgiveness](#) provisions. First-time borrowers may want to review [Federal Student Loans: Basics for Students](#). Members of the military may be eligible for [special interest benefits](#) relating to federal student loans.

Exit Counseling

Students who have received unsubsidized or PLUS loan(s) under the Direct Loan Program must complete exit counseling each time they drop below half-time enrollment, graduate, or leave school. Students must complete exit counseling at studentaid.gov.

Private Educational Loans

[Private Educational Loans](#) allow law students who have exhausted or who are ineligible for federal aid an alternative means of borrowing to help pay for their educational expenses. Law students often borrow private loans to help cover expenses while studying for the bar exam. Private loan providers have their own application and repayment terms. Students should review all terms and disclosures before applying

for one of these credit-based loan alternatives. Students should review [the differences between federal and private student loans](#) before borrowing a private loan.

Financial Aid Cancellation and Return of Funds

Students who withdraw from the University and who have federal student aid are subject to the federal regulations applicable to the return of Title IV funds. These regulations assume that a student earns his or her financial aid based on the period of time he or she remains enrolled during a term. A student is obligated to return all unearned federal student aid funds governed under Title IV other than those earned under the college work-study program.

Unearned federal student aid is the amount of disbursed Title IV funds that exceeds the amount of Title IV aid earned in accordance with the federal guidelines. During the first 60 percent of the term, a student earns Title IV funds in direct proportion to the length of time he or she remains enrolled. That is, the percentage of time during the term that the student remains enrolled is the percentage of disbursable aid for that period that the student has earned. A student who withdraws after the 60 percent point of the enrollment term earns all Title IV aid disbursed for the period.

All funds must be returned to federal programs before funds are returned to University financial aid programs or to the student. The return of funds allocation (excluding aid funds not applicable to law students) will be made in the following order for students who have received Federal Title IV assistance.

- Direct Unsubsidized Loan
- Direct PLUS Loan

Veterans and Veterans' Dependents Assistance

Santa Clara University has been certified by the Department of Veterans Affairs as qualified to enroll students under applicable federal legislation and regulations, including Chapter 35 (child of a deceased or 100 percent disabled veteran, widow of any person who died in the service or died of a service-connected disability, or wife of a veteran with a 100 percent service-connected disability), Chapter 31 (rehabilitation), Chapter 30/1606 (active duty Montgomery G.I. Bill®), Chapter 33 (Post 9/11 GI Bill®), and Yellow Ribbon. Individuals interested in attending under any of the veteran assistance programs should contact the Veterans Administration and the University Office of the Registrar.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

International/Foreign-Born/Naturalized Students

Questions regarding visa status and international student status should be directed to Santa Clara University's [Global Engagement Office](#).

Getting Answers to Financial Aid Questions

Students with questions about financial aid should contact the Law Admissions and Financial Aid Office at lawfinancialaid@scu.edu.

ACADEMIC CALENDAR 2020-2021

Fall Semester 2020

June 8-12, 2020	Monday – Friday	Registration: upper division
July 21, 2020	Tuesday	Financial clearance deadline for all students
August 10-14, 2020	Monday – Friday	First Year Orientation
August 15, 2020	Saturday	Saturday classes begin
August 17, 2020	Monday	Classes begin
August 21, 2020	Friday	Last day for late registration
September 7, 2020	Monday	Labor Day: academic and administrative holiday
September 11, 2020	Friday	Last day to file for pass/no pass option at Student Services
October 5, 2020	Monday	Last day to petition for 2020 or 2021 degree
October 9, 2020	Friday	Last day to request an administrative exam reschedule
October 19 – 23, 2020	Monday – Friday	Spring 2021 registration period
November 20, 2020	Wednesday	Exams due in final format to Law Assessment Office
November 23, 2020	Monday	Classes end
November 26-27, 2020	Thursday – Friday	Thanksgiving: academic and administrative holidays

November 24 – 29, 2020	Tuesday – Sunday	Reading period
November 30 – December 11, 2020	Monday – Friday	Proposed examination period
December 12, 2020 – January 10, 2021	Sunday – Sunday	Holiday recess
December 24-25, 2020	Thursday – Friday	Christmas: administrative holiday
December 31, 2020 – January 1, 2021	Thursday – Friday	New year: administrative holiday
January 2, 2021	Sunday	All grades due
January 11, 2021	Monday	Spring 2021 classes begin

Spring Semester 2021

October 19-23, 2020	Monday – Friday	Registration period: upper division
December 21, 2020	Monday	Financial clearance deadline for all students
January 9, 2021	Saturday	Saturday classes begin
January 11, 2021	Monday	Classes begin
January 15, 2021	Friday	Last day for late registration
January 18, 2021	Monday	Martin Luther King Day: academic and administrative holiday – no classes

February 5, 2021	Friday	Last day to file for pass/no pass option at Student Services
February 15, 2021	Monday	President's Day: academic and administrative holiday – no classes
February 16, 2021	Tuesday	Administrative Monday: All Monday classes meet in place of all Tuesday classes
March 5, 2021	Friday	Last day to request an administrative exam reschedule
March 8-13, 2021	Monday – Saturday	Spring break – no classes
April 2-3, 2021	Friday – Saturday	Good Friday: academic and administrative holiday
April 28, 2021	Wednesday	Administrative Friday: All Friday classes meet in place of all Wednesday classes
April 28, 2021	Wednesday	Last day of class
April 29 – May 3, 2021	Thursday – Monday	Reading period
May 4-20, 2021	Tuesday – Thursday	Examinations
May 21, 2021	Friday	Graduate Liturgy
May 22, 2021	Saturday	Commencement, 9:30 AM, Mission Gardens
May 31, 2021	Monday	Memorial Day: administrative holiday

Summer Session 2021

April 5 – 9, 2021	Monday – Friday	Registration period
May 21, 2021	Friday	Financial clearance deadline for all students
May 29, 2021	Saturday	Saturday classes begin
June 1, 2021	Tuesday	Classes begin
June 7, 2021	Monday	Last day for late registration
June 14, 2021	Monday	Last day to file for pass/no pass option at Student Services
June 28, 2021	Monday	Last day to request an administrative exam reschedule
July 4-5, 2021	Sunday – Monday	Independence Day Celebration: academic and administrative holiday
July 20, 2021	Tuesday	Administrative Monday: All Monday classes meet in place of all Tuesday classes
July 20, 2021	Tuesday	Last day of class
July 21-22, 2021	Wednesday – Thursday	Reading Period
July 23-24, 2021	Friday – Saturday	Examinations

IMPORTANT LINKS

1L Schedules: <http://law.scu.edu/course-schedule-1l/>
Academic Calendars: <http://law.scu.edu/academics/academic-calendar/>
Access Card Office: <http://www.scu.edu/access/>
Admitted Student webpage: <http://law.scu.edu/admissions/newly-admitted-students/>
Bronco Corner Bookstore: <http://www.scu.edu/auxiliaryservices/bookstore/>
Bursar's Office: <http://scu.edu/bursar/>
Camino/Canvas: <https://camino.instructure.com/>
Campus Map: <http://www.scu.edu/map/>
Direct Student Loans: <https://studentaid.gov/>
eCampus: <https://ecampus.scu.edu>
FAFSA: <https://studentaid.gov/h/apply-for-aid/fafsa>
Global Engagement Office: <https://www.scu.edu/globalengagement/>
Law Help Desk: <https://law.scu.edu/lawtech/>
Office of Accessible Education: <https://www.scu.edu/oea/>
OneStop: <https://www.scu.edu/onestop/>
Student Health Insurance: www.scu.edu/cowell/insurance