



SANTA CLARA UNIVERSITY
SCHOOL OF LAW

**FIRST-YEAR JD
ORIENTATION HANDBOOK
FALL 2022**

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.



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 95053-0435

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:

- **SET UP YOUR SCU EMAIL AND MySCU PORTAL**
Watch and follow the steps in this helpful [video](#) from our Law Tech team to access and set up your SCU email and MySCU portals.

- **PAYMENT DEADLINE**
Pay tuition or have your financial aid in place by the **July 15** payment deadline. Please note, incoming 1Ls have an earlier payment 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 Grad 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 payment 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/register-with-oae/>. Once the student has completed the application and provided appropriate and current documentation, 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.

○ **[ACCESS Credential: 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 food venues and facilities including both libraries and the bookstore, as well as at all networked printers, laundry readers and vending machines. It is also accepted at select local merchants. Using your Dining Plus plan can save you California sales tax at campus dining venues.

Law students will be issued a digital ACCESS credential once their image has been submitted and approved. The ACCESS Office will provide an online photo submission module. At the beginning of July, look for an email titled "Salutations from Online Photo" in your SCU.EDU email account which will include a link and easy instructions for you to submit your image. To avoid processing delays, please make sure to review [image requirements](#).

[ACCESS Office](#)

Email: ACCESS@scu.edu

Phone: 408-551-1647

○ **HEALTH HISTORY AND IMMUNIZATION RECORD**

All incoming students (undergraduates, graduates, transfers, and re-admits) are required to comply with the Santa Clara University immunization requirements. New students are required to provide their full immunization record online through the Cowell Center My Student Health Portal from the [MySCU Portal](#). An *official* immunization record from your doctor is required. The deadline to submit your immunization record is August 1, 2022.

Detailed information on vaccination requirements can be found [here](#). See requirements below.

All students:

- Measles, Mumps and Rubella (MMR)
- Varicella (Chickenpox)
- Tetanus, Diphtheria and Pertussis (Tdap)
- Hepatitis B vaccine (Hep B)
- Meningococcal conjugate (Meningitis) Menactra or Menveo
- COVID-19 (up to date, i.e. fully vaccinated and boosted when eligible)

Students living on-campus:

- Meningococcal B - Bexsero or Trumenba.

Students from outside the US (click [here](#) for a list of high burden TB countries):

- Tuberculosis Screening (Blood Test): Tspot or Quantiferon Gold.

Self- Reported Medical History Form

New students are required to complete their Medical History Form online through the Cowell Center, My Student Health Portal from the [MySCU Portal](#). The deadline to submit your Medical History Form is **August 1, 2022**.

How to Submit Immunization Record and Self-Reported Medical History Form

An official immunization record from your doctor is *required* and can be uploaded through the COWELL CENTER, My Student Health Portal, at [MySCU Portal](#). The required Medical History form is located within the COWELL CENTER, My Student Health Portal, at [MySCU Portal](#).

To upload and complete both documents, please follow the steps below.

To access the MY SCU Portal you will need your SCU username and password.

1. Once inside the MY SCU Portal, please click on the COWELL CENTER, My Student Health Portal.
2. Once inside COWELL CENTER, My Student Health Portal, please confirm your date of birth.
3. Once inside your portal, please follow the directions for required documentation.

○ HEALTH INSURANCE

Santa Clara University requires all degree seeking students enrolled at least half-time in their school or college to have health insurance. All F-1 Visa students are required to be enrolled into the school sponsored Student Health Insurance Plan (SHIP) unless they are a dependent on a plan or enrolled in an employer based plan that meets all SCU requirements. J-1 students will be enrolled and charged for SHIP. There is no exception to this rule.

Students may purchase the university sponsored Student Health Insurance Plan (SHIP), but are not required to if they can provide proof of other insurance coverage comparable to SHIP as outlined in the benefit and waiver requirements on the Cowell Center website at www.scu.edu/cowell/insurance.

If you know you want to be enrolled into the SCU student health insurance plan, please complete the enrollment form [here](#) at the Gallagher website or by clicking on the Gallagher title in your [MySCU Portal](#). The completion of the enrollment form will expedite your insurance card availability.

To access the online waiver and enrollment forms, please go [here](#) for the Gallagher website or by clicking on the Gallagher tile in [MySCU Portal](#). ALL students will be subject to the process below.

- By **June 24, 2022** – Health Insurance Waiver must be completed to avoid having your student account charged the annual premium on June 28, 2022.
- After June 28, 2022 – Online Health Insurance Waiver form must be completed by the Law waiver deadline date of **August 19, 2022** in order to have the health insurance charge reversed from your student account within 3-5 business days.
- **By July 21, 2022** – If the health insurance credit is not posted to your student account and financial arrangements to cover health insurance charge are not completed, then a late payment fee will be charged and a hold will be placed on your student account.

- **By August 19, 2022** – The Online Health Insurance Waiver must be completed in order to have the health insurance charge reversed within 3-5 business days.
- **After August 19, 2022** – The health insurance charge will remain on your student account. THIS CHARGE WILL NOT BE REVERSED.

ORIENTATION WEEK

Attendance at Orientation is very important and mandatory. 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 and it will provide you with the resources needed to succeed. 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](#). The substantive portion of orientation will be held online beginning the week of August 1st.

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 8th.

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/>

Setup Playlist: [Student Orientation](#)

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

Charney Hall Information / Law Tech Help Desk (Mabie Grand Atrium)

August 10 to 11, 10 a.m.– 6 p.m.

August 12, 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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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/Law Tech Help 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 or schedule a remote session.

MySCU Portal/eCampus/Eduroam/Duo/Camino password resets are handled by the Main University IT Service Desk at **408-554-5700**.

Law Technology Help Desk Fall/Spring Semester Hours:

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

Monday - Thursday, 9 a.m-6 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 15 if it becomes necessary to balance section sizes. Do not write in your books until your section assignment is confirmed on August 15.

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 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 from your vehicle's rear view mirror 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](#), vending machines, networked printers, computer labs, the bookstore and at select [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 15, 2022. 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 and academic 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, and they view updates and amendments with suspicion. Refer to your state's bar association web page for more information.

Please be sure that you have fully disclosed and explained any academic discipline or criminal history. Should any character and fitness issues arise after you have submitted your application, which would change your original responses, you have an ongoing duty to notify the Admissions Office and the Law Student Services Office. Failure to do so may be deemed a character and fitness violation and may result in denial or revocation of admission and referral to LSAC's Subcommittee on Misconduct and Irregularities in the Admission Process. If you would like to amend your application or include any recent incidents, please do so by sending an email to lawadmissions@scu.edu.

CAMINO/CANVAS: Once you are registered for a class, you will have access to class information such as syllabus and first assignments on Camino. There will also be required orientation information posted 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 email account. Official administrative announcements are sent via email. Students are responsible for checking their email regularly and

keeping themselves informed. Once an email has been sent to a student's official SCU email account, the student is considered to have been officially notified. You will receive your SCU email 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 payment deadline on **July 15**.

HOUSING: Most students live within five miles of the campus in either University or private housing.

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 academic programs, campus life, and activities. 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 2022-2023 is \$400.00.

QUALIFICATIONS FOR ADMISSION TO THE BAR: In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the [National Conference of Bar Examiners](#).

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: <https://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 16, 2022 through September 16, 2022. Please call 408-554-4501 for more information.

Beginning Monday, September 19, 2022, 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 16, 2022.

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. For more information, please visit CAPS website at www.scu.edu/cowell/.

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+2022>

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. The schedule of classes for fall is listed at: <https://law.scu.edu/course-schedule-11/?semester=Fall+2022>

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 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 practice, and introduce students to critical skills such as: oral communication, active listening, client service, creative problem solving and professional development. 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/](http://law.scu.edu/bulletin/) (Note, the 2022-23 Bulletin has not yet been published)

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 student 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 \$2,016 per semester unit)	\$56,448

First-year, part-time J.D. division students annual tuition (21 units at \$2,016 per semester unit)	\$42,336
J.D. students (tuition per semester unit)	\$2,016
LL.M. students (tuition per semester unit)	\$2,258
Student Health Insurance (annual fee)	\$3,405 (pending approval may be subject to change)
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 costs and provides access to quality health care.

Students may purchase the university sponsored Student Health Insurance Plan, but are not required to if they can provide proof by completing the online waiver form, of other insurance coverage comparable to the school sponsored plan. The school sponsored insurance plan begins on August 15, 2022 and terminates on August 14, 2023. The 2022/2023 premium is \$3,405.00 (This rate is currently pending approval from the California Department of Insurance and may be subject to change). Students with comparable health insurance must complete the Online Waiver Form with their own insurance information prior to the **August 19, 2022 FINAL waiver deadline date**. To access the waiver and enrollment form please go to www.scu.edu/cowell/insurance and click on **Click Here** located on the page. You will be taken to the Gallagher Student Login Page for Santa Clara Students.

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

- **By June 24, 2022** – Health Insurance Waiver must be completed to avoid having your student account charged the annual premium on June 28, 2022.
- **After June 28, 2022** – Online Health Insurance Waiver form must be completed by the Law **waiver deadline date of August 19, 2022** in order to have the health insurance charge reversed from your student account within 3-5 business days.
- **By July 21, 2022** – If the health insurance credit is not posted to your student account and financial arrangements to cover health insurance charge are not completed, then a late payment fee will be charged and a hold will be placed on your student account.
- **By August 19, 2022** – The Online Health Insurance Waiver must be completed in order to have the health insurance charge reversed within 3-5 business days.
- **After August 19, 2022** – The health insurance charge will remain on your student account. **THIS CHARGE WILL NOT BE REVERSED.**

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.

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.

Immunization Requirements

All incoming students (undergraduates, graduates, transfers, and re-admits) are required to comply with the Santa Clara University immunization requirements. New students are required to provide their full immunization record online through the Cowell Center My Student Health Portal from the [MySCU Portal](#).

An *official* immunization record from your doctor is required. The deadline to submit your immunization record is [August 1, 2022](#).

See requirements below.

- **All students:**
 - Measles, Mumps and Rubella (MMR)
 - Varicella (Chickenpox)
 - Tetanus, Diphtheria and Pertussis (Tdap)
 - Hepatitis B vaccine (Hep B)
 - Meningococcal conjugate (Meningitis) Menactra or Menveo
 - COVID-19
- **Students living on-campus:**
 - Meningococcal B – Bexsero or Trumenba.
- **Students from outside the US** (click [here](#) for a list of high burden TB countries): Tuberculosis Screening (Blood Test): Tspot or Quantiferon Gold.

Detailed information on vaccination requirements can be found [here](#).

Self-Reported Medical History Form

New students are required to complete their Medical History Form online through the Cowell Center, My Student Health Portal from the [MySCU Portal](#). The deadline to submit your Medical History Form is [August 1, 2022](#).

How to Submit Immunization Record and Self-Reported Medical History Form

An official immunization record from your doctor is *required* and can be uploaded through the COWELL CENTER, My Student Health Portal, at [MySCU Portal](#).

The required Medical History form is located within the COWELL CENTER, My Student Health Portal.

To upload and complete both documents, please follow the steps below.

To access the MY SCU Portal you will need your SCU username and password.

1. Once inside the MY SCU Portal, please click on the COWELL CENTER, My Student Health Portal.
2. Once inside COWELL CENTER, My Student Health Portal, please confirm your date of birth.
3. Once inside your portal, please follow the directions for required documentation.

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 Payer for the purpose of reviewing student account and 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 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 Payer. 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 their applicable tuition and fees by the published term payment deadline, regardless of receiving a billing statement. Students enrolling after the initial payment deadline may be required to pre-pay for their enrollment. **Registered students who do not formally withdraw 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 2022 – Billing available July 1; payment due **July 15** for entering students (note this is earlier than the continuing student deadline of July 21)

Spring 2023 – Billing available December 1; payment due December 21

Summer 2023 – 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 assist students 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 Payer can make online payments by processing a fund transfer directly from their *personal* checking or savings account through a third-party website accessible via the University eCampus system or SCU Pay site. Please note that a bank may reject a fund transfer if it exceeds a specific amount. Check with your bank about daily limits to prevent returned payment transactions. Payers are able to make electronic payments without incurring a transaction fee.

Term Payment Plan

Students currently enrolled at SCU may be eligible to enroll in an online monthly payment plan to assist with budgeting needs. 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 along with the enrollment fee are 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 ensure your student's name and SCU ID number is located on the check or remittance advice for accurate and timely posting. You can send a copy of the billing statement with your paper check or cashier's check made payable to Santa Clara University 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 and 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, 9:00 am-5:00 pm.

International Payment by Wire Transfer

International students may submit payment quickly and securely through eCampus. Authorized Payers and other third-party payers can make payments by accessing the following link: <https://payment.flywire.com/pay/payment>. 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, enrollment in the online monthly payment plan, 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 and certifications, 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 reasonable 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 disputed charge 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. However, all other charges must be paid by the due date. If the disputed amount is deemed to be invalid, then an adjustment will be made to the student's account. If the disputed amount is found to be valid, payment must be submitted to the Bursar's Office immediately upon notification.

Tuition Insurance Protection

Students and families may protect themselves against financial loss from an unexpected complete withdrawal from the University by purchasing tuition insurance coverage. The University has partnered with A.W.G. Dewar Inc., to provide an optional tuition insurance plan. This plan is designed to protect from loss of funds paid for tuition should it be necessary to completely withdraw from the University during the term for diagnosed medical or mental health 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 their student account. The refund process will begin after the add/drop period of every term. Below is the criteria for refunding purposes:

- Account must reflect a credit balance
- Student cannot be enrolled in a monthly 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 not receive a 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 formally withdraw or drop courses 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.
- Students who withdraw from the University or drop courses after the second week of classes will not receive a tuition refund 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, 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.

Santa Clara University reserves the right to change tuition, room and board, fees, or other costs, to modify its services, or change its programs at any time. In addition, no refunds of tuition, room and board, fees or other costs will be made because of curtailed services resulting from strikes, acts of God, civil insurrection, riots or threats thereof, changed economic conditions, national emergency, or other causes beyond the control of Santa Clara 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. Outside scholarship funds may impact your federal aid eligibility, causing a reduction in federal loan eligibility in some cases.

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 2.00 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 time frame 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 can email onestop@scu.edu to request information about the work-study process & eligibility.

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: **6.54%**, for loans first disbursed on or after 7/1/22 and before 7/1/23 (current rates can be found at studentaid.gov)
- Origination fee: **1.057%** for loans first disbursed on or after October 1, 2020 and before October 1, 2023 (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: **7.54%**, for loans first disbursed on or after 7/1/22 and before 7/1/23 (current rates can be found at studentaid.gov)
- Origination fee: **4.228%** for loans first disbursed on or after October 1, 2020 and before October 1, 2023 (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 disburseable 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 2022-2023

Fall Semester 2022

June 6-10, 2022	Monday – Friday	Fall Registration period: upper division
July 21, 2022	Thursday	Payment deadline for Fall 2022
August 8-12, 2022	Monday – Friday	First Year Orientation
August 13, 2022	Saturday	Saturday classes begin
August 15, 2022	Monday	Classes begin
August 19, 2022	Friday	Last day for a 100% tuition refund. Last day to add/drop.
August 26, 2022	Friday	Last day for a 60% tuition refund
September 2, 2022	Friday	Last day for a 40% tuition refund
September 5, 2022	Monday	Labor Day: academic and administrative holiday
September 9, 2022	Friday	Last day for a 20% tuition refund. No tuition refund after this date.
September 9, 2022	Friday	Last day to file for pass/no pass option at Student Services
October 3, 2022	Monday	Last day to petition for 2022 or 2023 degree
October 7, 2022	Friday	Last day to request an administrative exam reschedule

October 8-11, 2022	Saturday – Tuesday	Fall Recess
October 12, 2022	Wednesday	Administrative Monday: All Monday classes meet in place of all Wednesday classes
November 23, 2022	Wednesday	Classes end
November 24-25, 2022	Thursday – Friday	Thanksgiving: academic and administrative holidays
November 26-29, 2022	Saturday – Tuesday	Reading period
November 30, 2022 – December 14, 2022	Wednesday – Wednesday	Examination period
December 15, 2022 – January 6, 2023	Thursday – Friday	Holiday recess
December 23-26, 2022	Friday-Monday	Christmas: administrative holidays
December 30, 2022 – January 1, 2023	Friday-Sunday	New year: administrative holidays

Spring Semester 2023

October 17-21, 2022	Monday – Friday	Spring registration period: upper division
December 21, 2022	Wednesday	Payment deadline for Spring 2023
January 7, 2023	Saturday	Saturday classes begin

January 9, 2023	Monday	Classes begin
January 13, 2023	Friday	Last day for a 100% tuition refund. Last day to add/drop.
January 16, 2023	Monday	Martin Luther King Day: academic and administrative holiday – no classes
January 20, 2023	Friday	Last day for a 60% tuition refund
January 27, 2023	Friday	Last day for a 40% tuition refund
February 3, 2023	Friday	Last day for a 20% tuition refund. No tuition refund after this date.
February 3, 2023	Friday	Last day to file for pass/no pass option at Student Services
February 20, 2023	Monday	Presidents' Day: academic and administrative holiday – no classes
February 21, 2023	Tuesday	Administrative Monday: All Monday classes meet in place of all Tuesday classes
March 3, 2023	Friday	Last day to request an administrative exam reschedule
March 13-18, 2023	Monday – Saturday	Spring break – no classes
April 7-8, 2023	Friday – Saturday	Good Friday: academic and administrative holiday
April 26, 2023	Wednesday	Administrative Friday: All Friday classes meet in place of all Wednesday classes

April 26, 2023	Wednesday	Classes end
April 27-30, 2023	Thursday – Sunday	Reading period
May 1-16, 2023	Monday – Tuesday	Examination period
May 19, 2023	Friday	Graduate Liturgy
May 20, 2023	Saturday	Commencement, 9:00 AM, Mission Gardens

Summer Session 2023

April 3-7, 2023	Monday – Friday	Summer Registration period
May 21, 2023	Sunday	Payment deadline for Summer 2023
May 27, 2023	Saturday	Saturday classes begin
May 29, 2023	Monday	Memorial Day: administrative holiday
May 30, 2023	Tuesday	Classes begin
June 5, 2023	Monday	Last day for a 100% tuition refund. Last day to add/drop.
June 12, 2023	Monday	Last day for a 50% tuition refund. No tuition refund after this date.
June 12, 2023	Monday	Last day to file for pass/no pass option at Student Services

June 26, 2023	Monday	Last day to request an administrative exam reschedule
July 4, 2023	Tuesday	Independence Day Celebration: academic and administrative holiday
July 18, 2023	Tuesday	Classes end
July 19-20, 2023	Wednesday – Thursday	Reading Period
July 21-22, 2023	Friday – Saturday	Examination period

All dates are inclusive. Dates are subject to change.

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