Before Orientation

- Notify erin.bishop@drake.edu if you would like to be served a vegetarian lunch option during orientation. You must notify Erin Bishop by July 29th.

- Review the Drake New Student Tech Checklist. It covers important information such as where to change your initial password.

- Get your Drake Card. The Student Services Center (SSC), located in the Olmsted Center is normally the location where Drake Cards will be printed and picked up. To encourage social distancing, we will be allowing photos to be emailed to studentservices@drake.edu, and pickup can be arranged at a time that is convenient for the cardholder, instructions can be found here. Please keep professionalism in mind when submitting photos as this will be your ID for all three years of law school. Please wait to visit the SSC until you are within two weeks of your semester start date to ensure that you have been built into the ID system. Check the current hours of operation before your visit.

- Submit your medical history form, learn how to here. Students are required to complete and submit this form to the University Health Center. It may be returned via mail, fax or delivered to the Student Health Center during orientation week. This form must be submitted by the start of fall classes on August 22nd but should be completed as soon as possible.

- Submit your final transcript. If you have not yet done so, please send your final transcript, noting the date your bachelor’s degree was conferred, to LSAC or the Office of Admission at the address listed below. Students entering as part of a 3+3 program should send a transcript including Spring 2022 grades. If your LSAC CAS report did not include a final transcript and you have not already done so, please request a transcript be sent to the Drake Law School Office of Admission at 2608 Forest Avenue, Des Moines, IA 50311. We must receive your final transcript before October 15th, but you are encouraged to send it as soon as possible.

- Login to my.drayke.edu. To access the myDrake student portal you must first establish a password by going here. Log in with your student ID number and your default password which has been set to your birth date in the following format: MmmDD#YYYY (example: Jan01#1997). Click here for instructions and password guidelines.

- Complete the EVERFI Sexual Assault Prevention Course available on July 1st. You will receive an email from EVERFI with instructions. You can also find the course at MyDrake under Learning Resources and then Mandatory Student Training. This is required to be completed before the start of classes, if you do not complete the EVERFI course a hold will be placed on your account and you will not be able to register for the Spring course.
Direct Deposit. Students borrowing student loans who wish to expedite the loan refund process may wish to set **up direct deposit into your personal bank account**. This process may be completed in *myDrake*. Click [here](#) for further information and instructions.

Register for the Fall 2022 Orientation TWEN page, instructions can be found [here](#). Access and complete the readings for Orientation. **The readings can be found starting on Monday, August 1st** in “During Orientation Materials” tab on the TWEN page.

**Purchase books.** When reviewing your class schedule in *myDrake* once we register you for classes, please note your CRN (Course Name) and course numbers to search for required books. Course materials and book information can be found [here](#). Books may be purchased from any retailer or at the University Bookstore located on campus in the Olmsted Center. The first week of assignments and readings for the 1L courses are posted on the Fall 2022 Orientation TWEN page starting August 15th. **Student loan refund checks will be available no earlier than August 22nd** so please plan to use alternative funding for purchasing your law school books.

Login and create accounts for all software: Bloomberg, CALI, Lexis, Westlaw and TWEN. **You will be sent an email with codes and passwords by July 29th.** Directions for how to register for these resources can be found [here](#). If you have any questions or need assistance please contact David Hanson, Collection Management and Metadata Librarian at david.hanson@drake.edu or 515-271-2077.

Register for the TWEN course pages for your Fall classes as they become available.

Locate the **Overview of Law Library Orientation Elements** in “Before Orientation Materials” tab on the TWEN page and view the Law Library Orientation video. A tour of the Opperman Library will be given during Orientation.

Check your Drake email to RSVP to an **optional Pre-Orientation Q & A Session** with Assistant Dean for Student Services Erin Lee Schneider and Director of Admissions and Financial Aid Matt Johnson. This meeting will be held virtually via [Microsoft Teams](#) on Wednesday, August 10th at noon. It will be recorded and posted on the Fall 2022 Orientation TWEN for those who have schedule conflicts. You will receive the invitation in late July.

**Complete the virtual orientation sessions**, which will be released August 1st, 2022, on the Fall 2022 Orientation TWEN page including:
A two part “Student Code of Conduct” by Associate Dean and Professor of Law Erin Lain. Upon completion of each video, you will be prompted to acknowledge that you viewed or listened to the video in its entirety.

A multi-part “Intro to Law” course by Associate Dean and Professor of Law Erin Lain.

“Avoiding Plagiarism” by Associate Dean for Information Resources and Technology and Director of the Drake Law Library John Edwards. After viewing this video complete the associated CALI assignment. The link can be found on the TWEN page. To complete the assignment, first you must register at cali.org using “DRAKEUstu62” as the key.

These are mandatory components of orientation and should be viewed prior to the first day of Orientation and can be found in the Before Orientation Materials tab in the Fall 2022 Orientation TWEN page. Your viewership and completion of these components will be tracked for attendance purposes.

Provide an updated mailing address with an effective date. If you have a new local address, please send the mailing address and effective start date to lawadmit@drake.edu so we may update your student record.

Watch the virtual tour of Cartwright Hall and the Drake Legal Clinic.

We will register you for classes in early August. Afterward, you will be able to view your schedule by logging into myDrake and selecting the “Self Service” icon. Under the Registration box, click on My Schedule. At “Select a Term”, click the drop-down menu, and choose Law Fall 2022 and submit. Self Service Instructions.

During Orientation

Orientation will be held on campus August 16th-19th.

Remember to bring your laptop and a refillable water bottle.

Dress appropriately (August 16th-18th wear business casual; August 19th business formal).

Park for free in Lot 1, located south of Forest Avenue along 25th Street. After August 19th, you will need to purchase a parking pass to park without receiving a ticket. Instructions on where to purchase parking passes can be found below.

Pick up your Orientation Welcome Packet at the top of the stairs in Cartwright Hall. Please refer to the campus map for directions to Cartwright Hall.

Updated 7/20/22
Complete prior to 1st day of classes

☐ Tuition Payments and Loan Refund Checks. The earliest possible release of student loan funds will be the first day of classes, Monday August 22nd. Tuition payments are also due on this date. Further information about tuition payment options may be found here. If you intend to borrow student loans, please make sure you follow the instructions sent via email from the university financial aid office. Loan eligibility is available in the online portal MyDUSIS. Contact the Office of Student Financial Planning at financialaid@drake.edu or 515-271-2905 with questions related to student loans.

☐ Assignments for your first week of classes will be released Monday, August 15th. Login to the TWEN course management system used by Drake Law School to access the Fall 2021 Orientation page. Assignments can be found under the “First Week Assignments/Readings-Copyrighted” tab.

Optional Tasks to Complete

☐ Purchase parking permit, more information can be found here. Parking permits typically go on sale in early July and are valid from August to August of the following year. Most law students purchase commuter passes for the Orange Zones on the East side of campus, which are very close to Cartwright Hall. Check the OnCampus newsletter for announcements on parking passes.

☐ Start the process for requesting accommodations through Student Disability Services by completing the intake form which can be found by selecting Forms.

☐ Familiarize yourself with the services offered by Drake Information Technology Services. If you need any assistance accessing myDrake please contact the Drake University Support Center at (515) 271-3001 or send an e-mail to supportcenter@drake.edu. An online ITS Knowledge Base is also available to provide step-by-step instructions and guidance.

☐ Register for an AccessLex “AskEDNA” account for information on academic success, financial planning, and setting yourself up for success.

☐ Once you have logged into myDrake be sure to explore the options under the “MYDUSIS” icon where you may view the following:

   “Personal Information”
   • Update Preferred Name
   • Submit Social Security Number
   • Update My Information
“Student Services & Financial Aid”

- Check your class schedule
- Check student account details
- Register for a Drake parking tag
- Check for account holds
- View unofficial transcripts

The portal can be extremely useful to you; it only takes a little time to explore the options. When you finish your connection, always remember to logout so your account is not visible to another user.

☐ Look over the **2022-23 Academic Calendar**. Review your personal schedule by logging into *myDrake*, instructions can be found [here](#).

☐ Learn more about [Drake’s Student Health Center](#).

☐ **Research your health insurance options as a law student.** ABA Insurance created a new landing page on [abainsurance.com](http://abainsurance.com) specifically tailored to law students’ insurance needs. The page includes a Frequently Asked Questions section and a phone number (1-855-967-0415) to call to talk to an expert. The Law Student Division aggregated much of this information and published it, along with a recorded webinar video in a [Before the Bar article](#).