

## Before Orientation

- Start Harvard University's Zero L program. This supplemental online course covers fundamental legal knowledge that will help you thrive in law school. You will be able to access the course starting December 21st, 2020. Please see your email for the message from Harvard Law School with sign up instructions.
  
- Get your student ID card printed. The Student Services Center staff is currently working remotely, you will be able to pick up your ID in January at the [Student Services Center](#). To encourage social distancing, photos should be submitted to [studentservices@drake.edu](mailto:studentservices@drake.edu) ahead of pickup. Instructions can be found [here](#). These photos will be used widely throughout your time at Drake University Law School, please keep professionalism in mind when submitting a photo. If you are a fully remote student, you will not need a printed ID until you are on campus.
  
- 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 second week of classes 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 2020 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 2507 University Avenue, Des Moines, IA 50311. We must receive your final transcript prior to the first day of Orientation.
  
- Login to my.Drake.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.
  
- 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.

- Purchase books. After you have registered for classes you will be able to review your class schedule in *myDrake*, please note your CRN 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. Student loan refund checks will be available no earlier than January 19th so please plan to use alternative funding for purchasing your law schoolbooks.
- Login and create account for all software: Bloomberg, CALI, Lexis, Westlaw and TWEN. You will be sent an email with codes and passwords in December. 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](mailto:david.hanson@drake.edu) or 515-271-2077.
- Register for the Spring Start Orientation 2021 TWEN page, instructions can be found [here](#). Access and complete the readings for Orientation. The readings can be found starting on January 5<sup>th</sup> in the “Before Orientation Materials” tab on the TWEN page.
- Locate the Overview of Law Library Orientation Elements in “Before Orientation Materials” tab on the Spring Start Orientation 2021 TWEN page. It will explain how to view the Law Library Orientation video and take a TWEN quiz over the material presented in the video.
- Access the remote video components of Orientation which can be found starting Tuesday, January 5<sup>th</sup>, 2021, on the TWEN page including:
  - An overview of the Student Code of Conduct Parts I and II presented by Associate Dean and Professor of Law, Andrew Jurs. After viewing both videos you must complete the corresponding quiz.
  - “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.

These videos are a mandatory component of Orientation and your viewership will be tracked. These videos should be viewed prior to the first day of Orientation and can be found in the Before Orientation Materials tab in the Orientation 2020 TWEN page.

- Download and install Exemplify, the software you will use to take your exams. Instructions can be found [here](#).

- 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](mailto:lawadmit@drake.edu) so we may update your student record.
- Watch the virtual tour of [Cartwright Hall](#) and the [Drake Legal Clinic](#).

### **During Orientation**

Orientation will be held virtually January 12th-14th 2021.

- Review the orientation schedule which can be found [here](#). Your virtual sessions will be held using Blackboard or Microsoft TEAMS. **Pay close attention to the schedule so you know which platform is being used for each session.** Instructions on using Blackboard and TEAMS can be found on the Spring Start Orientation TWEN page in the Orientation Schedule section. You will have access to Blackboard after you have been registered for classes.
- Thursday, January 14<sup>th</sup> you will have one live virtual session to attend in the morning. The rest of the week is free for studying and completing first assignments which can be found on the TWEN page in the First Week Assignments/Readings section. For students who can be on campus, there is an optional student led tour during the afternoon. Refer to the schedule for details and please RSVP to [emily.fleming@drake.edu](mailto:emily.fleming@drake.edu).
- Login to the TWEN Spring Start Orientation 2021 page and navigate to the During Orientation Material tab to access the following material:
  - “Introduction to Legal Research” by Associate Dean for Information Resources and Technology and Director of the Drake Law Library, Professor John Edwards.
  - Listen to welcome remarks recorded by Lieutenant Governor of Iowa, Adam Gregg.
  - Get to know Student Organizations by watching their introductory videos.
  - Reading assignments for your Law School Foundations and Intro To Law Sessions

- If you think you are unable to attend the virtual events because of access to internet or other issues please contact [emily.fleming@drake.edu](mailto:emily.fleming@drake.edu) no later than January 11th so that arrangements can be made.

### **Complete prior to 1st day of classes**

- Assignments for your first week of classes will be released Monday, January 11<sup>h</sup>. Login to the TWEN course management system used by Drake Law School to access the Orientation 2020 course. Assignments can be found under the “First Week Assignments/Readings-Copyrighted” tab.
- Tuition Payments and Loan Refund Checks. The earliest possible release of student loan funds will be the first day of classes, Tuesday, January 19<sup>th</sup> 2021. 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 your loan request form(s) has been returned. Contact the Office of Student Financial Planning at [financialaid@drake.edu](mailto:financialaid@drake.edu) or 515-271-2905 with questions related to student loans.

### **Optional Tasks to Complete**

- Purchase parking permit [here](#).
- 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](mailto:supportcenter@drake.edu). An online [ITS Knowledge Base](#) is also available to provide step by step instructions and guidance.
- 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 your address and phone number
- View Drake email address
- Update emergency contact information

#### “Student Services & Financial Aid”

- Check your class schedule
- Check student account details
- Register for a Drake parking tag (after August 3rd)
- 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 [2020- 2021 Academic Calendar and Spring 2021 Course Schedule](#). Review your personal schedule by logging into *myDrake*, instructions can be found [here](#). *Please note that your legal research and legal writing small group assignments may not yet be included in your schedule. These are typically assigned by the first day of orientation.*
- 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](#) 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](#).