





# Message from the Dean

Dear Students.

Welcome to UB School of Law and the Western New York legal community! This is an exciting time to pursue a legal education, and Buffalo is a great place to do it.

At Orientation, you'll get to know the members of the outstanding community you are now a part of — our dedicated faculty and staff, our exceptional alumni, and members of the local bar who care deeply about the law school and our students. You'll begin this journey surrounded by the support of a community committed to your success.

As you prepare for the start of the academic year, please be sure to reach out if you have questions or need assistance. We look forward to getting to know you.

Best.

S. Todd Brown

Interim Dean and Professor of Law





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# New Student Enrollment Checklist

# ☐ ACTIVATE YOUR UBIT AND UBMAIL ACCOUNT

Once you have been assigned a Person Number and UBITName (user name), a message will be sent to your personal email with your one-time password. Activate your UBITName with your one-time password. You will use your

UBITName to log into a variety of campus services, including MyUB (the University's web portal), HUB (class and academic portal), and your UB email account (buffalo. edu). All official university and law school

Former UB student? Can't login? Contact the UBIT Help Desk: 716.645.3542

communications, including messages from professors, will be sent to your buffalo.edu email address. We recommend using your UBmail account for professional and academic purposes only and checking it often.

# ■ SUBMIT IMMUNIZATION AND MENINGITIS RECORDS

All incoming students (undergraduate, graduate and professional) born on or after January 1, 1957 must:

- Provide proof of immunity against measles, mumps and rubella.
- Receive information about meningococcal disease, and make an informed decision about whether or not to receive immunization against meningococcal disease.

The most common hold on student accounts is a result of failure to submit immunization records. For more information, call UB Health Services: 716–829–3316.

# ■ SUBMIT YOUR FINAL TRANSCRIPTS

All matriculated law students are required to send a final copy of their baccalaureate degree-noted transcript to the Law School Admission Council in July via their LSAC.org account. Failure to submit your final, degree-noted transcript will prevent fall course registration and attendance at Orientation. Accelerated BA/JD "3+3" students are exempt from this requirement. Final trancripts will be submitted at the end of your 1L year.

### □ NEW YORK STATE RESIDENCY VERIFICATION

New York State residents are required to provide proof of residency. Please refer to your email for additional information regarding this important requirement. **New York State residents who fail to upload acceptable documentation by August 15 will be charged non-resident tuition.**Questions? Contact the Office of Admissions at law-admissions@buffalo.edu or (716) 645-2907.



BE SURE TO COMPLETE ALL OF THE ABOVE BEFORE MOVING ON!

# OBTAIN YOUR UBID CARD

Your UB Card is your official University at Buffalo ID. **By mid August**, after your course schedule has been assigned by the Registrar, you will be eligible for a UB Card. You can submit a photo online to obtain your card. Appointments are needed during peak periods including Aug 21- Sept 15. We recommend obtaining your UB Card *prior* to law school orientation.



# SECURE YOUR UNIVERSITY VIRTUAL PARKING PERMIT

It is imperative that you secure a UB parking permit by registering your license plate prior to Orientation. You may do so online AFTER you have been registered for fall courses. Virtual permits are FREE for students. Have your UBIT name ready. Questions? Call 716-645-3943.



Learn more by visiting www.buffalo.edu/parking
Virtual Vic is available online to assist with your questions.

# ☐ COMPLETE MANDATORY SEXUAL ASSAULT PREVENTION COURSE FOR GRADUATE STUDENTS

All new graduate and professional students **must complete** the Sexual Assault Prevention course – which helps promote healthy behaviors and prevent sexual assault and relationship violence. An email with the link to the course will be sent to your buffalo.edu account from the

university. Be sure to watch for it and complete **before arriving** at UB for your fall classes.

Have you completed this course in the past? If so, contact UB's Health Promotion Office at 716.645.2837 to see if you are eligible for exemption.

# Staying Up-to-Date

# CHECK HUB

The HUB is UB's online portal where

you can view your class schedule, pay UB ebills, view and accept financial aid, and check the status of holds on your account.

#### CHECK YOUR EMAIL

Once Orientation begins, check your email regularly for The Docket, our weekly e-newsletter, which is sent out every Monday morning to keep you apprised of events at the law school and in the local legal community.

# CHECK SIP (SCHOOL INFORMATION PORTAL)

SIP is the law school's online bulletin board where you can find program and event announcements and reminders.

Missed the weekly digest? Log on to SIP located at: law.buffalo.edu/current

Activate your UBIT account in order

to access HUB.

A weekly digest will be emailed to you every Thursday morning.

#### **GET CONNECTED**

Stay on top of what's happening! Follow our social media accounts. Join the University at Buffalo School of Law - Class of 2026 LinkedIn Group as it will be active with posts from student organizations and law school administration with activity details and helpful hints. #UBuffaloLaw

#### CHECK FOR ASSIGNMENTS

- Before Orientation begins, you will receive assignments from your Legal, Analysis, Writing, & Research (LAWR) professors. They will be posted on the Accepted Students web page the first week of August.
- The Procertas Legal Technology Assessment program is designed to ensure students possess the technology competencies necessary for the practice of law. Incoming law students **must complete** the Word training modules prior to Orientation. Watch your buffalo.edu email for details in early August to register and complete the course.
- Some of your doctrinal faculty may also give you reading assignments that will be emailed to your buffalo.edu account before you begin doctrinal classes on Aug. 28th. The GARP can be found at:

#### READ THE GARP

Our General Academic Requirements, Policies & Code of Student Conduct (GARP) provides our students with critical information regarding curricular guidelines, academic integrity, and graduation requirements. New students are required to sign the GARP before or during Orientation. Review it carefully before signing the acknowledgment form.





law.buffalo.edu/registrar/policies

# **Financing Your Education**

Please review these answers to some commonly asked questions.

### AM I ELIGIBLE FOR FINANCIAL AID?

U.S. citizens and eligible noncitizens who complete the Free Application for Federal Student Aid (FAFSA) and maintain at least halftime enrollment (6 credits) are eligible for federal student aid.

# HOW MUCH CAN I BORROW?

Learn more at financialaid.buffalo.edu/aid/loans

Graduate/professional school students can borrow up to \$20,500 per year in Direct Unsubsidized Loans (unless your undergraduate loans exceed \$138,500 or you are currently in default).

### WHAT ARE DIRECT UNSUBSIDIZED LOANS?

Direct Unsubsidized Loans are made available for graduate/professional students. Students do not need to demonstrate financial need to be eligible for the loan.

### WHAT ARE GRADUATE DIRECT PLUS LOANS?

Graduate Direct PLUS Loans are credit-based federal loans that graduate or professional students can use to help pay education expenses.

### ARE PRIVATE LOANS AN OPTION?

If you are no longer eligible for a Direct Loan, a private loan can help close the financial gap between the cost of attendance and other forms of financial aid.

No need to wait! You can begin the FAFSA or speak with a financial aid advisor today.

- Need a FSA ID? Visit fafsa.gov to create a new FSA ID
- Already have your FSA ID? Login to start completing your FAFSA today
- Don't forget UB's Federal School Code: SUNY at Buffalo-002837
- Learn more at financialaid.buffalo.edu/aid/loans.

# MAX BY ACCESSLEX®

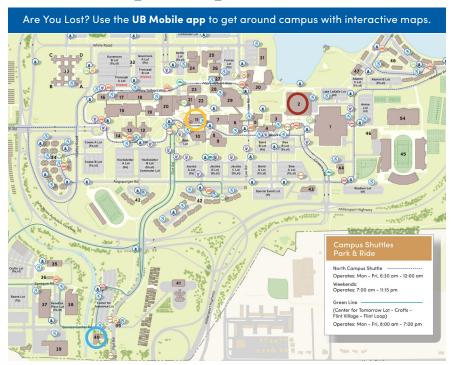
Our students receive free access to Ask EDNA! – the Education Network at AccessLex. Your one-stop shop to access MAX by AccessLex®, the personal finance program for law students, as well as student success and bar success tools.

- Register for your free account at AskEDNA.AccessLex.org
- Complete the "Financial Foundations" course to enter the annual MAX scholarship drawings.

International students are not eligible for federal financial assistance. However, international and domestic law students may be eligible for other types of aid such as university-based scholarships.



# North Campus Map







Stampede Stop



Campus Shuttle Stop



Bike Share Hub (Fix it stations at Student Union Fargo Quad, Rensch Loop & Flint Loop)





Emergency Blue Light Phone Park & Ride



Shuttle Lot

Reserved Parking



Metered Parking (faculty, staff, student or visite



EV Charging Station



NFTA Metro Stop

#### BUILDING DIRECTORY



Flint Village	42
Fronczak Hall	18
Furnas Hall	27
Governors Residence Halls	33
Lehman Hall	Α
Clinton Hall	В
Dewey Hall	С
Roosevelt Hall	D
Greiner Hall	49
GRoW Home	55
Hadley Village	34
Helm Warehouse	39
HRD Building	36
Hochstetter Hall	12
Jacobs Management Center	9
Jarvis Hall	26
Ketter Hall	24
Knox Lecture Hall	22
Lockwood Library	6
Mathematics Building	16
Morris Sports Performance Center	46
Murchie Family Fieldhouse	54
Natural Sciences Complex	15
Norton Hall	21
O'Brian Hall	11
Park Hall	10

Slee Hall	3
South Lake Village	48
Stadium	45
Statler Food Commissary	38
Student Union	29
Talbert Hall	19
Visitor Information Booth	32
Ellicott Complex	50
Fargo Quadrangle	А
Evans Quadrangle	В
Red Jacket Quadrangle	С
Richmond Quadrangle	D
Spaulding Quadrangle	Е
Wilkeson Quadrangle	F
Academic Center	G
Katharine Cornell Theatre	н
Albert P. Sy Lecture Hall	- 1
C3 Crossroads Culinary Center	J

# MOBILE MAP



# **Navigating the Campus**

Campus Map: buffalo.edu/home/visiting-ub/CampusMaps

# BY CAR

- UB uses License Plate Recognition (LPR). Your license plate is your virtual permit to park. UB students need to register their license plate(s), at no additional cost, to park in many areas on campus.
- Parking tickets can cause holds on student accounts!
- Note which lots are student lots and which are faculty/staff lots.
- Arrive early Parking lots fill up quickly, especially when classes are in session.
- Can't find a spot? Park in the Center for Tomorrow near Maple Road and take a free shuttle to Flint Loop.
- Download the ParkMobile app to pay for metered parking by phone, or visit **parkmobile.com**.

Don't have a parking permit? Register at buffalo.edu/parking.

#### BY BUS

• UB Stampede is the University's high-occupancy bus service for travel around and between the campuses. Student ID is required to ride.

#### SHUTTLES

• UB provides convenient shuttle service to class from campus housing, Park & Ride lots, designated shopping areas, and downtown buildings.

### **PUBLIC TRANSPORTATION**

- The Niagara Frontier Transportation Authority (NFTA) offers public transportation throughout the Buffalo-Niagara region, including stops on campus. **NFTA bus stops are marked on campus maps.**
- The NFTA-Metro includes a fleet of buses and a rail system. The train operates between downtown Buffalo's Erie Canal Harbor Station and the University Metro Rail Station on UB's South Campus.
- For bus and train schedules visit metro.nfta.com/schedules/routes

### MORE QUESTIONS?

- Visit **buffalo.edu/parking** or call **716.645.3943**.
- Stop by UB Parking Offices at 106 Spaulding Quad or 1Capen in Capen Hall.
- Follow UB Parking on Twitter @ubparking for the latest on parking lot and road conditions.

# Getting started on Classroom and Testing Accommodations

# MAKE YOUR REQUEST AS EARLY AS POSSIBLE

Please contact Accessibility Resources as soon as possible after you are admitted to UB, or as soon as you become aware of your accommodation needs. We strive to coordinate accommodations in a timely manner, but some accommodations may not be available when you need them if you do not give timely notice.

# STEP 1: CONTACT ACCESSIBILITY RESOURCES

Contact Accessibility Resources ("AR") to arrange an initial meeting. Meetings may take place in person or over the phone for online students.

#### STEP 2: MEET WITH ACCESSIBILITY RESOURCES

The Accessibility Resources staff uses a variety of information sources to help determine if a request is reasonable. These resources include (but are not limited to) the following:

Office of Accessibility Resources

- your needs and experiences
- staff observation and interaction
- documentation from third parties

Office of Accessibility Resources
University at Buffalo
60 Capen Hall, North
Campus
Buffalo, NY 14260
Phone: (716) 645-2608

#### STEP 3: ACCOMMODATION MEMO & ORIENTATION

After your initial meeting, you will be scheduled for an accommodations orientation, where you will receive your accommodation memo packet.

#### STEP 4: SHARE YOUR ACCOMMODATION MEMO WITH STUDENT AFFAIRS

After you receive your Accommodation Memo, email law-accommodation@buffalo. edu with your memo attached. Asst. Dean Jamila Lee will email the memo with instructions to your professors.

# **ACCOMMODATIONS CAN INCLUDE:**

- note-taking assistance
- accessible textbooks
- testing accommodations
- assistive technology and course access
- snow removal
- temporary injuries

# Food Support

Through a partnership with the Student Association, UB offers Blue Table, a virtual food pantry service for UB students who do not have access to food.

Any enrolled UB student is welcome to utilize the service and all that is needed is a valid UB student ID. Blue Table is available to off-set unanticipated hardship and is not meant to replace a meal plan.

Visit **buffalo.edu/studentlife/help/emergency/food-support** to learn more.

# **Getting Started with UBIT**

- Register for your UBITName
- Complete the IT Quick Start Checklist buffalo.edu/ubit/new

# GET FREE SOFTWARE

Microsoft Office 365 is available through office.com using your University credentials as the login. Other licensed software is available at **buffalo.edu/ubit/service-guides/software.** 

Technology questions? law.buffalo.edu/law-it or Live IT Support: M-F 9 a.m. to 4 p.m. Zoom Meeting ID 958 4549 6130

#### CONNECT TO UB'S NETWORKS

eduroam is UB's encrypted Wi-Fi network for registered students.

# **EQUIPMENT YOU'LL NEED**

Laptops are recommended for a UB student's coursework. Access to a laptop is **required** for exams. Only Windows and MacOS devices are supported by our systems.

■ Evaluate your computer using UB's recommended computer standards and view UB discounted computers at **buffalo.edu/ubit/new/programs.** 

### PRINTING ON CAMPUS

Printers are provided through University and law school computing sites and are accessible by University workstations or your personal computer.

# PROTECT YOURSELF

Not all emails or URLs are legitimate. When in doubt, check for a buffalo.edu extension or contact IT. **UB will never ask you for your password!** 

### BACK-UP YOUR DATA

Microsoft OneDrive offers free online storage for all students, independent of your computer, making your UB data accessible wherever you are.

# MORE QUESTIONS?

Visit buffalo.edu/ubit/get-help or call 716-645-3542.





# 1Capen Services

Offering streamlined essential student services in one convenient location, 1Capen is your destination for questions, answers and solutions for life on the UB campus. Located on the ground floor of Capen Hall, it's just steps from the School of Law in O'Brian Hall.

# 1CAPEN.BUFFALO.EDU

- UB Card
- Financial Aid
- Student Accounts
- Health Insurance
- Parking and Transportation
- Immigration Services

Sign up for UB Emergency notifications and text alerts: emergency.buffalo.edu/sign\_up

# **UB** Mobile

UB Mobile connects you to the UB tools you need – as a student – anywhere, anytime. Download the app today.

#### MOBILE, BUFFALO, EDU

- MvUB
- UB Learns
- UB Libraries
- Bus & Shuttle Transport
- Emergencies (like snow closings)
- Events & Athletics
- Places to Eat

### MORE QUESTIONS?

Contact **Michael B. Hilburger**, Assistant Dean for Student Affairs

- 426 O'Brian Hall
- mbh7@buffalo.edu



# **Frequently Asked Questions**

# WHERE ARE ALL THE BOOKS?

- The Law Library provides access to eBook copies or in-library print books for all required 1L coursebooks. These are available to you for free throughout the semester. Links to access free electronic coursebooks or to locate the library's print copies can be found at: https://research.lib.buffalo.edu/fall2023books-1L
- Books and materials can also be purchased from the University Bookstore on the North Campus, or at: **bkstr.com/buffalo-northcampusstore.**

# WHERE DO I PUT MY STUFF?

All law students are pre-assigned a locker at no charge. You will receive your locker number and combination at Orientation.

Questions about your locker? See Cheri Tubinis in 314 O'Brian Hall or email tubinis@buffalo.edu.

### WHERE CAN I FIND ADVICE?

- The Office of Student Affairs (OSA) can provide support. We are located in 314
   O'Brian Hall. You can email us at law-studentaffairs@buffalo.edu or visit
   law.buffalo.edu/student-affairs.
- In addition to OSA, each student is assigned a faculty advisor. When you receive your advisor's name and contact information, please schedule a meeting with them at least once a semester. 1Ls are also assigned a 2L or 3L peer mentor as part of our Peer-to-Peer Advocate program.
- For advice on jobs and internships, contact the Career Services Office (CSO) at law-careers@buffalo.edu.

### CAN I WORK ON CAMPUS?

You can apply for on-campus employment on LOCK (the law school's online career management system) or Bullseye (UB's online employment service). **Remember, all students must limit their employment to 20 hours or less while attending law school.** International students (on an F-1 visa or, if Canadian, with an I-20) are permitted to work on campus part-time, but must obtain a Social Security card first. Our Human Resources Office, located in Rm. 424 O'Brian, can assist with processing.

#### UB COUNSELING SERVICES

Counseling services with experienced psychologists and clinical social workers are available to students at no charge. The law school has a counselor imbedded in O'Brian Hall.

Contact: 716.645.2720

### **MORE QUESTIONS?**

Contact **Bernadette Gargano**, Vice Dean for Student Affairs

- 314 O'Brian Hall
- gargano@buffalo.edu



# 2023-2024 Academic Calendar

#### SUMMER 2023

# Mon., July 31 – Fri., Aug. 18

UB Jump Start Program Begins (if applicable)

#### **FALL 2023**

Mon., Aug. 21 - Fri., Aug. 25 First Year Orientation & LAWR Begins - Mandato
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Mon., Aug. 28 All Classes Begin
Mon., Sept. 4 No Classes – Labor Day

Mon., Oct. 9 No Classes – Indigenous Peoples' Day Tue., Oct. 17 – Fri., Oct. 20 Make-up, Study & Review Week\*

-No Scheduled Classes

\*Students are required to be available during this week for academic and other obligations including meetings with 1L advisors, journals, clinics, practica, and other out-of-class sessions with professors.

Wed., Nov. 22 - Fri., Nov. 24
Thanksgiving Break
Fri., Dec. 1
Last Day of Classes
Sat., Dec. 2 - Sun., Dec. 3
Reading Days
Mon., Dec. 4 - Fri., Dec. 15
Final Exams

Sat., Dec. 16 Winter Recess Begins



### **BRIDGE 2024**

Tues., Jan. 9	LAWR II Begins - First Year Students to Report
Mon., Jan. 15	Martin Luther King, Jr. Day – No Classes
Mon., Feb. 5	All Spring Classes Begin & LAWR Spring schedule begins

Access your Fall 20223 Course Schedule via HUB (UB's online student portal).

# **Our Student Organizations**

# WELCOME FROM YOUR STUDENT BAR ASSOCIATION (SBA)

The Student Bar Association (SBA) is the elected body that represents student interests at the University at Buffalo School of Law. SBA seeks to establish open communication channels and bonds amongst the student body with the administration, faculty, and our partners in the legal community.

SBA functions as an umbrella organization for many student clubs, academic journals, and moot courts. There are over 30 different student groups at UB School of Law.

Our goal is to ensure that you all become a part of the UB School of Law community both in and out of the classroom. At any time, feel free to reach out to any SBA Board member. Our email is law-sba@buffalo.edu.



We look forward to meeting all of you as you become involved in life at UB School of Law.

Your SBA President, Hannah Johnston '25

# STUDENT ORGANIZATIONS (SUBJECT TO CHANGE)

### **AFFINITY GROUPS**

- Asian Law Students Association
- Black Law Students Association
- First-Generation Law Students Association
- lewish Law Students Association
- Latin American Law Students Association
- Law Students with Disabilities and Neurodivergencies
- Native Indigenous Law Students Association
- OUTLaw
- Parents and Law Students

# LAW JOURNALS

- Buddhism, Law & Society
- Buffalo Environmental Law Journal
- Buffalo Human Rights Law Review
- Buffalo Law Review

### MOOT COURT BOARDS

- Buffalo Moot Court Board
- Jessup International Moot Court Board

### STUDENT GOVERNMENT

■ Student Bar Association

#### SPECIAL INTEREST AND SOCIAL

- Alternative Dispute Resolution Society
- American Constitution Society for Law and Policy
- Buffalo Environmental Law Society
- Buffalo Health Law Society
- Buffalo Public Interest Law Program
- Buffalo Sports and Entertainment Law Society
- Domestic Violence Task Force
- Intellectual Property Law Society
- International Law Students Association
- Labor and Employment Law Society
- Law & Business Association
- Phi Alpha Delta
- Student Animal Legal Defense Fund
- Student Wellness Society

# **School of Law Directory**



#### STUDENT AFFAIRS

- Bernadette Gargano, Vice Dean
- 314 O'Brian Hall
- gargano@buffalo.edu
- General academic requirements, policies, and code of student conduct (GARP) inquiries
- Course advising and academic planning
- Supports student concerns about attendance, general wellness, physical/ mental health, and accessibility
- Visit law.buffalo.edu/student-affairs for more information.



- Michael B. Hilburger, Assistant Dean
- 426 O'Brian Hall
- mbh7@buffalo.edu
- Support students with academic and personal concerns
- Advises student groups



- Jamila Lee, Assistant Dean
- 317 O'Brian Hall
- iamilale@buffalo.edu
- Support students with academic and personal concerns
- Manages Peer-to-Peer Advocates and student wellness programing



#### **ACADEMIC SUCCESS**

- Bill MacDonald, Director
- 515 O'Brian Hall
- wmacdona@buffalo.edu



- Patrick |. Long, Director
- 516 O'Brian Hall
- pjlong@buffalo.edu
- Provides academic support and counseling
- Provides bar-related support



# DIVERSITY, EQUITY AND INCLUSION

- Luis Chiesa, Professor and Vice Dean
- 715 O'Brian Hall
- lechiesa@buffalo.edu



- Kristen Kelly, Associate Director
- 311 O'Brian Hall
- kkelly11@buffalo.edu
- Addresses student issues related to equity and inclusion
- Develops equity and diversity programming



### CAREER SERVICES

- Jennifer Scharf, Associate Dean
- 309 O'Brian Hall
- jrscharf@buffalo.edu
- Provides professional development support
- Aids in job procurement throughout law school years and post graduate

### RECORDS & REGISTRATION AND FINANCIAL AID

- 304 O'Brian Hall
- law-records@buffalo.edu
- Oversees enrollment, course schedule, and scholarship inquiries
- Administers final exams
- Approves enrollment verifications and transcript requests



# IT & A/V

- Brandon Tubinis, IT Operations Manager
- 2nd Floor Law Library
- law-IT-avservices@buffalo.edu
- Provides technical support for network connectivity, workstations, and printing



# ALUMNI

- Stephanie Mack, Associate Director
- 612 O'Brian Hall
- smack2@buffalo.edu
- Facilitates 1L Alumni Mentoring Program with Career Services
- Connects students with alumni through networking events



### LAW LIBRARY

- Brian Detweiler, Associate Director
  - briandet@buffalo.edu



- Austin Waters, Student Services Librarian
- 2nd Floor Law Library
- bawaters@buffalo.edu
- Provides research assistance and training
- Answers questions about library (noise, loanable items, databases, study spaces, etc.)

For a complete law school directory, visit: law.buffalo.edu/about/our-people

# **Spotlight on Orientation Week**

# AUGUST 21 THROUGH AUGUST 26, 2022

For a FULL SCHEDULE, including times, locations and details, visit law.buffalo.edu/accepted/orientation.





#### TUESDAY

Join us for breakfast compliments of Buffalo Law Review

LAWR classes begin

Meet our Office of Diversity, Equity and Inclusion

Enjoy Taco Tuesday

sponsored by Barbri, Helix, Kaplan and Themis

End your second day at the Library Welcome Party







Gather for breakfast compliments of Buffalo Public Interest Program Learn about key departments and services on campus

LAWR classes continue

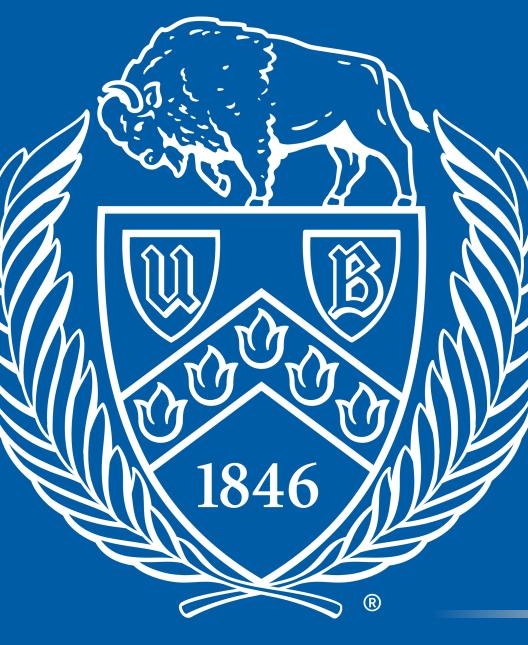


LAWR classes continue Relax and celebrate the end of week 1 with Popsicles on the Patio!

# SATURDAY

Student Bar Association's Welcome Event

# Welcome to UB School of Law!



Welcome to UB School of Law

For your Orientation schedule, assignments and more, visit law.buffalo.edu/accepted/orientation