



Advisor's Handbook

Mission Statement

Excellent legal education is the first priority of NSU. In support of that priority, it is the mission of academic advising at NSU to carefully guide students in formulating educational plans and to assist and support students in achieving their academic, career-related and personal goals at the Shepard Broad College of Law.

Updated 2.16.18

Academic Affairs

Students should first contact Student Services with reference to all issues, including but not limited to those relating to:

- Schedules
- Attendance
- Academic performance
- Professor or fellow student complaints/issues

If Student Services is unable to resolve the student's issue or the student is dissatisfied with the resolution, then the matter is escalated to the Associate Dean for Academic Affairs.

Although attempts are made to accommodate students who walk in and need to see the Academic Dean, it is typically better for the student to send an email requesting an appointment.

Contact Person

Debra Moss Vollweiler
Associate Dean for Academic Affairs
954-262- 6296
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FAQs

When should a student contact Academic Affairs for information about taking classes at another law school, at a graduate school on campus, or in the study abroad program?

- Students interested in taking courses at another law school or at a graduate school on campus should complete the forms available online and in the Student Services Office. Students interested in taking courses in a study abroad program should complete forms available in the International Programs Office. Once such forms are completed, the Academic Dean will review the requests and approve or deny them. All requests must be made and approved in advance of the student taking courses.

What will happen if I fail to attain the required GPA at the end of first semester?

- If students are unsuccessful in attaining and maintaining the required GPA to remain at the college of law, they will receive a letter from the Academic Dean, typically within 1 month following the end of the exam period, advising of their academic dismissal. The letter will also contain instructions about the petition for reinstatement process and direct the student to meet with the Associate Dean of Students to discuss available options. Students on probation will also receive a letter advising of such status and suggesting they meet with their ASP instructor and the Associate Dean of Students to discuss ways to improve their academic performance.

Admissions Office	FAQs
<p>Students are basically done with Admissions unless there are outstanding documents required. They have been individually notified.</p> <p>We do merit scholarship renewals and award merit scholarships based on first-year performance, so we are the place to inquire about that next spring.</p> <p>Because we know you and you know us, you may come to us whenever you need to be pointed in the right direction or introduced to the right person.</p> <p> </p> <p>Contact Person</p> <p>William Perez Assistant Dean of Admissions 954-262-6121 wperez1@nova.edu</p>	<p>How do I get my merit scholarship renewed?</p> <ul style="list-style-type: none"> - Check your scholarship award to see your first-year GPA requirement for renewal. It will be done by the Office of Admissions in the summer after your first-year. <p>Can I get a scholarship after first-year if I did not get one at admission?</p> <ul style="list-style-type: none"> - Yes. Based on first-year performance students who did not receive a merit award at admission may be awarded one going forward. Faculty Scholars can also receive an increased award based on first-year performance.

<h2>Alumni Relations Office</h2> <p>Alumni Relations interacts with law students in several ways including: providing mentors, coaching competition teams, and working with student organizations to create alumni affiliate group events (i.e., events bringing alumni from various student organizations together with the law students who belong to the same organization).</p>	<h2>FAQs</h2> <p>What does Alumni Relations do to help law students?</p> <ul style="list-style-type: none">- Provide opportunities for law students to meet law alumni for learning more about practicing law in both litigation and transaction settings as well as non-traditional law practice <p>Can law students ask the Alumni Relations Office to help them plan a law student event to which law alumni are invited?</p> <ul style="list-style-type: none">- Yes, Student Organizations may ask for assistance but there are policies and procedures that must be followed. The Student Services Office can provide information about this process. <p>What does Alumni Relations do to help me after I graduate?</p> <ul style="list-style-type: none">- Alumni Relations offers graduates the opportunity to remain connected to the College of Law and give back their time, talent, and donations to teach law students how to transition from student to lawyer, and provide opportunities to help law students by funding scholarship programs, and helping fellow alumni in a variety of ways including continuing legal education, networking opportunities, and other collaborations. <p>What mentoring opportunities are available during law school?</p> <ul style="list-style-type: none">- The NSU Law Mentoring Program offers current students and alumni alike the chance to network with one another. Current students, or Mentees, have the unique opportunity to learn from alumni and local attorneys in the practice field that most interests them.
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Contact Person

Karen Rose
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<p>Career & Professional Development Office</p>	<p>FAQs</p>
<p>1L law students should focus on completing their first semester of law school before beginning their summer job search. Submitting summer job applications is discouraged until after first semester final exams are completed. However, 1L students <u>are</u> permitted to attend panels, workshops, and other programming offered by the CPD when classes begin.</p>	<p>When can I seek help or advice from the CPD Office?</p> <ul style="list-style-type: none"> - Based on NALP Guidelines, 1Ls may begin working with CPD counselors any time after October 15. <p>Does the law school have an online job board for students to use?</p> <ul style="list-style-type: none"> - Yes. The CPD hosts an online job board called Symplicity. All students are provided with a username and password (after October 15th of their 1L year). Many students and graduates obtain legal jobs through this electronic portal each year. <p>Am I <u>required</u> to meet with a CPD career counselor to obtain legal career path guidance and information?</p> <ul style="list-style-type: none"> - Beginning in the 2017-18 academic year, all 1L students must meet with a CPD counselor for a thirty-minute session during their 1L year. During this meeting they will be introduced to CPD and learn about the many resources, including Career Office FAQ' s, guidelines for Student Pathways to Success, critical career publications, and "how-to" videos that are available to students. <p>What is the Pro Bono Honor Program? And when can I begin to participate?</p> <ul style="list-style-type: none"> - NSU Law' s Pro Bono Honor Program is a voluntary program that recognizes students who perform volunteer legal work with a public service or government organization while enrolled in law school. Students are recognized in three levels of distinction: Bronze – 50 to 124 hours; Silver – 125 to 299 hours; and Gold – 300+ hours. - Students will be recognized for their commitment to pro bono with an award, recognition at an honors reception, a gold cord at graduation, and being listed in the graduation program with this distinction. Most students begin participating during the summer after their first year. - During the Winter Semester each year, specifically during the month of February, NSU Law hosts a Public Interest Law Day where many public service and governmental organizations come to campus. This is a great way for students to learn more about the organizations and about the different pro bono,

internship, fellowship, clinical, and employment opportunities available.

Where can I find information on public interest law opportunities?

- For information, please see the Pro Bono Honor Program Handbook: https://www.law.nova.edu/current-students/pilc/forms/pro_bono_honor_program_handbook.pdf.
- If you have any questions, please reach out to Jennifer Gordon, Director of Public Interest Programs at 954-262-6126 or jgordon@nova.edu

Contact Person

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<h2 style="color: #A52A2A;">Clinic/ Field Placement Office</h2>	<h2 style="color: #A52A2A;">FAQs</h2>
<p>Clinic and Field Placement Programs offer students the opportunity to participate in an intensive, semester-long, student internship with an in-house clinic or a private law firm, organization or governmental agency. Available opportunities include in-house clinics and field placements in the areas of law listed below:</p> <p>In-house clinics in:</p> <ul style="list-style-type: none"> • Adults with Intellectual & Developmental Disabilities, • Children & Families Law, • Dispute Resolution, • Entrepreneur Law Clinic, and • Veterans Law. <p>Field placements in:</p> <ul style="list-style-type: none"> • Children & Families Law, • Consumer Bankruptcy, • Corporate & Business Practice, • Criminal Justice, • Environmental, • Human Rights, • Immigration, • Intellectual Property, • International Law, • Personal Injury, • Real Estate & Land Use, and • Sports & Entertainment. 	<p>When can students participate in a clinical semester?</p> <ul style="list-style-type: none"> - Students in their final year of law school are allowed to participate in a clinical semester – during either the Fall or Winter semester. <p>How does the clinical semester work?</p> <ul style="list-style-type: none"> - Students begin by taking intensive classroom instruction focusing on skills, policy, and substantive areas of law relevant to their particular clinic. Following this course work, students report to their in-house clinic or their field placement host office where they work as student interns with a supervising attorney for the remainder of the semester. <p>Are there prerequisite courses required?</p> <ul style="list-style-type: none"> - Yes, specific courses must be complete prior to the clinical semester and are unique to each individual clinic and field placement. Make sure that you contact the clinic office during your first year to get information about the required courses. <p>What is a Certified Legal Intern (CLI)?</p> <ul style="list-style-type: none"> - Students that have submitted their Florida Bar Application and received their initial clearance letter from the Florida Board of Bar Examiners and who enroll in a qualifying clinic or field placement at an appropriate governmental agency are eligible to apply for Certified Legal Intern (CLI) status through the Florida Supreme Court. This prestigious certification allows students the opportunity to speak on the record in court while interning with an appropriate governmental agency.
<h2 style="color: #A52A2A;">Contact Person</h2> <p>Nancy Sanguigni Assistant Dean of Clinical Programs 954-262-6022 sanguign@nova.edu</p>	

<h2 style="color: #C00000;">Academic Success and Professionalism Program</h2>	<h2 style="color: #C00000;">FAQs</h2>
<p>ASP provides courses, workshops, and one-on-one meetings to help students develop and sharpen critical legal skills that promote success in all years of law school, on the bar exam, and in practice.</p> <p>In the first semester, all students take Legal Study Skills I (LSS I), a no-credit, pass/fail course that provides a low-stakes, highly rewarding opportunity for students to assess their mastery of critical legal skills and make changes before taking final exams. LSS II is an optional second semester elective for all students, required only for those whose first semester GPA falls below 2.8, that builds on the first semester's fundamental skills, helping students understand how to improve and work toward academic excellence.</p> <p>ASP's second-year course, Elements of Legal Analysis I (ELA I), is required for students who have earned a GPA below a 2.8 in either of their first two semesters of law school and optional as an elective for all students. ELA helps break down critical legal skills that may not yet have been mastered, assisting students to diagnose and correct issues, so that successful habits are set in place by the 3d year and the bar exam.</p> <p>Students in their last year of law school take two mandatory, graded, for-credit ASP classes that prepare them for success on the MBE and Florida portions of the bar exam. These courses provide a pre-bar review foundation to review and/or gain a first exposure to all subjects tested on the Florida Bar Exam and to engage in an active training regimen, taking practice test questions and analyzing explanatory/sample answers.</p> <p>Following ASP's programming during law school, described above, ASP continues to assist graduates through their bar exam. Students in their final term are encouraged to enroll in ASP's Florida Bar Auxiliary Program ("FBAP") that pairs bar exam applicants with coaches who help keep the students on track with the extraordinary demands of bar study.</p>	<p>Is LSS mandatory for the entire year?</p> <ul style="list-style-type: none"> - No. You can opt out of LSS II if your GPA is 2.8 or above at the end of your 1st semester. But many students find that enrolling in LSS II as an elective, positions them well for success in classes and on the bar exam. <p>Is LSS a graded course?</p> <ul style="list-style-type: none"> - LSS is Pass/Fail. <p>Is ELA mandatory in my second year?</p> <ul style="list-style-type: none"> - ELA I is optional for all students and required only for students whose GPAs fell below 2,8 in either semester of 1L. As with LSS II, many students can greatly benefit from taking ELA as an optional course. ELA II is mandatory for students whose GPA was less than 2.8 in both semesters of the first year of law school or whose GPA was less than 2.8 after the first semester of the second year of law school. <p>Why should I complete my bar application as early as possible in 1L?</p> <ul style="list-style-type: none"> - To save money and to be eligible for participation in clinics, all students are urged to complete their bar exam application for the Florida bar exam during or before Winter break of their first year. ASP and Student Services holds workshops to help students with the bar exam application process. <p>Why should I think about the bar exam itself before I graduate law school?</p> <ul style="list-style-type: none"> - The bar exam is the gateway to law practice. Success on the bar exam is closely correlated with success in law school; the skills you master now to do well in law school will help you pass the bar and succeed in practice. Time and energy devoted now to mastery of critical reading, logical analysis, time management and other critical skill will greatly enhance your chances passing the bar the first time around and position you to effectively launch your legal career and avoid any of the set-backs and struggles (financial, professional, and in terms of confidence and motivation) that can occur when one is required to repeat the bar exam.

Contact Person

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<h2 style="color: #A52A2A;">Financial Aid Office</h2>	<h2 style="color: #A52A2A;">FAQs</h2>
<p>The Office of Student Financial Assistance (OSFA) within Enrollment and Student Services (ESS) looks forward to being your partner in your educational journey at Nova Southeastern University (NSU) and to assisting you in meeting your financial aid needs. Our office administers federal, state, and university financial aid programs such as student employment, grants and loans, scholarships, and veterans benefits.</p> <h2 style="color: #A52A2A;">Contact Person</h2> <p>Marsheila Bryant Financial Aid Manager 954-262-3844 raysor@nova.edu</p>	<p>When are funds disbursed?</p> <ul style="list-style-type: none"> - If you have completed all of your financial aid requirements, loans are generally disbursed one week before classes begin. <p>If I do not receive financial aid, when is tuition due?</p> <ul style="list-style-type: none"> - Tuition payment is due in full at the time of registration. If a student has a balance 30 days after the start of the semester, a hold and a \$100 late fee will be placed on the account. <p>My loans have not arrived and school has started. What do I do?</p> <ul style="list-style-type: none"> - The University offers emergency relief to first-year, first-semester students through the Student Gold Circle Emergency Loan Fund Administered by the Office of Student Financial Assistance. Please contact OFSA about the requirements for this loan.

Concentrations

HEALTH LAW:

The College of Law offers a concentration in health law, permitting students to obtain recognition for focusing on health-law-related studies. Completion of the requirements for this concentration will lead to a notation on the qualified student's transcript and a certificate suitable for framing indicating the students' focus, interest, and specialized training in this area. There is also a cord available to wear at graduation to signify concentration completion.

For more information about the concentration, including a detailed explanation of the requirements, see <https://www.law.nova.edu/jd-program/health-law.html>.

Contact Person

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INTERNATIONAL LAW:

The NSU Shepard Broad College of Law offers a concentration in International Legal Practice, permitting students to obtain recognition for their coursework in our vast selection of classes offered in international and/or comparative legal studies. Completion of the requirements for this course of study will lead to notation on the qualified student's transcript and a concentration indicating the student's focus, interest and specialized training in this area.

To earn an International Legal Practice Concentration each student must complete the course, credit, writing and service requirement in the PDF link below. These requirements may not be waived.

- [Concentration Forms](#)
- [Concentration Requirements](#)

Contact Person

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INTELLECTUAL PROPERTY LAW:

The NSU Shepard Broad College of Law IP concentration allows students to show their breadth and depth of IP experience. The concentration includes course requirements in core IP areas including patent, trademark and copyright law; requires additional coursework in other areas; such as entertainment law and information privacy law and offers the freedom to take related classes such as patent prosecution, licensing and international IP law. There is a strong writing requirement that can be satisfied by a seminar course or supervised independent study. Finally, the concentration allows students to practice using their new skills. Students must complete experiential learning in a clinic or in externships, and they attend some bar functions throughout their coursework.

Contact Person

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International Programs

The NSU College of Law offers a wide variety of international and comparative learning opportunities, which include courses in International Law, Dual-Degree and Semester Abroad programs, Summer Abroad programs, clinical opportunities, research opportunities, moot court competitions, and the opportunity to earn a concentration in International Law.

NSU College of Law students can participate in Dual-Degree and Semester Abroad programs in Barcelona, Prague, and Rome, as well as a number of Summer Abroad programs. In addition, the Caribbean Law Programs offer short-term programs in the Commonwealth Caribbean.

Contact Person

Shahabudeen Khan
Associate Dean of International Programs
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FAQs

When can I study abroad?

- You can study abroad after the end of the 1L year.

Do I have to speak a foreign language to study abroad?

- No. Many programs are available that do not require you to speak a foreign language. The full Dual-Degree programs in Barcelona and Rome do require foreign language fluency, but the rest of the programs, including Semester Abroad in Rome and Barcelona, the LLM Program in Prague, and all other Summer Abroad programs, are offered in English.

Is there a GPA requirement to study abroad?

- Yes. All students who study abroad must have a 2.0 cumulative GPA or higher.

Do study abroad classes affect my GPA?

- No. Classes taken abroad are pass/fail and do not get factored into your NSU Law GPA. Credits count toward the 90 credits necessary to complete the JD degree. Semester-long programs generally are equivalent to a full semester of classes (14-16 credits) and summer programs are 4 credits.

How do I find out more about International Programs?

- The Office of International Programs will host informational sessions throughout the year. However, please feel free to contact either the Associate Dean for International Programs, Catherine Arcabascio at arcabasc@nova.edu or the Associate Director for International Programs, David Cohen, who always is available to meet in his office (Suite L327, located on the third floor of the library) or via email davicohe@nova.edu. For Caribbean Law Programs, contact Professor Jane E. Cross at crossj@nova.edu.

<h2>Law Library</h2>	<h2>FAQs</h2>
<p>Study rooms are available for checkout at the Law Library Circulation Desk for three hours. Check at the Circulation Desk for specific study room policies.</p> <p>Reference Librarians are here to help you – do not hesitate to ask!</p> <p>You can check out the majority of print study aids from the Circulation Desk for a 3-day period. This will extend to 7 days on January 1. Masters students can also check out books from the law library, if needed.</p> <p>The Law Library subscribes to digital Westlaw Study Aids which allows every student to access, via Westlaw, many study aids for almost every law school subject. Need help accessing these digital study aids? – Ask a Reference Librarian.</p> <p>A full list of the extensive databases available for law students and faculty is available here: http://sherman.library.nova.edu/e-library/index.php?col=l</p> <p>Printers are available for student printing on all 3 Law Library floors.</p>	<p>What are the library' s operating hours?</p> <ul style="list-style-type: none"> - Monday through Friday / 8 A.M. to Midnight - Saturday and Sunday / 10 A.M. to Midnight - The Law Library is opened for extended hours (i.e., M-F 8 A.M. to 2 A.M.; Saturday and Sunday 10 A.M. to 2 A.M.) during final exams as well as for several weeks prior to the February and July bar exams. - Holidays and other shortened hours are announced via the Law Library website (http://nova.campusguides.com/law/library) and posted next to the front doors of the library. <p>What should I do if I have a comment about library services?</p> <ul style="list-style-type: none"> - Please contact Becka Rich or go to the Circulation Desk. <p>What should I do if I have a fine that I think is unfair?</p> <ul style="list-style-type: none"> - Please contact Beth Parker at mparker@nova.edu. <p>What should I do if I need help with research?</p> <ul style="list-style-type: none"> - Please contact the Reference Desk. We can help you either in person or remotely.
<h2>Contact Person</h2> <p>Vicenç F. Feliú Associate Dean for Library Services & Professor of Law 954-262-6211 vfeliu@nova.edu</p>	

<h2 style="text-align: center;">Legal Research & Writing</h2>	<h2 style="text-align: center;">FAQs</h2>
<p>LRW offers two classes to first year students. The classes are small to facilitate individual attention and support. It is aimed at helping students understand the essentials of legal research and writing. It also exposes students to lawyering skills. Critical analysis is a key component of LRW. The classes are run like a simulated law office. The professor is the "partner" and the students are the "new associates."</p> <p>Beyond the classroom, the LRW program also works with local lawyers and judges to host student outreach events on time management, citation, professionalism, and wellness to complement the LRW curriculum and serve students.</p> <p style="text-align: center;">Contact Person</p> <p>Olympia Duhart Associate Dean of Faculty and Student Development 954-262-6313 olympia@nova.edu</p>	<p>Is it mandatory for the entire year?</p> <ul style="list-style-type: none"> - Yes. It is mandatory and students must successfully complete LRW I and II. Each class is 3 credits. They will have the same LRW professor each year, though there is a new grading cycle in January. We are subject to grade normalization like every other first year class. <p>Is it a graded course?</p> <ul style="list-style-type: none"> - Yes. In addition, we have more restrictive attendance and work submission policies than most classes. Each professor will review these. <p>How do we prepare for the class?</p> <ul style="list-style-type: none"> - There are multiple assignments to be completed in class, out of class and on an electronic classroom platform. Work must be completed alone and original unless professor has given explicit instructions to collaborate. There are also mandatory individual conferences. In the winter semester, each student must participate in a mandatory oral argument in front of local attorneys and judges. <p>Why do I need to worry about LRW now?</p> <ul style="list-style-type: none"> - Lawyers are professional writers. Legal writing and analysis is therefore an essential skill. The study of law, policy arguments and case law synthesis will also help students in their doctrinal courses. The class also introduces students to lawyering skills beyond legal research and writing. Key skills such as the client interview and soft skills such as time management are integrated in LRW.

<h2 style="color: #A52A2A;">Student Services</h2>	<h2 style="color: #A52A2A;">FAQs</h2>
<p>The Office of Student Services provides counseling and advice on academic and personal matters. Students are encouraged to seek advice as soon as issues arise so that appropriate referrals and options can be explored in a timely manner. Please know that we are here to assist students with registering for courses, filling out paperwork, scheduling of examinations, keeping you on track for completing required coursework for graduation and more.</p>	<p>What is the required grade point average for first year students?</p> <ul style="list-style-type: none"> - First Year, First Semester: A student must achieve a cumulative GPA of 1.75 after the first semester of law school. - First Year, Second Semester: A student must achieve a cumulative GPA of 2.0 after the second semester of law school. <p>How do I amend my law school application?</p> <ul style="list-style-type: none"> - Schedule an appointment with the Associate Dean of Students to discuss any discrepancies or omissions in your law school application. A disclosure to your original law school application is timely made if amended before November 1st of your first semester of law school. You are under a continuing obligation to amend the character and fitness portion of your law school application. <p>How do I prepare to register with the bar as a first year law student?</p> <ul style="list-style-type: none"> - First year law students will receive information and instruction on this process during orientation and again at the beginning of your first semester. <p>How am I informed about important information or deadlines?</p> <ul style="list-style-type: none"> - You will receive information regarding course registration, exam scheduling and other pertinent information through email communication. It is important that you read your emails from all administrative offices at the law school. <p>Whom should I contact for testing accommodations?</p> <ul style="list-style-type: none"> - Contact the NSU Office of Disability Services at (954) 262-7189 - http://www.nova.edu/disabilityservices
<h2 style="color: #A52A2A;">Contact Person</h2> <p>Michele Struffolino Associate Dean of Students 954-262-6095 ms2172@nova.edu</p>	