2022 Orientation Week (First Week)-University of St. Thomas School of Law

LL.M. in U.S. Law STUDENT CHECKLIST
TO-DO BEFORE FULL SCHEDULE OF CLASSES BEGIN

☐ Inform St. Thomas Law Admissions of your arrival date, time, full flight information, and local address.

☐ Submit your official academic transcripts to St. Thomas Law Admissions in person in a sealed envelope, or via email to lawschool@stthomas.edu sent directly from your university.

☐ Establish your St. Thomas e-mail account and MFA Authentication (instructions here).
  - Downloading the MFA Authenticator App is recommended for international students.

☐ Complete the Online Orientation Module in Canvas by Friday, August 19.
  - Watch for an email with details in early August.

☐ Bring your passport and I-20 on the third day of orientation (Wednesday, August 24) as you will need this for your International Student Services orientation at 11:10 a.m.

☐ Pick up your student identification (ID) card from Campus Services at the Minneapolis Campus Store beginning August 1.
  - Note: Your student ID card is required for entry into the law school and all buildings of the University of St. Thomas.
  - Your identification card photo will also be used for the “St. Thomas Law Roster”, our law school photo directory. You have an option to submit your photo online, directions here.
  - This same website contains information about the eXpress Account for students, which can be set up for use with your ID card.

☐ Access your class schedule:
  - Login to Murphy Online via OneStThomas → Select Student Services → Registration → Select Term: Fall 2022 from the Dropdown Menu, Submit → See Student Summary Schedule

☐ Purchase your books at the Minneapolis Campus Store.
  - View required textbooks on the Tommie Campus Store website beginning August 1. Under Course Materials → Select Buy Textbooks-Minneapolis → Select Fall 22, Department-LAWS, Course-Section-Instructor-pick your class.
  - After you have added all courses, select View Your Materials in lower right-hand corner. This will bring up the required textbooks (if available) for each course.
  - Purchase your textbooks via this site or an alternative site of your choosing (such as Amazon).

☐ Complete homework assignments for the first week of classes:
  - Lawyering Skills for LLM Students. Lawyering Skills begins on Monday, August 22. Information for this course will be available in Canvas.
  - First day of regularly scheduled classes. The first full day of classes will be on Monday, August 29. Canvas sites for classes will go live August 1 and homework assignments will be posted the week of August 15.

☐ Review the “Computer Requirements” tab on the Admitted Applicants website.
  - Note: As a St. Thomas student, you’ll have access to a full version of Office 365 (Word, Excel, Outlook, Power Point, etc.).
LL.M. in U.S. Law STUDENT CHECKLIST (continued)
TO-DO BEFORE FULL SCHEDULE OF CLASSES BEGIN (unless otherwise indicated)

☐ Complete Required Online Sexual Misconduct Prevention & Awareness Program
  • This program is required, but the portal is not available yet. Instructions will be emailed to your St. Thomas email at a later date.

☐ Review Health Insurance information, enroll or waive this coverage by September 28, 2022.
  • For international students: https://www.stthomas.edu/center-for-well-being/health-requirements/student-health-insurance/international-students/index.html
  • For domestic students: https://www.stthomas.edu/center-for-well-being/health-requirements/student-health-insurance/index.html
  • Email Kathie St. Mary, Billing and Insurance Specialist at Health Services, with any questions at stma4738@stthomas.edu.

☐ Prepare to pay your tuition and fees (including health insurance charges, as applicable) by September 19, 2022:
  • Visit the Business Office website and the Frequently Asked Questions (FAQ) to review payment options.
  • Complete Student Payment Agreement and Disclosure Statement Form for the St. Thomas Business Office—via Murphy Online (click on Student Services, Student Account, Online Student Payment Agreement and Disclosure Statement).
  • Expect to view your bill in Murphy Online.
  • Note: Billing statements will be generated late in the week of August 22.

☐ Optional: Explore Student Employment Opportunities
  • Under the F-1 student visa, you are permitted to work through the University for up to 20 hours per week.
  • Student job postings can be viewed on the St. Thomas Jobs website, under "Student Employment Opportunities."
  • Log into OneStThomas and review the Human Resources site for additional information.