



THE
JOHN MARSHALL LAW SCHOOL

STUDENT HANDBOOK 2018-2019

Provided by
The Office of Student Life and Leadership
August 2018

Table of Contents

WELCOME FROM THE ASSISTANT DEAN FOR STUDENT LIFE & LEADERSHIP	3
JMLS MISSION	3
CAMPUS RESOURCES	4
BUILDING DETAILS	4
VISITOR POLICY	4
ACADEMIC ACHIEVEMENT PROGRAM	5
ACADEMIC SERVICES (REGISTRAR'S OFFICE)	5
ACCOMMODATIONS OFFICE	5
BOOKSTORE	5
CAMPUS SAFETY AND SECURITY	5
CAREER SERVICES	6
COUNSELING CENTER	6
DIVERSITY, EQUITY & INCLUSION	6
FINANCIAL AID	7
FOOD SERVICES	7
INFORMATION TECHNOLOGY SERVICES	7
JMLS APP	7
JMLS MERCHANDISE STORE	7
LOUIS L. BIRO LAW LIBRARY	8
MOTHER'S ROOM	8
RESTROOMS	8
SERENITY ROOM	8
STUDENT ACCOUNTS	8
STUDENT LIFE	9
TITLE IX OFFICE	9
VETERANS RESOURCE CENTER	9
WRITING RESOURCE CENTER	9
ADMINISTRATION RESPONSIBILITIES	10
ACADEMIC CALENDAR	11
CHICAGO RESOURCES	12
HEALTHCARE	12
LOCAL DINING	12
TRANSPORTATION	12
ENTERTAINMENT	14
LAW SCHOOL RESOURCES	16
TRANSITIONING FROM COLLEGE TO LAW SCHOOL	16
PRACTICAL TIPS FROM STUDENTS	16
TIME MANAGEMENT STRATEGIES	18
SELF-CARE AS A LAW STUDENT	19

WELCOME FROM THE ASSISTANT DEAN FOR STUDENT LIFE & LEADERSHIP

Dear Students,

Welcome to The John Marshall Law School! We are glad you've chosen to join us because the perspectives, interests, and intellect each of you brings makes us a more diverse and vibrant learning community.

The content of law school is tough—it's meant to be that way and its difficulty helps you become a stronger legal professional—but navigating through law school shouldn't be tough. The Office of Student Life exists to support you on your personal and professional journey while you're at John Marshall. If you have questions about policies or processes; if you want to reflect on what you're learning and how it impacts the world around you; if you are looking for ways to become more involved at school or in the community; if you need referrals to resources inside or outside the school; if you are struggling and don't know where to get help; if you have suggestions on how we can better serve students; or if you just want to talk, please stop by! We are located on the second floor of the State Street building, in offices S-204, S-206, S-208, and S-209.

We encourage you to familiarize yourself with JMLS policies located at www.jmls.edu/policy. Additional resources for students are collected at www.jmls.edu/students. If you have any questions or need help locating information, please contact us!

It is our pleasure to walk alongside you as you complete your degree at The John Marshall Law School!

Sincerely,
Jennifer Pope, Ph.D.
Assistant Dean of Student Life & Leadership

JMLS MISSION

Honoring its history, The John Marshall Law School upholds, through its varied juris doctor and graduate degree programs, a tradition of diversity, innovation, access and opportunity, and consistently provides an education that combines the understanding of both the theory and the practice of law.

CAMPUS RESOURCES

BUILDING DETAILS

Monday thru Friday: 7:00 a.m. -11:00 p.m.

Saturday & Sunday: 8:00 a.m.-10:00 p.m.

Changes to hours during holiday or exam periods will be announced in advance.

You must swipe your JMLS ID card to enter the building, and must carry your ID card at all times while in the building. If you have forgotten your ID, you must sign in with the security guard and display another form of ID to receive a temporary badge.

There are three main building entrances:

State Street Entrance

304 S. State Street

Phone: 312-427-2737 x501

Hours: 7:00 a.m.-11:00p.m., Monday thru Friday

8:00 a.m.-10:00 p.m., Saturday & Sunday

Plymouth Court Entrance

315 S. Plymouth Court

Phone: 312-427-2737 x507

Hours: 11:00 a.m.-11:00 p.m., Monday thru Friday

Closed Saturday and Sunday

Jackson Boulevard Entrance

19 West Jackson Boulevard

Phone: 312-427-2737 x503

Hours: 9:00 a.m.-9:00 p.m., Monday through Friday

Closed Saturday and Sunday

You may also enter the Law School from the CBA Building (321 S. Plymouth Court). The CBA and Plymouth buildings are connected by a bridge on the 6th floor; ID card access is required.

VISITOR POLICY

Student ID cards permit the holder to bring visitors or guests into the Law School. Campus Security reserves the right to limit the number of guests permitted at one time. For large group events, a guest list is needed and should be submitted to Campus Security at least 24 hours in advance of the event.

Students' visitors may only be granted access if:

- The student is present at the security desk to sign them in and
- The student escorts the visitor at all times.

Visitors over the age of 18 will verify their identity by showing a state-issued photo identification card. Visitors under the age of 18 and without a state-issued photo identification card must be identified by their host. The visitors are expected to abide by all JMLS policies while on campus. Temporary ID cards can be issued to visitors upon request once they have been verified by their host and a valid government issued state photo identification card is surrendered as collateral for the temporary ID card.

ACADEMIC ACHIEVEMENT PROGRAM

Office locations: Plymouth Building, 5th Floor
Hours: by appointment

The Academic Achievement/Bar Preparation Program can assist students with the transition to law school, such as study strategies, preparation for class and exams, course selection, and general academic advising and counseling. The Program will also prepare students for the general bar exam, including course selection, preparing for the various testing formats, bar review study strategies, and the application process.

ACADEMIC SERVICES (REGISTRAR'S OFFICE)

State Street Building, Suite 211
Phone: 312.427.2737 x776
Email: academicservices@jmls.edu
Hours: 8:00 a.m.-6:00 p.m. (Monday-Thursday), 8:00 a.m.-5:00 p.m. (Friday)

The Academic Services Office can assist you with semester registration, course planning questions, transcript requests, letters of good standing processing, 711 licenses, and graduation applications.

ACCOMMODATIONS OFFICE

State Street Building, Office S-204
Phone: 312.427.2737 x171
Email: disabilityservices@jmls.edu
Hours: 9:00 a.m.-5:00 p.m. or by appointment

The Accommodations Coordinator meets with students with disabilities to assess documentation, evaluate and implement reasonable accommodations, and assist with completion of Bar Exam and MPRE forms.

BOOKSTORE

The official JMLS bookstore is located at the DePaul Center Barnes & Noble store, located across State Street at 1 E. Jackson Boulevard. Barnes & Noble provides a full variety of resources and services including online textbook ordering, a bookstore app, a textbook rental program, a year-round textbook buyback program, and textbook price-matching. You can find the books you need for your specific classes at <https://www.jmls.edu/students/bookstore/>.

Hours:
Monday-Thursday: 7:00 a.m.-10 p.m.
Friday: 7:00 a.m.-9:00 p.m.
Saturday: 8:00 a.m.-9:00 p.m.
Sunday: 11:00 a.m.-6:00 p.m.

CAMPUS SAFETY AND SECURITY

Plymouth Court Building, 3rd Floor
Email: securitydepartment@jmls.edu
Hours: 7:00 a.m.-11:00 p.m. (Monday-Friday)

Campus security desks are staffed whenever the building is open

The Campus Safety & Security Department strives to make The John Marshall Law School experience safe and rewarding by providing secure access control, monitoring the campus, and staying in-touch with the culture of the Law School. They also oversee the CTA's U-Pass Program.

In addition, Campus Safety and Security offers security walks as an alternative to walking alone in the areas around campus. Students may request a security walk at the JMLS security desks or a security walk can be scheduled in advance by dialing x501 from any house phone on campus or 312-427-2737 x501 from any cellular phone. A security officer will be dispatched to your location on campus to walk with you up to a four block radius surrounding the JMLS campus. This will include escorts to the Blue Line off Jackson Boulevard; Red line off State Street and Jackson Boulevard; Purple, Brown, Orange, and Pink line transfer depot at State and Van Buren Streets; the parking garage at 318 S. Federal and the parking garage at 75 W. Harrison Street.

Security walks should be requested at the Security Desk 10 to 15 minutes before you want to leave to allow for proper availability of security personnel. If you require a security walk to a location that is outside the 4 block radius, please email Security Director Ali Haleem directly at ahaleem@jmls.edu to discuss your particular circumstances.

CAREER SERVICES

Plymouth Court Building, 4th Floor

Phone: 312-987-1402

Hours: 8:30 a.m.-6:00 p.m. (Monday-Thursday), 8:30 a.m.-5:00 p.m. (Friday)

The Career Services Office (CSO) empowers, educates, and assists students in the job search and continued career development and professionalism initiatives. They host career fairs, recruiting opportunities, and professionalism workshops; assist with résumé/cover letters and interview preparation; and oversee job postings via Symplicity.

COUNSELING CENTER

State Street Building, Room S-521 (waiting room)

Phone: 312-427-2737 x455

Email: jmlscc@sankofapsychology.com

Urgent Office Hours: 12-1pm Monday-Thursday and 4-5pm on Fridays

All other meetings by appointment

The John Marshall Law School Counseling Center is a partnership between JMLS and Sankofa Psychological Services. The Counseling Service offers individual and couples counseling by appointment, weekly office hours for urgent concerns, disability accommodations evaluations, and periodic wellness workshops. To schedule an initial appointment, contact: (312) 427-2737 x455 or jmlscc@sankofapsychology.com.

DIVERSITY, EQUITY & INCLUSION

Plymouth Court Building, Floor 2 Mezzanine

Phone: 312-427-2737 x412

Email: diversity@jmls.edu

Hours: 9:00 a.m.-5:00 p.m. (Monday-Friday)

The Office of Diversity, Equity and Inclusion emphasizes unity in diversity by breaking down barriers and fostering inclusion around the Law School. They provide academic, emotional, and social support for our traditionally underrepresented groups and are open to all students, faculty, staff, and alumni for consultation.

FINANCIAL AID

Plymouth Court Building, 1st Floor

Fax: 312.360.2662

Hours: 8:30 a.m.-6:00 p.m. (Monday-Friday)

The Financial Aid Office is committed to helping students find the financial resources necessary to succeed in law school. In addition to processing loans and scholarships, the Financial Aid Office oversees financial literacy programming and loan exit counseling.

FOOD SERVICES

The Boilerplate Café is located on the 1st floor of the State Street Building. Hot soups, made to order items, and coffee are available Monday-Thursday, 8:00 a.m.-5:30 p.m. Grab and go items, including microwavable meals, refrigerated beverages, and snack foods are available throughout regular building hours via self-service. When the café is not staffed, swipe your item on the kiosk, then swipe your credit card to pay.

Vending machines, microwaves, and a student refrigerator are located on the 2nd floor of the State Street Building. Additional microwaves are available in the Boilerplate Café.

The CBA Building offers coffee for purchase in their first floor rear lobby.

The Food for Thought food bank is available for students who cannot afford to feed themselves or their family. Canned goods and other shelf-stable items, including baby food and diapers, are available across from room S-1102.

INFORMATION TECHNOLOGY SERVICES

State Street Building, 7th Floor

Phone: 312.427.2737 x550

Email: helpdesk@jmls.edu

Help Desk Hours:

Monday-Thursday: 8:30 a.m.–6:30 p.m.

Friday: 9:00 a.m.–5:00 p.m.

You will use your username and password to access computers. You may use your ID to utilize campus copy machines. Students are given a one-time printing balance of \$125.00 upon their entering semester at John Marshall, but additional funds may be added to your account as needed. Please visit <https://www.jmls.edu/its/pdf/prINTER-setup.pdf> for information on printing.

Student wi-fi password: PracticeReady

JMLS APP

Download The John Marshall Law School App at www.jmls.campusapp.com. Use the app to view upcoming events, record your attendance at events and some classes, receive announcements, communicate with friends and school personnel, and more!

JMLS MERCHANDISE STORE

You may purchase John Marshall apparel, mugs, bags, and more at <https://jmls.threadless.com/>. A link is also available on the www.jmls.edu homepage. Purchases are made online and shipped directly to your home. A portion of every sale goes back to John Marshall to help fund student support initiatives.

LOUIS L. BIRO LAW LIBRARY

State Street Building, Floors 6-10 (enter on the 6th floor only)
Phone: 312.427.2737 x710 (Circulation Desk) or x729 (reference desk)
Text a librarian: 312-854-ASK2 (2752)

Hours:

Monday-Thursday: 8:00 a.m.-11:00 p.m.
Friday: 8:00 a.m.-8:00 p.m.
Saturday: 8:00 a.m.-8:00 p.m.
Sunday: 9:00 a.m.-10:00 p.m.
When classes are not in session: 9:00 a.m.-6:00 p.m.

The Library has extended hours during exam periods and will be closed on holidays when the campus is closed.

Computers for student use are available on the sixth floor. Study rooms are available for individual or group study via reservations at <http://libcal.jmls.edu/booking/studyrooms>.

MOTHER'S ROOM

The Mother's Room is located in Room 1210 and is available to students, staff, and faculty who need to express milk during school and business hours. You may check out a key card from the State Street security desk.

RESTROOMS

Female, male, and all gender restrooms are located throughout the campus, some of which require ID card access. Many wheelchair accessible restrooms are available. Single stall restrooms, accessible via push button, are available on the first floor between the State and Plymouth buildings and the second floor of State, near the Academic Services Office.

SERENITY ROOM

Located in S-1105, the JMLS Serenity Room is open to any students for quiet meditation, prayer, yoga, or other wellness practices. You may request a 30-minute pass to the Serenity Room by submitting your ID at the State Street security desk.

STUDENT ACCOUNTS

CBA Building, 15th Floor
Phone: 312-427-2737 x408
Email: studentaccounts@jmls.edu
Hours: 9:00 a.m.-5:00 p.m. (Monday-Friday) or by appointment

The Office of Student Accounts oversees student billing statements and issues loan refund checks. They also administer the Student Health Insurance Plan and facilitate the insurance waiver process.

STUDENT LIFE

State Street Building, 2nd Floor

Offices 204, 206, 208, and 209

Email: studentlife@jmls.edu

Hours: 9:00 a.m.-6:00 p.m. (Monday-Thursday), 9:00 a.m.-5:00 p.m. (Friday), or by appointment

The Office of Student Life provides holistic advising and case management to support students in their personal and professional development, both inside and outside the classroom. Student Life also assists students with involvement in student organizations, counseling or other self-care resources, questions about JMLS policies or processes, getting involved on campus or in the community, developing leadership skills, adjusting to law school, questions of vocation or sense of purpose, any life or school challenges, and improving the JMLS experience for students. Please visit <https://www.jmls.edu/students/> for more information on the services provided by the Office of Student Life.

TITLE IX OFFICE

State Street Building, Office S-204

Phone: 312.427.2737 x171

Email: titleix@jmls.edu

Hours: 9:00 a.m.-5:00 p.m. or by appointment

The Title IX Coordinator oversees investigations and trainings related to gender-based discrimination, including sexual harassment and sexual violence. All JMLS staff and faculty are considered Responsible Employees under Title IX, which means that they are required to share with the Title IX Coordinator any reports of gender-based discrimination students disclose. If you would like to speak with someone who is not a Responsible Employee, please contact the Counseling Center; Sankofa clinicians serve as confidential advisors and can provide support and advice without reporting incidents to the Title IX Coordinator.

VETERANS RESOURCE CENTER

The Veterans Resource Center, located in Room S-1104, provides student veterans and active service members a space in which to connect and study together. Student veterans and active service members should identify themselves to Ed Farmer, Interim Director of the Veterans Legal Support Center and Clinic, at efarmer@jmls.edu, to receive ID card access to the VRC.

WRITING RESOURCE CENTER

Plymouth Court Building, Floors 5-6

Appointment sign-up sheets available across from room P-613 (in-person sign-up only).

Hours: Monday-Saturday by appointment only

Writing is an integral part of lawyering, and excellence in legal writing is often the cornerstone of success in the profession. The Writing Resource Center helps students refine their legal writing skills through one-on-one conferences and workshops.

ADMINISTRATION RESPONSIBILITIES

If you are unable to find an answer to a question through regular campus channels, the following individuals should be able to assist you:

- **Karen Cross, Associate Dean for Administration**
 - Policies, UIC transition
- **Rod Fong, Associate Dean for Academic Achievement, Institutional Assessment, & Bar Preparation Programs**
 - Academic Achievement Program, bar passage, academic culture
- **Stuart Ford, Associate Dean for Research & Faculty Development**
 - Faculty scholarship, teaching excellence, professional development
- **Margaret Frossard, Associate Dean for Professionalism and Career Strategy:**
 - Character & fitness concerns, professionalism programming, Career Services Office
- **Samuel Jones, Associate Dean for SCALES & Inclusive Excellence:**
 - SCALES program, academic diversity concerns
- **Jennifer Pope, Assistant Dean for Student Life & Leadership:**
 - Student resources, student organizations, students with disabilities, Title IX (sexual harassment and sexual violence response and prevention), JMLS Counseling Center, Student Support and Emergency Team
- **Troy Riddle, Assistant Dean for Diversity, Equity, & Inclusion:**
 - Campus-wide diversity issues, student support
- **Nancy Shalowitz, General Counsel and Assistant Dean for Human Resources**
 - Human resources, legal affairs, compliance, contracts
- **David Sorkin, Associate Dean for Academic Programs**
 - Adjunct faculty, honors programs, centers and graduate programs, course schedules
- **Julie Spanbauer, Vice Dean for Academic Affairs**
 - Academic Policies, Academic Services Office/Registrar, Financial Aid Office
- **Chanté Spann, Assistant Dean for Admissions**
 - Admissions, scholarships
- **Rick Wilson, Acting Associate Dean for Clinical Education**
 - Clinics, externships
- **Sharon Cannon, Dean's Office Chief of Staff:**
 - Dean's Office programming, scheduling meetings with the Dean
- **Darby Dickerson, Dean of the Law School:**
 - External relations, JMLS boards, alumni/development, communications, events, security, facilities, finance, library, all deans

For contact information, please visit the online directory at <https://www.jmls.edu/directory/>.

ACADEMIC CALENDAR

Academic Calendar 2018-2019	
Fall Term	
First day of Fall Term	Monday, August 20, 2018
Last day to add/drop individual courses with tuition refund	Sunday, August 26, 2018
Labor Day (no classes)	Monday, September 3, 2018
Graduation Application Deadline (for December graduates)	Friday, September 7, 2018
Last day to withdraw pass from a course (no tuition refund)	Sunday, September 30, 2018
January Intersession and Spring Registration (anticipated)	November 5-16, 2018
Last day of regular class	Monday, November 19, 2018
Review Sessions/Reading Period	November 20-29, 2018
Final Exams	November 30-December 14, 2018
Fall Commencement Ceremony	Sunday, December 16, 2018
No Classes	December 17, 2018-January 4, 2019
Winter Recess (campus closed)	December 22, 2018-January 1, 2019
Spring Term	
January Intersession (anticipated)	January 7-18, 2019
Martin Luther King, Jr. Day (campus closed)	Monday, January 21, 2019
First Day of Spring Term	Tuesday, January 22, 2019
Last day to add/drop individual courses with tuition refund	Sunday, January 27, 2019
Graduation Application Deadline (for May graduates)	Friday, February 8, 2019
Last day to withdraw pass from a course (no tuition refund)	Sunday, March 3, 2019
Spring Break (no classes)	March 10-17, 2019
Summer Registration	April 1-5, 2019
Fall Registration	April 15-26, 2019
Last day of regular class	Monday, April 29, 2019
Review Sessions/Reading Period	April 30-May 5, 2019
Final Exams	May 6-17, 2019
Spring Commencement Ceremony	Sunday, May 19, 2019
Summer Term	
Summer Intersession	May 28-June 6, 2019
First Day of Summer Term	Monday, June 10, 2019
Last day to add/drop individual courses with tuition refund	Sunday, June 16, 2019
Last day to withdraw pass from a course (no tuition refund)	Sunday, June 30, 2019
Independence Day (no classes)	Thursday, July 4, 2019
Make-up class for Independence Day Holiday	Friday, July 5, 2019
Last day of summer session	Friday, July 26, 2019
Summer session final exams	July 29-August 2, 2019

CHICAGO RESOURCES

HEALTHCARE

In case of medical or mental health emergency, dial 911 or visit your local emergency room. The nearest emergency room to the JMLS campus is at Northwestern Memorial Hospital, 251 E. Huron.

For routine medical care, visit your physician or a local health clinic. The following clinics are located within walking distance of campus

- MinuteClinic (inside CVS Pharmacy), 866-389-2727
 - 137 S. State Street
- Advocate Clinic (inside Walgreens Pharmacy), 800-323-8622
 - 79 W. Monroe
 - 151 N. State Street

LOCAL DINING

The area immediately surrounding John Marshall is host to many restaurants of varying cuisines and prices. Here are a few that are frequented by JMLS students.

- **Al's Beef** (234 S. Wabash Ave.)
- **Berghoff Café** (17 W. Adams St.)
- **Burger King** (18 W. Jackson Blvd.)
- **Chipotle** (10 E. Jackson Blvd.)
- **Dollop Coffee** (343 S. Dearborn St.)
- **Dunkin Donuts** (39 W. Jackson Blvd.)
- **Epic Burger** (517 S. State St.)
- **Halsted Street Deli** (333 S. State St.)
- **Hannah's Bretzel** (131 S. Dearborn St.)
- **Jimmy John's** (249 S. State St.)
- **Just Salad** (20 E. Jackson Blvd.)
- **Max's Take Out** (20 E. Adams St.)
- **McDonalds** (144 S. Wabash Ave.)
- **Meli's Café** (500 S. Dearborn St.)
- **Panera Bread** (501 S. State St.)
- **Plymouth Restaurant** (327 S. Plymouth Ct.)
- **Revival Food Hall** (125 S. Clark St.)
- **Spanglish Mexican Kitchen** (555 S. State St.)
- **Subway** (242 S. State St.)
- **Vivi's Bubble Tea** (333 S. State St.)

Always take your student ID as many restaurants will offer student discounts!

TRANSPORTATION

The Chicago Transit Authority (CTA)

Many CTA trains stop near the John Marshall campus:

- Blue line train (Jackson & Dearborn station)
- Red line train (Jackson & State station)
- Brown, Pink, Orange, Green line trains (Adams & Wabash station or State & Van Buren/Harold Washington Library station)

Many busses stop downtown but here are a few that stop right outside of campus:

- #1 bus (Bronzeville/Union Station)
- #2 bus (Hyde Park Express)
- #7 bus (Harrison)
- #28 bus (Stony Island)
- #29 bus (State)
- #126 bus (Jackson)
- #146 bus (Inner Drive/Michigan Express)
- #147 bus (Outer Drive Express)
- #148 bus (Clarendon Michigan Express)

Information on CTA routes, stops, and fares can be found online at www.transitchicago.com.

CTA U-Pass

The CTA U-Pass program provides full-time students unlimited, discounted rides on any CTA bus or train during the academic term. The U-Pass is offered to all students with 9 or more credits during the fall and spring semesters, and 3 or more credits during the summer semester. U-Passes are valid from the first day of the regular class session until the final day of the semester. You may use your U-Pass card between semesters by loading funds to it.

JMLS Security staff will be on-site during orientation to take your picture for the U-Pass. Cards are distributed approximately 3-5 days later. Your U-Pass is valid for 4 years, and the same card will be used the entire time you are a student at John Marshall Law School. If you are unable to meet with the security staff during orientation, you can order a U-Pass through the Security Department (Plymouth Court Building, 3rd floor).

If your U-Pass is lost or stolen, you will need to bring your student ID and \$50 (check or cash) to the Safety & Security Department on the 3rd floor of Plymouth to order a replacement. If you have any questions regarding U-Pass you can contact Jason Dalmer at jdalmer@jmls.edu or at x309.

Metra

Suburban Metra trains arrive at one of four stations in Downtown Chicago, all of which are fairly close to The John Marshall Law School campus.

VanBuren St. Station (VanBuren & Michigan)
Metra Electric District Line
South Shore Line

LaSalle Street Station (414 S. LaSalle Street)
Rock Island District Line

Ogilvie Transportation Center (Madison & Canal)
Union Pacific North Line
Union Pacific West Line
Union Pacific Northwest Line

Chicago Union Station (Canal & Adams)
North Central Service Line
Milwaukee District North Line
Milwaukee District West Line
BNSF Railway Line
Heritage Corridor Line
Southwest Service Line

Maps, schedules, and fare information can be found online at www.metrarail.com.

Pace Buses

Busses in Chicago's suburbs are run by Pace. Many of these busses serve downtown locations as well. Maps, schedules, and fare information can be found online at www.pacebus.com.

Smartphone Apps

Useful apps for navigating public transit in the Chicago area include Transit Stop, Ventra, and Embark Metra.

Personal Vehicles

If you own your own vehicle and live in Chicago, you will likely need proper Illinois registration and a Chicago city sticker. Please check the following websites for more information.

- **Illinois Vehicle Registration:** https://www.cyberdriveillinois.com/departments/vehicles/title_and_registration/apply.html
- **Chicago City Sticker:** <http://chicityclerk.com/city-stickers-parking/about-city-vehicle-stickers/>

Parking

JMLS has negotiated discounted parking at two area garages:

- 318 S. Federal Street
\$16 for 12 hours
Must use the iParkIt app (<https://www.iparkit.com/parking-app>) with your JMLS email address and enter code Student101
- 75 W. Harrison Street (between Clark and Federal Streets)
\$12.00 for up to 12 hours of parking Monday-Friday
\$8.00 for entrance after 3pm and exit before midnight, Monday-Friday
\$8.00 for up to 12 hours of parking Saturday-Sunday
Parking ticket must be validated in the CBA Building Lobby to receive discount

Short-Term Rental Options

- **DIVVY Bikes:** www.divvybikes.com (JMLS students are eligible for a discounted membership at <https://member.divvybikes.com/signup/jmls>, using the password *bikeJMLS*)
- **Zip Car:** www.zipcar.com
- **Taxi Cabs and Ride Sharing**
 - **Yellow Cab:** www.yellocabchicago.com or 312-829-4222; you can also order a cab by text messaging your address to 312-520-3096 and following the text response instructions.
 - **Flash Cab:** <http://www.flashcab.com/> or 773-561-4444; you can also text your pick up address to EZTAXI (398294)
 - **Lyft/Uber:** Lyft and Uber rideshare apps can be downloaded to any smartphone from your phone's app store.

ENTERTAINMENT

Museums

Chicago is home to many wonderful museums. Here are a few of the most famous:

- **Adler Planetarium:** 1300 S. Lake Shore Drive, www.adlerplanetarium.org
- **Art Institute of Chicago:** 111 S. Michigan Avenue, www.artic.edu
- **Chicago History Museum:** 1601 N. Clark Street, www.chicagohs.org
- **DuSable Museum of African American History:** 740 E. 56th Pl., www.dusablemuseum.org
- **Field Museum of Natural History:** 1400 S. Lake Shore Drive, www.fieldmuseum.org
- **Lincoln Park Zoo:** 2001 N. Clark Street, www.lpzoo.org
- **Museum of Contemporary Art:** 220 E. Chicago Avenue, www.mcachicago.org
- **Museum of Science and Industry:** 5700 S. Lake Shore Drive, www.msichicago.org
- **National Museum of Mexican Art:** 1852 W. 19th St., www.nationalmuseumofmexicanart.org
- **Oriental Institute:** 1155 E. 58th Street, www.oi.uchicago.edu
- **Peggy Notebaert Nature Museum:** 2430 N. Cannon Drive, www.chias.org

For more museums, visit www.chicagotraveler.com/chicago_museums.htm. Check individual museum websites for a list of free days each year.

Other Entertainment Resources

- **The Chicago Architecture Foundation** offers exhibits and lectures on Chicago's famous and varied architecture. They also offer tours of many Chicago neighborhoods, some of which can be expensive. For more information, check <http://caf.architecture.org/>.
- **The Chicago Cultural Center** is a landmark building which features free music, dance, theater, film, art, and educational events throughout the year. It also is home to several free art galleries and houses the world's largest stained glass Tiffany dome. Learn about the building's architectural

significance and view a schedule of events at www.cityofchicago.org/city/en/depts/dca/supp_info/chicago_culturalcenter.html/.

- **The Chicago Department of Cultural Affairs and Special Events** offers diverse arts and culture events throughout the year. Check the website at www.cityofchicago.org/CulturalAffairs to learn about downtown and neighborhood festivals and events.
- **The Chicago Park District** is a network of 570 parks featuring gardens, beaches, exercise facilities, art and recreation classes, drama and film viewing programs, and neighborhood meeting spaces. Find a park near your home by visiting www.chicagoparkdistrict.com.
- **The Chicago Public Library** consists of 79 branch libraries throughout the city of Chicago. In addition to offering books, music, and periodicals, Chicago's libraries often host special lectures or events. Check www.chipublib.org/howto/library_card.php for information on applying for a library card. The nearest library to John Marshall, the Harold Washington Library, is also the city's biggest!
- **The Chicago Reader** is a free newspaper that lists events around Chicago. You can usually find a free copy in area libraries or in newspaper machines on street corners. You can also access The Reader online at www.chicagoreader.com.
- **Fandango** is a helpful online resource for finding movies in Chicago; you can access it at www.fandango.com/chicago_+il_movietimes. The website lets you search for movies by title or by theater.
- **The League of Chicago Theaters** provides information on all stage plays taking place in Chicago. You can search their listings at www.chicagoplays.com. Also check out Hot Tix (www.hottix.org) for half-price theater tickets.
- **Maggie Daley Park** is located in the Loop and contains an ice skating/roller blading ribbon, climbing walls, a children's playground, and a garden planted in honor of cancer survivors. Maggie Daley Park is connected to Millennium Park by a pedestrian bridge. For more information visit www.maggiedaleypark.com.
- **The Mayor's Office of Special Events** hosts many activities throughout the year. Chicago is especially known for its neighborhood festivals and music events. You can find a list of events at www.explorechicago.org (type "MOSE" into the search box).
- **Millennium Park** is considered Chicago's front lawn. During the summer the park hosts concerts, art festivals, outdoor dining, numerous gardens, and the Crown Fountain, which features the faces of 1,000 Chicago residents. In the winter, part of the park is turned into an ice skating rink. Throughout the year, you can also visit Cloudgate, a famous Chicago sculpture that many call "the Bean." More information on events at Millennium Park can be found at www.millenniumpark.org.
- **Time Out Magazine** is a good general resource for restaurants and events in Chicago; it is especially helpful for finding information on independent music venues. The online version of the magazine is available at www.timeout.com/chicago.

LAW SCHOOL RESOURCES

TRANSITIONING FROM COLLEGE TO LAW SCHOOL

The transition from college to law school is often a shock to students. The work load is often different, as are the professors' expectations. You also are not living on campus with your peers, which can sometimes make support more difficult to establish upon first starting the program. Below are a few helpful hints to make the transition as smooth as possible.

1. **Take advantage of school social and networking activities.** Your first opportunity to get to know your section members begins at orientation. Take time to get to know the people who are also beginning the program with you. These are the individuals you will be spending quite a bit of time with over the next few years. Also engage in activities that involve individuals not in your year; more advanced students are great resources for learning the city as well as providing helpful tips about different courses and extracurricular activities.
2. **Go to class.** Students at JMLS may miss a maximum of 25% of classes (plus two class sessions for religious observance, as needed). However, going to class is the best way to stay on top of your material and understand your professors' expectations. Being present and actively participating in class discussions also helps you to retain new information. Be careful not to have too many tardies, as professors may consider a late arrival as an absence.
3. **Utilize on campus resources.** Be sure to utilize faculty, staff, peers, and campus offices for any resources you may need. It may be helpful to find student and faculty mentors to help you navigate the program and your future career goals. There are also offices on campus to assist with writing, IT needs, bar prep, and almost any other question you have.
4. **Think for yourself and be a self-starter.** This point may seem obvious, but in undergrad we become somewhat used to having everything handed to us, especially directions for papers and assignments. Law school is about taking the initiative and figuring things out for yourself. Don't be surprised if you don't always receive precise instructions; be willing to be creative and innovative.
5. **Think of law school as a marathon, not a race.** While in the program, be sure to plan ahead for assignments and don't procrastinate. The semesters are intense and planning early and for the long run will help manage stress levels. Remember that you will gain an extensive amount of information during your studies and if you rush through it, you won't retain as much.
6. **Be future oriented.** The aim of law school is not simply to graduate, but to collect a tool box of information and resources you can take with you as you start your career. Always keep your goals in mind as they can inspire you to continue when things get tough.
7. **Be flexible and adaptive.** Be open to new ways of learning, writing, presenting and relating to others. Give yourself room to make mistakes and learn from them.
8. **Keep it simple.** You don't have to be perfect to be successful!
9. **Practice self-care.** Balancing self-care and being a student can be a challenge. Be sure to take time out to do the things that you enjoy. Meditate, exercise, hang out with friends, read a book that isn't related to your course work, see the city! It may seem like you don't have time to relax, but if you don't make the time, work becomes more difficult and your health may suffer.

PRACTICAL TIPS FROM STUDENTS

- Plan early for assignments.
 - Sometimes an article or book may have to be ordered by the library. Plan early to allow time for delivery.
- Be organized.
 - Investing in a paper calendar and/or digital planner will assist you with scheduling classes, externship or work hours, application deadlines, and homework. This will help you to better manage your time and feel less overwhelmed.

- Don't procrastinate.
 - Don't wait until the last minute to complete assignments, register for classes, or turn in paperwork to the various departments.
- Be prepared to read *a lot*.
 - It is not uncommon for professors to assign between 100-200 pages of reading per class. Time management and effective study notes are imperative.
- Take large assignments and break them up into smaller, more manageable sections to avoid getting overwhelmed.
 - Have a 20 page paper due? Try taking a few days of reading articles/books (i.e.: 5 articles per day). Spend a day outlining a paper based on your research. Then write a few pages per day.
 - This takes time so manage your schedule and don't procrastinate.
- Remember to care for your friendships and relationships; peer support is essential.
- Don't forget your hobbies; they can be a source of stress relief.
- Don't be afraid to seek out mental health care if you need it.
 - The JMLS Campus Counseling Center offers ongoing individual and relationship therapy. Email jmlscc@sankofapsychology.com to schedule an appointment.
 - The Lawyers' Assistance Program offers a variety of resources to lawyers and law students. Visit www.illinoislap.org for more information.
- Be open with faculty about your struggles.
 - Your professors were once students too. They may have advice for how best to tackle a particular assignment or balance the demands of law school.
- Participate in class and don't be afraid to ask questions
 - You will get out of class what you put in, so if you don't read the material you won't have as firm of a grasp of the information. Plus, you may get called on in class and you don't want to be the one who can't participate because you didn't read!
- Make sure to take time to take care of yourself.
- Make sure to eat well, get enough sleep, exercise and take time to relax.
 - Learning can be an exhausting process. You'll perform better when you allow your brain some down time.
- Stressing out about assignments will only hinder your productivity.
- You are not alone in your stress and struggles
 - Seek support from your peers and more advanced students. You'll be surprised how helpful they are.
- Set personal limits; learn to say "no" to the non-essentials in your life.
 - In addition to coursework, there will be a lot of outside reading, externship hours, mandatory meetings, and professional development opportunities needed in order to complete your degree. These can become overwhelming if you do not set boundaries with others and yourself.
- Have faith in yourself.
 - You were hand selected to participate in this program; you have what it takes to complete the program, but it is up to you to do the work.
- Take advantage of opportunities outside of the classroom.
 - The John Marshall Law School offers many extracurricular learning opportunities but you have to seek them out and may need to rearrange your schedule to attend.
- Be open to new experiences.
 - Part of the law school experience is being able to interact with others. Everyone does not have the same background as you do. Be open to hearing different individual and cultural opinions as well as immersing yourself in other cultural spaces.
- Check your JMLS email.
 - Your professors will use your school email to send you important class updates and meeting requests. This is also the place where important school events are announced. While it's possible for you to have your JMLS email forwarded to a different personal email account,

- you will be held responsible for messages that go missing if the forwarding doesn't work or if your other email system is inaccessible.
- Prioritize professionalism.
 - Even though you're currently a student, you need to start thinking like a professional. Engage with your faculty, staff, and fellow students as if they are your future supervisors, hiring managers, and references (because they will be!):
 - Read instructions and communications carefully; if you ask a question about something that has already been explained, people may think you didn't take the time to read what they prepared for you and may direct you back to re-read.
 - Write professional emails, including a respectful greeting, full and punctuated sentences, and a proper sign off.
 - Take ownership for your actions rather than making excuses or blaming others.
 - Show up on time for classes and meetings.
 - Dress for success; you never know when you'll run into an alum, practicing lawyer, or judge on campus!
 - Say thank you and let people know that you honor and appreciate their time.

TIME MANAGEMENT STRATEGIES

As a law student you won't always have a say in how you spend your time, but remember that you are always responsible for the consequences of your actions. Professional school is about constantly making decisions, setting priorities and understanding that you cannot do everything: "there will always be something that is not chosen" (Licht, 103).

Time-based conflict

Investing time in one area takes time away from other areas (Dyk, 303).

- **Prioritization:** Figure out those things that *must* be completed just by you and cannot be postponed (writing a paper, a shift at work), and those that *can*, realistically, be completed later or shared with/delegated to someone else (the housecleaning, a volunteer shift that someone else can fill).
- **Keep a calendar or digital planner:** Record all due dates for assignments as soon as you get them, put them in a calendar and work on short and long-term goal setting right away. For example, if a paper is due in six weeks, work backwards to figure out when you want to have your articles chosen and read, when you will complete an outline, when you will write the paper and when you will edit it.
- **Be conscious of your "busy periods" within the semester:** Look ahead and see when you may have a larger quantity of work to complete. At the beginning of the semester, try to spread your assignments out as much as possible so they are not all due at the same time. Sometimes this is unavoidable so make sure to look at the entire semester as a whole and try to get work done earlier than it is due, if this is possible. Be aware of those very busy weeks and make sure to prioritize your time very well leading up to, and during, that time.

Strain-based conflict

Participation in one role detracts from time with family and friends (Dyk, 1987).

- **Compartmentalization:** Minimize the overlap of various roles (student, partner, parent, employee, etc.); choose not to attend to roles other than the one in which you are currently working. This allows you to focus all your energy in one area at a time so when you are with your friends or family, you are able to give them your full attention and not be worried about your school tasks. For example, come to campus to work on a paper rather than doing so at home, or put your books in your bag and don't check school emails after dinner while at home with your family
- **Reduction of standards:** Understand that you realistically have less time in certain areas. Accomplish what you can and don't be too hard on yourself! (Dyk, 1987) **Caution:** this is *not* an excuse to neglect responsibilities, but rather to not hold yourself to such an extreme standard that it compromises your health. It is about learning balance.

SELF-CARE AS A LAW STUDENT

Self-Evaluation: Avoiding Burnout

Remember: burnout doesn't happen overnight; be aware of your "internal alarms"

1. **Develop a baseline.** Be aware of your physical and emotional states when you are feeling healthy.
2. **Be conscious of emotional changes.** Do you have trouble concentrating? Are you feeling frustrated? Are you irritable? Do you lack energy? Is your motivation low? Do you find that you are not enjoying your regular social activities?
3. **Be conscious of physical changes.** Are you experiencing more than usual cases of colds, headaches, aches and pains, fatigue or insomnia?

If you aren't noticing these yourself, ask friend, family, co-workers and classmates!

Self-Care and Effectiveness

To be the most effective person you can be, including being an effective time manager, you will need to be sure to preserve and enhance the greatest asset you have—you. According to [Stephen] Covey (2004), that includes the four dimensions of your nature—physical, mental, social/emotional, and spiritual:

1. **Physical.** This includes regular exercise (at least three hours a week), eating the right kinds of foods (low-fat, high-fruit and-vegetable diet), and getting sufficient rest and relaxation.
2. **Mental.** Most grad students do very little reading for pleasure. And yet skimming or reading a good magazine or book (eg., National Geographic, fiction books, etc.) can often be a better mental break than watching TV, because it helps to expand our very focused minds and to integrate academic issues with more practical "real life" ones.
3. **Social/Emotional.** Renewing our emotional life also requires exercise. Our emotions are very tied up in both my relationships and in my personal integrity. First, we need to take the time to develop and keep good communication with those closest to us. Second, we need to develop the inner security derived from a life of integrity, where our heart, soul, and mind are all at peace with one another, and our daily habits are reflecting our deepest values.
4. **Spiritual.** According to Covey, "renewing the spiritual dimension provides leadership to your life. The spiritual dimension is your core, your center, your commitment to your value system." But this renewal, like the others, takes an investment of time. Though many grad students intellectually hold to a belief in God, some have put the development of their spiritual lives on hold. Reasons often cited are simply a lack of time or, even more often, that a disparity has developed between personal faith and intellectual reasoning. As one grad recently concluded, "I am currently coming to terms with my religious beliefs and sorting them out from my scientific training, and yet I must admit that this is no easy task!"

References:

- Covey, Steven. *The Seven Habits of Highly Effective People*. New York, NY: Simon and Schuster, 2014.
- Repak, N. "Time Management," 2012, <http://gradresources.org/timemanagement/>.
- Dyk, P. A. H. "Graduate Student Management of Family and Academic Roles." *Family Relations: An Interdisciplinary Journal of Applied Family Studies* 36 (Jul 1987), 329-332.
- Licht, C. "Self-Care in Graduate School: Finding Your Optimal Balance." In *Your Graduate Training in Psychology: Effective Strategies for Success*, edited by P. J. Giordano, S. F. Davis & C. A. Licht, 101-113. Thousand Oaks, CA: Sage Publications, 2012.