

Welcome to Drake Law School! Before Orientation

July:

- Review the [Drake New Student Tech Information](#). It covers important information such as where to **change your initial password**.
- **Login to my.drake.edu.** To access the *myDrake* student portal you must first establish a password by going [here](#). Log in with your student ID number and your default password which has been set to your birth date in the following format: MmmDD#YYYY (example: Jan01#1997). Click [here](#) for instructions and password guidelines.
- Help us address you correctly. After logging into *myDrake* and clicking the “Self-Service” portal, navigate to “My Information.” **Update your Preferred First Name and Personal Pronoun.** Then, [record your name and prefix in an audio file](#) and email that audio file to Kris Magill at krista.magill@drake.edu. Professors often use formal address – Mr., Mrs., or Mx. – to call on students in class. For example, my audio file would include “Liz Battles, Ms. Battles.”
- If you would like a **vegetarian lunch option or have other dietary restrictions** impacting orientation, the deadline to notify lyra.halsten@drake.edu is August 2.
- **Complete the EVERFI Sexual Assault Prevention Course.** EVERFI will send instructions to your Drake email address. You can also find the course at myDrake under Learning Resources and then Mandatory Student Training. This is required to be completed before the start of classes. **If you do not complete the EVERFI course, a hold will be placed on your account and you will not be able to register for Spring courses.** If you have not received an email and do not have access, email Lynne Cornelius (lynne.cornelius@drake.edu).
- Complete the [Advising Preferences Survey](#) to help us match you with a faculty advisor. As you progress through school, your advisor will answer questions about course paths, extra-curricular activities, and navigating law school.
- Login and create accounts for all software: Bloomberg, CALI, Lexis, Westlaw/TWEN. **You will be sent an email with registration codes by July 29.** Directions for how to register for these resources can be found [here](#). If you have any questions or need assistance please contact David Hanson, Collection Management and Metadata Librarian at david.hanson@drake.edu or 515-271-2077.
- Submit your **medical history form**, learn how to [here](#). Students are required to complete and submit this form to the University Health Center. It may be returned via mail, fax or delivered to the

Student Health Center during orientation week. **This form must be submitted by the start of fall classes on August 26 but should be completed as soon as possible.**

- ❑ Submit your **final transcript**. If you have not yet done so, please send your final transcript to LSAC, noting the date your bachelor's degree was conferred. Students entering as part of a 3+3 program should send a transcript including Spring 2024 grades. **We must receive your final transcript before October 15, but you are encouraged to send it as soon as possible.**
- ❑ Direct Deposit. Students borrowing student loans who wish to expedite the loan refund process may wish to set up **direct deposit into your personal bank account**. This process may be completed in *myDrake*. Click [here](#) for further information and instructions.
- ❑ **Provide an updated mailing address** with an effective date. If you have a new local address, please send the mailing address and effective start date to lawadmit@drake.edu so we may update your student record.
- ❑ Connect with us on **social media** for fun updates throughout the year! On Facebook and LinkedIn we are Drake University Law School, and on Instagram and X we are @drakelawschool.

August:

- ❑ **Get your Mobile Drake ID.** Drake University offers a Mobile Drake ID. To create your ID, please start by [submitting a photo online](#). Once your photo has been approved, you'll receive a confirmation email with instructions on how to add a Mobile Drake ID to your phone and/or smartwatch. Instructions on how to load your Mobile Drake ID to your devices are also posted in the [ITS Knowledge Base](#). These photos are used for your ID, on class lists, and for other academic purposes.
- ❑ We will register you for classes. After August 1, you will be able to **view your class schedule** by logging into *myDrake* and selecting the "Self Service" icon. Under the Registration box, click on My Schedule. At "Select a Term", click the drop-down menu, and choose Fall 2024 and submit. [Self Service Instructions](#).
- ❑ **Purchase books.** When reviewing your class schedule in *myDrake*, please note your CRN (Course Registration Number) and course numbers to search for required books. Course materials and book information can be found [here](#). Books may be purchased online from drake.ecampus.com or from any retailer. The first week of assignments and readings for the 1L courses are posted on the Drake Law Orientation Blackboard page starting August 12. **Student loan refund checks will be available no earlier than August 26 so please plan to use alternative funding for purchasing your law school books.**
- ❑ **Access the Drake Law Orientation Blackboard page.** On *myDrake*, click the button for Blackboard, and then click Courses in the left-hand menu. Look for Drake Law Orientation in your course list.

Access and complete the readings for Orientation. **The readings can be found starting on Thursday, August 1** in “Before Orientation Materials” tab. For more information about navigating Blackboard, go [here](#).

- **Complete the virtual orientation sessions**, which will be released August 1, 2024, on the Drake Law Orientation Blackboard page including:
 - A two-part “Student Code of Conduct” video series by Associate Dean and Professor of Law Erin Lain. Upon completion of each video, you will be prompted to acknowledge that you viewed or listened to the video in its entirety.
 - A multi-part “Intro to Law” course by Associate Dean and Professor of Law Erin Lain.
 - “Avoiding Plagiarism” by Associate Dean for Information Resources and Technology and Director of the Drake Law Library John Edwards. After viewing this video complete the associated CALI assignment. The link can be found on the TWEN page. To complete the assignment, first you must register at cali.org using “DRAKEUstu62” as the key.

These are mandatory components of orientation and should be completed prior to the first day of Orientation. All sessions can be found in the Before Orientation Materials tab in the Drake Law Orientation Blackboard page. Your viewership and completion of these components will be tracked for attendance purposes.

- Check your Drake email to RSVP to an **optional Pre-Orientation Q & A Session** with Assistant Dean for Student Services Liz Battles and Director of Admissions and Financial Aid Matt Johnson. This meeting will be held virtually via [Microsoft Teams](#) on Tuesday, August 13, 2024, at noon (Central Standard Time). It will be recorded and posted on the Drake Law Orientation Blackboard for those who have schedule conflicts. You will receive the invitation in late July.
- **Register for the TWEN course pages** or review the Blackboard pages for your Fall classes as they become available. Blackboard pages for fall classes will be visible once the professor makes them accessible.
- After August 12, download and install Exemplify, the software you will use to take your exams. Instructions can be found [here](#). Review information [regarding exam software and minimum system requirements](#).

[During Orientation](#)

Orientation will be held on campus August 20-23.

- Remember to **bring your laptop, laptop charger, and a refillable water bottle**.
- **Dress appropriately** (August 20-22 are casual; August 23 is professional attire).

- Each day suggests a clothing theme. Check the schedule for details. August in Iowa is hot, and the air conditioning runs cold. Layers can help you adapt for comfort.
 - For ideas or suggestions on casual and professional looks, check the Student Bar Association on Facebook @ Drake University Law School Student Bar Association or find them on Instagram @ SB_Drakelawschool.
 - You can also visit the Suit Yourself Closet (Opperman LL04), organized by the Career Development Office, to find a free suit. For questions, contact Lyra Halsten, lyra.halsten@drake.edu.
 - Students are not expected to purchase new professional clothing. Please reach out to Dean Battles if you have questions about attire.
- **Park for free in Lot 1**, located south of Forest Avenue along 25th Street during Orientation. After August 23rd, you will need to purchase a parking pass to park in campus lots. Instructions on where to purchase parking passes can be found below.
 - Pick up your **Orientation Welcome Packet** at the top of the stairs in Cartwright Hall. Please refer to the [campus map](#) for directions to Cartwright Hall.

Complete prior to 1st day of classes

- Tuition Payments and Loan Refund Checks. **The earliest possible release of student loan funds will be the first day of classes, Monday August 26.** Tuition payments are also due on this date. Further information about tuition payment options may be found [here](#). If you intend to borrow student loans, please make sure you follow the instructions sent via email from the university financial aid office. Loan eligibility is available in the online portal Self Service. Contact the Financial Aid Office at financialaid@drake.edu or 515-271-2905 with questions related to student loans.
- **Assignments for your first week of classes will be released Monday, August 12.** Login to the Blackboard course management system used by Drake Law School to access the Drake Law Orientation page. Assignments can be found under the “First Week Assignments/Readings-Copyrighted” tab.
- Create your profile on Symplicity, Drake’s online job posting system and general database for the Career Development Office (CDO). You’ll use it often in the next three years! By August 15, you will receive an email with a password and much more detailed information. Fill in your personal and academic information for employers to view in the future.

Optional Tasks to Complete

- **Purchase parking permit**, more information can be found [here](#). Parking permits typically go on sale in early July and are valid from August to August of the following year. Most law students

purchase commuter passes for the Orange Zones on the East side of campus, which are very close to Cartwright Hall.

- Watch the **virtual tour** of [Cartwright Hall](#) and the [Drake Legal Clinic](#).
- Access to easy, healthy meals can make it easier to navigate your first year. Law students may be interested in [purchasing a meal plan](#).
- If needed, start the disability accommodations process through Michelle Laughlin, Director, [Drake Access and Success](#).
- Familiarize yourself with the services offered by [Drake Information Technology Services](#). If you need any assistance accessing *myDrake* please contact the Drake University Support Center at (515) 271-3001 or send an e-mail to supportcenter@drake.edu. An online [ITS Knowledge Base](#) is also available to provide step-by-step instructions and guidance.
- **Register for an AccessLex “AskEDNA”** account for information on academic success, financial planning, and setting yourself up for success.
- Once you have logged into *myDrake* be sure to **explore the options under the “Self Service”** icon where you may view the following:

“Personal Information”

- Update Preferred First Name and Personal Pronoun
- Submit Social Security Number
- Update My Information

“Student Services & Financial Aid”

- Check your class schedule
- Check student account details
- Register for a Drake parking tag
- Check for account holds
- View unofficial transcripts

The portal can be extremely useful to you; it only takes a little time to explore the options. When you finish your connection, always remember to logout so your account is not visible to another user.

- **Look over the [2024-2025 Academic Calendar](#)**. Review your personal schedule by logging into *myDrake*, instructions can be found [here](#).
- Learn more about [Drake’s Student Health Center](#).

- **Research your health insurance options as a law student.** ABA Insurance created a new landing page on abainsurance.com specifically tailored to law students' insurance needs. The page includes a Frequently Asked Questions section and a phone number (1-855-967-0415) to call to talk to an expert.