WUCL Resources for Entering LLM & MLS students

This is intended to be an informational document and a resource to help navigate through Willamette University College of Law (WUCL) as entering students.

From the Willamette Law homepage (http://willamette.edu/law/) click on the “STUDENTS” link at the top right of the screen.

The Student Doorway will appear and you can navigate from here to the Office of Student Affairs website, which houses many resources that you will need including upcoming reminders, the academic calendar, class schedule, final exam schedule, an electronic version of the Law Student Handbook, student organizations, and much more. The Student Doorway also provides easy access to WISE, your WU email, WebAdvisor, and JASON.
WUCL Resources for entering 1Ls continued

What is WebAdvisor?
https://secure.willamette.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8621070477
• WebAdvisor is a Web interface that allows you to access information contained in Willamette’s administrative database. Students can check their class schedule, grades, and access financial aid information.
• View and accept award package from Financial Aid.
• 1Ls will use WebAdvisor to register for their Spring elective and for all courses as upper division students.

What is JASON?
https://secure.willamette.edu/cas/login?service=https%3a%2f%2fsecure.willamette.edu%2fservices%2fadmin.cgi
• The Joint Academic/Administrative System Online (JASON) is an online resource that houses various applications that students, faculty, and staff utilize.
• View your class schedule and grade reports.
• View your exam number (new exam numbers are assigned each semester and are viewable upon completion of your online course evaluations).
• View your attendance records. WUCL requires that students attend 75% of regularly scheduled classes and tracks attendance. This is where you can see the recorded dates of absence in your courses.
• Access the Fusser Guide (online directory of students, faculty, and staff).
• Set your preferences for Fusser Guide information.

What is WISE?
https://wise.willamette.edu/portal/
• The Willamette Instructional Support Environment (WISE) is a learning and collaboration system that provides course sites for official university courses and project sites for committee work, student organizations, collaborative research projects and other university-related activities.
• One of the web sites that some faculty utilize to post class readings/handouts.
• Also used to post class syllabi.

What is TWEN?
http://lawschool.westlaw.com
• The West Education Network (TWEN) is an online extension of the law school classroom. You can use TWEN to access your course materials, participate in class discussions, receive and submit online assignments, and complete quizzes.
• You will receive your TWEN access during the law library portion of your 1L Orientation.
• One of the web sites that some faculty utilize to post class readings/handouts.
• Also used to post class syllabi.
Useful WUCL Web Pages & Departments

WUCL is not a standalone college. WUCL depends on the main University for functions involving Financial Aid, Student Accounts, the Bishop Wellness Center, just to name a few. Some of the web pages that you should familiarize yourself with are listed below.

Students Accounts | student-accounts@willamette.edu | Ph: 503-375-5308
http://willamette.edu/dept/studentaccounts/

- Student Accounts is located on the first floor at Waller Hall on the College of Liberal Arts (CLA) campus.
- Students Accounts is the University’s bursar’s office that handles transactions such as tuition and fees billing, student account payments, student account refunds, and 1098-T tax information.

Financial Aid Office | finaid@willamette.edu | Ph: 503-370-6588
http://willamette.edu/dept/finaid/index.html

- The Financial Aid Office located on the first floor at Waller Hall on the College of Liberal Arts (CLA).
- The Financial Aid Office and its staff work diligently to assist students to make their education affordable. Shanan Woods is a Senior Financial Aid Counselor for graduate programs, and is a valuable resource for students. Shanan Woods | swoods@willamette.edu | Ph: 503-370-6502
- The Department of Veterans Affairs (VA) is your best resource for information about all Veteran’s Education Benefits. The Willamette University (WU) contact for Veteran’s Affairs is Sarah Fisher, Assistant Registrar. Sarah Fisher | sfisher@willamette.edu | 503-370-6206

University Registrar’s Office | registrar@willamette.edu | Ph: 503-370-6206
http://willamette.edu/dept/registrar/index.html

- The University Registrar’s Office is located on the first floor at Waller Hall on the College of Liberal Arts (CLA) campus.
- The University Registrar’s Office primarily deals with the CLA student records. Each of the graduate schools (Willamette University College of Law and the Atkinson Graduate School of Management) both have Recorders that are responsible for maintaining their students’ records and unofficial transcripts.
- Official transcript requests are processed through the University Registrar’s Office, and may be requested online at: http://willamette.edu/dept/registrar/transcripts/index.html

Campus Safety | safety@willamette.edu | Ph: 503-370-6911
http://www.willamette.edu/dept/safety/

- The Campus Safety Department is tasked with ensuring the safety of students, faculty, staff, and guests on campus and is located in the Service Center, just behind Lausanne Hall on the campus map. Campus Safety officers are trained to respond to all parts of campus as needed for various types of safety and medical issues.
- The Willamette University Medical Services (WEMS) is a professionally licensed EMS agency in the State of Oregon, providing basic life support to students, faculty, staff, and guests of the WU community. WEMS is dispatched by Campus Safety as needed.
- The WU Compass Card is a one-card system of identification, building access, and campus commerce. The WU Compass Card/ID card is issued and maintained by Campus Safety.
- Parking permits are sold and issued by Campus Safety. Parking enforcement is also maintained by Campus Safety. Campus Safety usually emails the WU community in the fall when it is time to purchase parking permits, and one may purchase the permits online through their web site.

Revised 08/2015
The Bishop Wellness Center is located on the east side of the CLA campus towards 12th Street. The healthcare professionals at the Bishop Wellness Center provide counseling services, disability services, health services, and also oversees Student Insurance.

All students must have student insurance, and are automatically enrolled in the WU sponsored student health insurance for each school year. Students with comparable coverage may submit an application for a waiver of this health insurance. Waivers must be submitted by specified deadlines as published on the Student Health Insurance web site.

All students enrolled half-time or more are required to complete and submit a Health History with dates of vaccinations required in Oregon prior to attending classes. If this Health History is not submitted, one may not attend class.

The deadline to submit the form is August 10, 2015 for the 2015-16 academic year. Complete your form online at willamette.medicatconnect.com with your Willamette username and ID number.

The Office of International Education (OIE) is located on the east side of the CLA campus in Matthews Hall.

The staff at the OIE assist international students with various issues related to: student health insurance waivers, visa/immigration information, SEVIS information, and so on.