

UIC JOHN MARSHALL LAW SCHOOL



STUDENT RESOURCE GUIDE 2019-2020

Provided by
The Office of Student Life and Leadership
August 2019

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WELCOME FROM THE ASSISTANT DEAN FOR STUDENT LIFE & LEADERSHIP

Dear Students,

Welcome to UIC 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 the law school. 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! My colleagues, Zach Sanderson and Clarence Glenn, and I are located on the second floor of the State Street building, in offices S-204, S-206, and S-208 respectively.

We encourage you to familiarize yourself with the law school 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 UIC John Marshall Law School!

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

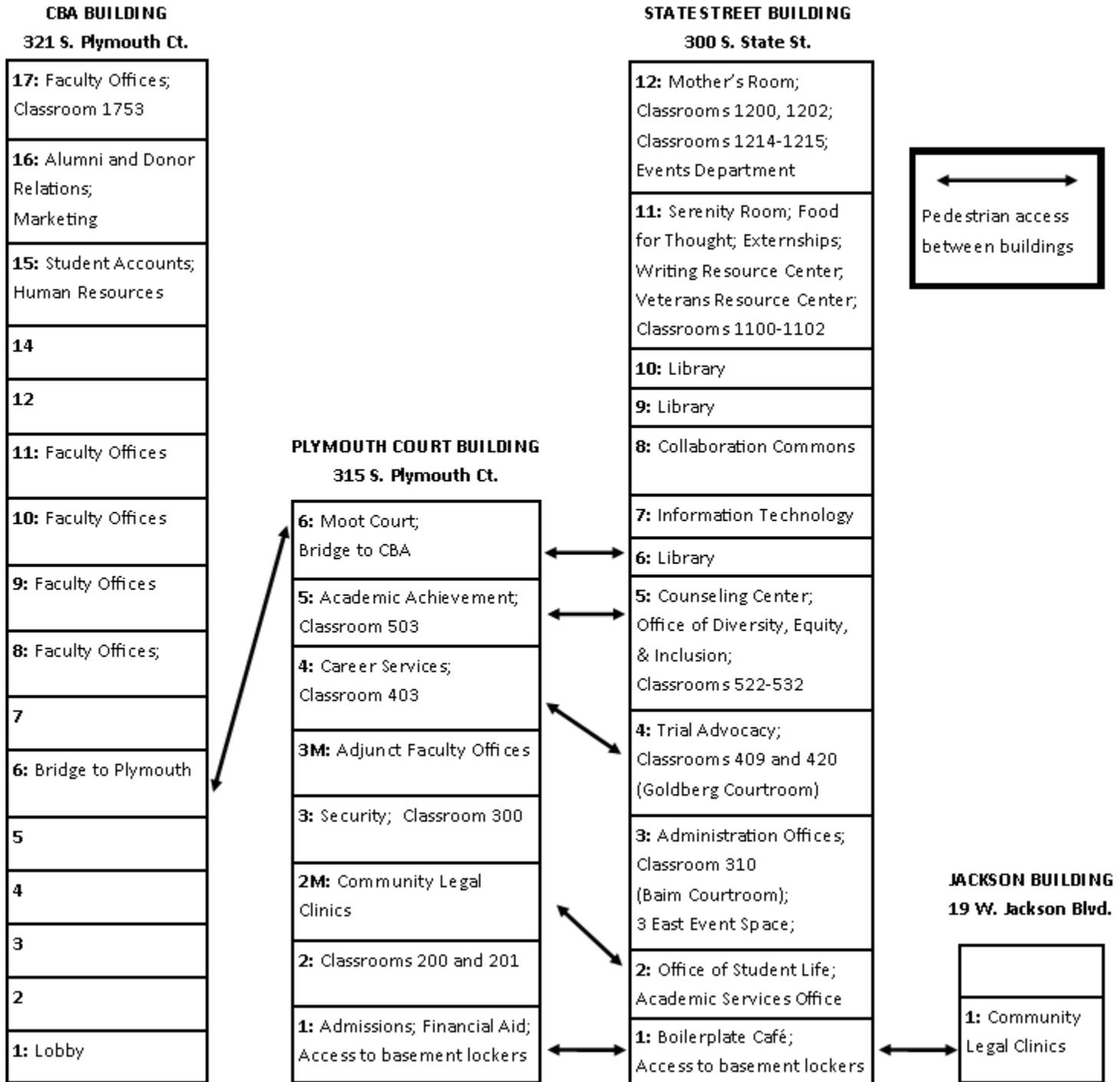
MISSION STATEMENT

The University of Illinois at Chicago provides the broadest access to the highest levels of intellectual excellence. UIC's mission is:

- To create knowledge that transforms our views of the world and, through sharing and application, transforms the world.
- To provide a wide range of students with the educational opportunity only a leading research university can offer.
- To address the challenges and opportunities facing not only Chicago but all Great Cities of the 21st century, as expressed by our Great Cities Commitment.
- To foster scholarship and practices that reflect and respond to the increasing diversity of the U.S. in a rapidly globalizing world.
- To train professionals in a wide range of public service disciplines, serving Illinois as the principal educator of health science professionals and as a major healthcare provider to underserved communities.

CAMPUS RESOURCES

CAMPUS MAP



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 UIC John Marshall Law School ID card to enter the building, and must carry your ID card at all times while in the building. It is a violation of school policy to share your ID card with any other individual. Please notify security immediately if your ID card has been lost or stolen.

If you lose your ID, you must purchase a replacement card for \$20. Please see page 14 for more details. 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

300 S. State Street

Phone: 312-427-2737 x501

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

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

Plymouth Court Entrance

315 S. Plymouth Court

Phone: 312-427-2737 x507

Hours: 4:30 p.m.-9:30 p.m., Monday - Friday

Closed Saturday and Sunday

Jackson Boulevard Entrance

19 West Jackson Boulevard

Phone: 312-427-2737 x503

Hours: 7:30 a.m.-10:00 p.m., Monday - Friday

9:00 a.m.-1:00 p.m., Saturday & Sunday

During weekday business hours you may also enter the law school from the Chicago Bar Association (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.

CONCEALED FIREARMS POLICY

Illinois enacted the Firearm Concealed Carry Act (430 ILCS 66/) to comply with federal court rulings. Under the Act, university property is a Prohibited Area. Therefore, firearms and other weapons are prohibited in all UIC buildings and grounds, including the law school, the Hospital, outpatient clinics and affiliated offsite health centers. University policy generally prohibits anyone—even a firearm owner with a concealed carry permit—from carrying or storing a firearm or weapon on any university property, unless required by that individual's job as determined by the Chief of UIC Police, in consultation with the Vice Chancellor for Administrative Services. However, a person licensed to carry a concealed firearm may carry a concealed firearm on or about his or her person within a vehicle into a campus parking lot and may store a firearm and ammunition in a locked vehicle if concealed in a case or locked in a container out of plain view. The firearm may only be removed from the vehicle for the purpose of storing or retrieving it from the trunk of the vehicle, and it must be unloaded before it is removed from the vehicle. Any person reported or discovered to possess a firearm or weapon on university property in violation of this policy will be subject to disciplinary action along with arrest and prosecution. Unauthorized possession or storage of weapons on university property is a Class A misdemeanor.

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 1) the student is present at the security desk to sign them in and 2) 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 UIC John Marshall Law School 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
Website: <https://www.jmls.edu/academic-achievement/>

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

ACCOMMODATIONS OFFICE

State Street Building, Office S-204
Phone: 312.427.2737 x772
Email: disabilityservices@jmls.edu

The Student Life Coordinator oversees implementation of accommodations for students whose disability paperwork has already been evaluated by the UIC Disability Resource Center (DRC). You can also visit the Accommodations Office for assistance in completing accommodation-related Bar Exam and MPRE forms. For more information on the DRC, please see page 14.

BOOKSTORE

The official UIC John Marshall Law School 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

The Campus Safety & Security Department strives to make the UIC 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.

In addition, Campus Safety and Security offers security walks as an alternative to walking alone in the areas around campus. Their standard radius includes:

- The CTA Blue Line station located at Jackson Boulevard and Dearborn Street
- The CTA Red Line Station located at Jackson Boulevard and State Street
- The CTA Purple, Brown, Orange, and Pink Line Station located at State and VanBuren Streets
- The LaSalle Street Metra Station
- The parking garages located at 318 S. Federal Street and 711 S. Plymouth Court

Students may request a security walk at the law school security desks or by dialing 312-427-2737 x501. Security walks must be requested 10 to 15 minutes before you want to leave.

Group security walks to Chicago Union Station or Ogilvie Transportation Center are also available Monday-Friday at designated times. Please see <https://www.jmls.edu/policy/pdf/security-walk-policy.pdf> for more information and contact Ali Haleem, Director of Campus Safety and Security, at ahaleem@jmls.edu with any questions.

CAREER SERVICES

Plymouth Court Building, 4th Floor
Phone: 312-987-1402
Email: CSOInfo@jmls.edu
Website: <https://www.jmls.edu/career-services/students/>

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
Website: <https://www.jmls.edu/students/counseling/>
Urgent Office Hours: 12-1pm Monday-Thursday and 4-5pm on Fridays
All other meetings by appointment

The Law School Counseling Center is a partnership between the law school and Sankofa Psychological Services. While services are offered on campus for student convenience, all records are kept separate from the law school to protect student privacy. The Counseling Center offers individual and relationship counseling by appointment, weekly office hours for urgent concerns, disability accommodations evaluations, and periodic wellness workshops. To schedule an initial appointment, contact jmlscc@sankofapsychology.com or (312) 427-2737 x455. **Please note that UIC John Marshall Law School students may not utilize the UIC Counseling Center at the current time.**

DIVERSITY, EQUITY & INCLUSION

State Street Building, Room S-525
Phone: 312-427-2737 x542
Email: diversity@jmls.edu
Website: <https://www.jmls.edu/diversity/>

The Office of Diversity, Equity & Inclusion promotes an institutional culture of respect and empathy for all members of the law school community. The Office of Diversity, Equity & Inclusion accomplishes this by fostering thought, dialogue, and active engagement around diversity, equity, and inclusion. The Office provides opportunities for all students, faculty, and staff to elevate their skills and deepen their understanding of these issues. This common dialogue and understanding supports a sense of belonging, which is vital for all students. During the semester, the Office also promotes student success for all students including first generation students and underrepresented students. Students can schedule advising and academic support appointments with the Assistant Dean for the Office of Diversity, Equity & Inclusion.

FINANCIAL AID

Plymouth Court Building, 1st Floor
Email: FAO@jmls.edu
Fax: 312.360.2662
Website: <https://www.jmls.edu/students/financial-aid/>

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. during the school year. Grab and go items, refrigerated beverages, and snack foods are available during 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, plus basic toiletries, are available across from room S-1102. Please also see page 15 for information on UIC's Pop-Up Pantry.

INFORMATION TECHNOLOGY SERVICES

State Street Building, 7th Floor
Phone: 312.427.2737 x550
Email: helpdesk@jmls.edu
Website: <https://www.jmls.edu/its/>

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 JMLS username and password to access computers, your JMLS email, your school registration and account Self-Service portal, the Moodle learning management system, and other JMLS services. By the end of the 2019-20 academic year, however, JMLS will transition services to use the UIC NetID for authentication.

You may use your ID badge (UIC i-card) to utilize campus copy machines. Please visit <https://www.jmls.edu/its/> for information on printing, other ITS services, and the ITS Helpdesk contact information.

Student wi-fi password: PracticeReady

LAW SCHOOL REGISTRAR'S OFFICE (ACADEMIC SERVICES OFFICE)

State Street Building, Suite 211
Phone: 312.427.2737 x185
Email: academicservices@jmls.edu
Website: <https://www.jmls.edu/registrar/>

The Academic Services Office assists students with class registration, transcript requests, letters of good standing, Exemplify questions, 711 licenses, and graduation applications.

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)
Website: <https://www.jmls.edu/library/>

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>. The 9th floor is designated as an Ultra Quiet study floor. Starting in Fall 2019, the 8th floor of the library will feature the Collaboration Commons which offers a variety of group study rooms and other spaces designed for student collaboration.

MOTHER'S ROOM

The Mother's Room is located in Room S-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 from the State Street security desk; please return the key to Security promptly after each use to ensure access for everyone who needs the room. Upon entering the room, please hang the "In Use" sign on the outside of the door and lock the door from the inside.

POLICIES

Law school policies are conveniently located at <https://www.jmls.edu/policy/>. Please note that some UIC or UI System policies may not be listed here but still govern students and employees at the law school.

RESTROOMS

Female, male, and all gender restrooms, some of which require ID card access, are located throughout the campus. 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 Serenity Room is open to any students for quiet meditation, prayer, yoga, or other personal 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, 16th Floor
Phone: 312-427-2737 x408
Email: studentaccounts@jmls.edu

The Office of Student Accounts oversees student billing statements and issues loan refund checks.

STUDENT LIFE

State Street Building, 2nd Floor
Offices 204, 206, and 208
Email: studentlife@jmls.edu
Website: <https://www.jmls.edu/students/>

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 law school 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 law school experience for students. Please visit the website for more information on the services and resources provided by the Office of Student Life.

UIC JOHN MARSHALL LAW SCHOOL APP

Download the UIC 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!

UIC JOHN MARSHALL LAW SCHOOL MERCHANDISE STORE

You may purchase UIC John Marshall Law School apparel and other items 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.

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 Yelena Duterte, Director of the Veterans Legal Support Center and Clinic, at ydutert@jmls.edu, to receive ID card access to the VRC.

WRITING RESOURCE CENTER

State Street Building, 11th floor

Schedule an Appointment: <https://www.jmls.edu/students/writing-resource-center/appointments.php>

At the Writing Resource Center, students can hone their legal writing skills by working with our writing professionals. We offer writing workshops and one-on-one coaching sessions to help students further develop the legal writing skills they are learning in our nationally ranked Lawyering Skills Program. Since writing is essential to the practice of law, we encourage students to take advantage of this valuable resource. Join us at one of our writing workshops or schedule an appointment for one-on-one assistance.

ADMINISTRATION RESPONSIBILITIES

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

- **Arthur Acevedo, Associate Dean for Research & Faculty Development**
 - faculty scholarship, teaching excellence, professional development
- **Alicia Alvarez, Associate Dean for Experiential Education**
 - externships, clinics, Writing Resource Center, Lawyering Skills program
- **Edie Bamberger, Assistant Dean for Administration & Finance**
 - Student Accounts Office, human resources, facilities
- **Sharon Cannon, Dean's Office Chief of Staff**
 - Dean's Office programming, scheduling meetings with Dean Dickerson
- **Ramsey Donnell, Associate Dean for Library and Instructional Technology**
 - Biro Law Library, Information Technology Services, Educational Technology Department
- **Rod Fong, Associate Dean for Academic Achievement, Program Assessment, & Bar Prep Programs**
 - Academic Achievement Program, bar passage, academic culture, academic advising
- **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
- **Joe Kearney, Assistant Dean for Strategic Initiatives**
 - strategic planning, accreditation, special projects
- **Tania Luma, Assistant Dean for Diversity, Equity, & Inclusion**
 - campus-wide diversity, student support, academic support
- **Jennifer Pope, Assistant Dean for Student Life & Leadership**
 - wellness resources, student organizations, disability accommodations, Counseling Center, Student Support and Emergency Team
- **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, Law School Registrar's Office, Financial Aid Office
- **Chanté Spann, Assistant Dean for Admissions**
 - admissions, scholarships

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

ACADEMIC CALENDAR

Academic Calendar 2019-2020	
Fall Term	
First day of Fall Term	Monday, August 26, 2019
Labor Day (no classes)	Monday, September 2, 2019
Last day to add/drop individual courses with tuition refund	Friday, September 6, 2019
Graduation Application Deadline (for December graduates)	Friday, September 13, 2019
Last day to withdraw pass from a course (no tuition refund)	Friday, November 1, 2019
Spring Registration	November 4-15, 2019
Last day of regular class	Monday, November 25, 2019
Review Sessions/Reading Period	November 26-December 1, 2019
Thanksgiving Holiday	November 28-29, 2019
Final Exams	December 2-13, 2019
Fall Commencement Ceremony	Sunday, December 15, 2019
No Classes	December 16, 2019-January 12, 2020
Winter Recess (campus closed)	December 21, 2019-January 1, 2020
Spring Term	
First day of Spring Term	Monday, January 13, 2020
Martin Luther King, Jr. Day (no classes)	Monday, January 20, 2020
Last day to add/drop individual courses with tuition refund	Friday, January 24, 2020
Graduation Application Deadline (for May graduates)	Friday, January 31, 2020
Last day to withdraw pass from a course (no tuition refund)	Friday, March 20, 2020
Spring Break (no classes)	March 23-27, 2020
Summer and Fall Class Registration	March 30-April 3, 2020
Last day of regular class	Monday, April 20, 2020
Review Sessions/Reading Period	April 21-26, 2020
Final Exams	April 27-May 8, 2020
Spring Commencement Ceremony	Sunday, May 10, 2020
Summer Term	
First day of Accelerated Trial Advocacy Course	Tuesday, May 26, 2020
First day of Lawyering Skills/Clinics Courses	Monday, June 8, 2020
First day of Regular Summer Term	Monday, June 15, 2020
Last day to add/drop individual courses with tuition refund	Friday, June 19, 2020
Independence Day (no classes)	Saturday, July 4, 2020
Last day to withdraw pass from a course (no tuition refund)	Friday, July 17, 2020
Last day of regular class	Friday, July 31, 2020
Final Exams	August 3-7, 2020

UNIVERSITY RESOURCES

UIC John Marshall Law School's new relationship with UIC means that law students have access to new and expanded services. Here are a few important resources; visit www.uic.edu for more information.

CAMPUSCARE

Website: <https://campuscare.uic.edu/>

Phone: 312-662-4915 (referrals/preauthorizations: option 1; claims: option 2; administrative issues: option 3)

Email: cchealth@uic.edu

CampusCare is UIC's student health benefit program. All law school students who are taking at least one class that charges them with tuition and mandatory fees will be automatically enrolled in CampusCare unless a waiver is timely submitted. Coverage is also available for dependents. "Online only" students are not eligible for CampusCare.

CAMPUS RECREATION

UIC has two recreation centers for student use. Access either building with your UIC John Marshall Law School ID card.

The Student Recreation Facility is located at 737 S. Halsted (UIC/Halsted Blue Line Station) and features a pool, rock climbing wall, fitness classes, free weights, and exercise machines. Visit https://recreation.uic.edu/facilities/facility_srf/ for more information.

The Sport & Fitness Center is located at 828 S. Wolcott (Polk Street Pink Line Station or IMD/Damen Blue Line Station) and features a pool, indoor courts, fitness classes, free weights, and exercise machines. Visit https://recreation.uic.edu/facilities/facility_sfc/ for more information.

CENTERS FOR CULTURAL UNDERSTANDING AND SOCIAL CHANGE

Law students can partake in the programming and resources at UIC's seven cultural centers. All of the Centers are easily accessible from the UIC/Halsted Blue Line Station, except for the Women's Leadership and Resource Center, which is closer to the Racine Blue Line Station.

African American Cultural Center

830 S. Halsted Street, Adams Hall, 2nd Floor

Website: <https://aacc.uic.edu/>

Asian American Resource and Cultural Center

826 S. Halsted Street, 101 Taft Hall

Website: <https://aarcc.uic.edu/>

Gender and Sexuality Center

1007 W. Harrison Street, 181-183 Behavioral Science Building

Website: <https://gsc.uic.edu/>

Women's Leadership and Resource Center

1101 W. Taylor Street, 3rd Floor

Website: <https://wlrc.uic.edu/>

Arab American Cultural Center

701 S. Morgan Street, 111 Stevenson Hall

Website: <https://arabamcc.uic.edu/>

Disability Cultural Center

1007 W. Harrison Street, 235 Behavioral Science Bldg.

Website: <https://dcc.uic.edu/>

Latino Cultural Center

803 S. Morgan Street, Lecture Center B2

Website: <https://latinocultural.uic.edu/>

DISABILITY RESOURCE CENTER

1200 W. Harrison Street, Student Services Building 1070 (Racine Blue Line Station)
Phone: 312-413-2183
Email: drc@uic.edu
Website: <https://drc.uic.edu/>

The DRC processes new or updated accommodation requests for students with documented disabilities. Intake meetings for law school students may be held via phone or at the law school. If you currently have granted accommodations, you'll be working with the Student Life Coordinator on implementation. Please see page 7 for more information.

HEALTH SERVICES

The Health Service Fee is a mandatory fee that is charged along with a student's tuition. The Health Service Fee is **not** part of the CampusCare program, but works in conjunction with CampusCare to provide comprehensive medical coverage to UIC students. A variety of services are covered under the Health Services Fee, including:

Family Medicine: <https://hospital.uillinois.edu/primary-and-specialty-care/family-medicine/student-health>

Wellness Center: <https://wellnesscenter.uic.edu/>

Pharmacy: <https://hospital.uillinois.edu/primary-and-specialty-care/pharmacy/uic-student-services/faqs-for-uic-students>

Please note that law students may not utilize the UIC Counseling Center at this time as counseling services will continue to be offered in house at the Law School Counseling Center. Please see page 8 for more information.

HOUSING

Phone: 312-355-6300
Email: housing@uic.edu
Website: <https://housing.uic.edu>

Law school students are most likely to prefer the Single Student Residence located at 809 S. Damen (Polk Pink Line Station or IMD/Damen Blue Line Station). This hall provides efficiency-style apartment living, with private bedrooms and a shared bathroom/kitchen; some studios are available. You are not required to have a meal plan if you live in this building and the contract runs for the entire school year (mid-August through early May), including over semester break.

ID CENTER

750 S. Halsted Street, Student Center East, Room 124 (UIC/Halsted Blue Line Station)
Phone: 312-413-5940
Email: idcenter@uic.edu
Website: <https://idcenter.uic.edu>

The ID Center oversees production of UIC ID cards (i-cards) as well as the CTA U-Pass program. While most first-run i-cards and U-Passes will be available for pick up at the law school, you will need to visit the ID Center to pay for and pick up replacement cards.

OFFICE FOR ACCESS AND EQUITY

809 S. Marshfield Ave, Room 717 (Polk Pink Line Station or IMD/Paulina Blue Line Station)
312-996-8670
Email: oae@uic.edu
Website: <https://oae.uic.edu>

UIC's Office for Access and Equity (OAE) oversees compliance with Title IX and other discrimination and harassment policies. Please contact the OAE if you or someone you know has been the victim of sexual misconduct (sex discrimination, sexual violence, or sex/gender based harassment) or discrimination/harassment based on race, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation, gender identity, military status, arrest status, genetic information, or citizenship status.

OFFICE OF INTERNATIONAL SERVICES

1200 W. Harrison Street (Racine Blue Line Station)
Phone: 312-996-3121
Email: ois@uic.edu
Website: <https://www.ois.uic.edu/>

The Office of International Services assists F-1 and J-1 international students with visa support paperwork, visa status advising, employment authorization, and cultural programming. In the 2019-2020 academic year, F-1 students will continue to receive services from Melissa Hansen, Director of Admissions, or Jennifer Pope, Assistant Dean for Student Life & Leadership, on the law school campus.

ON-CAMPUS EMPLOYMENT

Please visit <https://studentemployment.uic.edu/students> for information about on-campus jobs. Student employees will need to complete an online State Ethics Training course. The law school Career Services Office may also have information on off-campus public sector jobs that qualify for work study funding; please see page 8 for more detail.

POP-UP PANTRY

750 S. Halsted Street, Suite 238 (UIC/Halsted Blue Line Station)
Phone: 312-413-2120
Email: wellnesscenter@uic.edu
Website: <https://wellnesscenter.uic.edu/resources-and-services/pop-up-pantry/>

If you find yourself in need of food support beyond what the Food for Thought food bank can provide (see page 9), you are welcome to register at UIC's Pop-Up Pantry. Please visit the website for open hours.

RELIGIOUS WORKERS' ASSOCIATION

The Religious Workers' Association (<https://dos.uic.edu/about/religious-workers-association/>) is comprised of campus groups and foundations with professional staff committed to serving students' religious and spiritual needs in an open, non-proselytizing environment. You may also find religiously affiliated student organizations here: <https://uic.campuslabs.com/engage/organizations>.

STUDENT ASSISTANCE

Phone: 312-996-4857
Email: dos@uic.edu
Website: <https://dos.uic.edu/student-assistance/>

Law school students may find it most convenient to seek support and advice from the Office of Student Life, but if you need of additional resources, Student Assistance is available to help you. Student Assistance can help with on- and off-campus concerns, including family emergencies, academic challenges, personal safety, transition issues, and referrals to other school offices such as the Wellness Center.

STUDENT LEGAL SERVICES

Phone: 312-996-4857
Email: dos@uic.edu
Website: <https://dos.uic.edu/student-legal/>

Student Legal Services assists UIC students in understanding and solving their legal problems, including but not limited to landlord/tenant disputes, simple divorces, misdemeanors, expungements, traffic violations, and small claims consumer disputes. Law school students may also be eligible to extern at UIC Student Legal Services.

CHICAGO RESOURCES

LOCAL DINING

The area immediately surrounding the law school is host to many restaurants of varying cuisines and prices. Here are a few that are frequented by law school students.

- **Al's Beef** (234 S. Wabash Ave.)
- **Beatrix Market** (23 E. Jackson Blvd.)
- **Berghoff Café** (17 W. Adams St.)
- **BiBimBop** (24 E. 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.)
- **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 law school 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.

Metra

Suburban Metra trains arrive at one of four stations in Downtown Chicago, all of which are fairly close to the UIC 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://www.chicityclerk.com/city-stickers-parking/about-city-stickers>

Parking

UIC John Marshall Law School has negotiated discounted parking at two area garages:

- 318 S. Federal Street
\$16 for 12 hours
You must set up an account on the iParkIt app (<https://www.iparkit.com/parking-app>) in advance using your law school email address and discount code **Student101**. Then, scan the QR code on the app as you enter and exit the garage.
- 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 (law school students are eligible for a discounted membership at <https://member.divvybikes.com/signup/jmls>, using the password *bikeJMLS*)
- **Zip Car:** www.zipcar.com
- **Ride Sharing and Taxi Cabs**
 - **Lyft/Uber:** Lyft and Uber rideshare apps can be downloaded to any smartphone from your phone's app store.
 - **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)

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 https://en.wikipedia.org/wiki/List_of_museums_and_cultural_institutions_in_Chicago. Check individual museum websites for a list of free days each year.

Other Entertainment Resources

- **The Chicago Architecture Center** 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://www.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 https://www.chicago.gov/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. A library card can also be used to check out ebooks and audiobooks. The nearest library to the law school, 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.maggiedaley.com.
- **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 <https://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 and writing styles are different, as are the professors' expectations. In addition, most law students aren't living on campus with 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 their 1L year 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 class 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 UIC John Marshall Law School may miss a maximum of 25% of classes (unless professors impose a stricter rule). 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. Remember: you don't have to be perfect to be successful!
8. **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 200-300 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 brief due? Try taking a few days to read your prep material. Spend a day outlining the brief based on your research. Then write a few pages per day.
- 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 Law School 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 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.
- Remember that 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.
 - UIC 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 law school 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 law school 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.
- 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 law students do very little reading for pleasure. And yet skimming or reading a good magazine or book can often be a better mental break than watching TV, because it helps to expand your very focused mind and to integrate academic issues with more practical "real life" ones.
3. **Social/Emotional.** Renewing your emotional life also requires exercise. Emotions are very tied up in both your relationships and your personal integrity. First, you need to take the time to develop and keep good communication with those closest to you. Second, you need to develop an inner security derived from a life of integrity, where your heart, soul, and mind are all at peace with one another, and your daily habits are reflecting your 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 law students intellectually hold to a spiritual belief system, 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 student 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!"

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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/>.

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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.