

Fall-Spring 17-18



LL.M. Student Handbook

Advanced Degree Programs Office



**University of California, Berkeley School of Law**





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**ACADEMIC CALENDAR 2017-2018**

***FALL SEMESTER 2017***

|  |  |
| --- | --- |
| **Orientation for LLM Students** | Aug. 14, Monday |
| **Term begins** | Aug. 14, Monday |
| **Fundamentals of US Law for LLM Students** | Aug. 16-18, Wednesday-Friday |
| **Orientation for Transfer Students** | Aug. 16, Wednesday |
| **Orientation for 1Ls** | Aug. 17-18, Thursday-Friday |
| **Orientation for JSD Students** | Aug. 18, Friday |
| **Instruction Begins** | Aug. 21, Monday |
| **Labor Day, no classes meet** | Sep. 4, Monday |
| **Last Day to Add/Drop** | Sep. 22, Friday |
| **Veterans Day, no classes meet** | Nov. 10, Friday |
| **Last Day of Regularly Scheduled Classes** | Nov. 21, Tuesday |
| **Thanksgiving, no classes meet** | Nov. 22-24, Wednesday-Friday |
| **Make-up day for Monday classes missed on Labor Day** | Nov. 27, Monday |
| **Make-up day for Friday classes missed on Veterans Day** | Nov. 28, Tuesday |
| **Make-up day for Wednesday classes missed on November 22nd, the day before Thanksgiving** | Nov. 29, Wednesday |
| **Make-up day for Thursday classes missed on Thanksgiving Day** | Nov. 30, Thursday |
| **Make-up day for Friday classes missed on November 24th, the day after Thanksgiving** | Day to be scheduled by the Registrar in consultation with the instructor. |
| **All Make-Up Classes Concluded** | Nov. 30, Thursday |
| **Review Sessions/Reading Period** | Dec. 1-5, Friday-Tuesday |
| **Final Examinations** | Dec. 6-15, Wednesday-Friday, Sat. Dec. 9 regular exam day |
| **Fall Semester Ends** | Dec. 15, Friday |

***SPRING SEMESTER 2018***

|  |  |
| --- | --- |
| **Term begins** | Jan. 1, Monday |
| **Instruction Begins for Regularly Scheduled Classes** | Jan. 8, Monday |
| **Martin Luther King Jr. Holiday, no classes meet** | Jan. 15, Monday |
| **Last Day to Add/Drop** | Feb. 9, Friday |
| **Presidents Day Holiday, no classes meet** | Feb. 19, Monday |
| **Cesar Chavez Holiday** | Mar. 30, Friday |
| **Spring Recess, no classes meet** | Mar. 26-30, Monday-Friday |
| **Last Day of Regularly Scheduled Classes** | Apr. 20, Friday |
| **Make-up day for Monday classes missed on Martin Luther King Day** | Apr. 23, Monday |
| **Make-up day for Monday classes missed on Presidents Day** | Apr. 24, Tuesday |
| **All Make-Up Classes Concluded** | Apr. 24, Tuesday |
| **Review Sessions/Reading Period** | Apr. 25-27, Wednesday-Friday |
| **Final Examinations** | Apr. 30-May 9, Monday-Wednesday, Sat. May 5 regular exam day |
| **Spring Semester Ends** | May 9, Wednesday |



***ADVANCED DEGREE PROGRAMS STAFF***

The ADP office will handle the majority of your questions or concerns during your time at Berkeley.

### Evelyn Borchert, Associate Director

Evelyn advises LL.M. students on academic and administrative matters. She also administers the J.S.D. program and can answer any questions you have about the program and admission requirements.

* + - * [adpoffice@law.berkeley.edu](mailto:adpoffice@law.berkeley.edu) / 510‐642‐1476
      * Schedule an appointment with Evelyn through bCourses

**Jodi L. Collova, Director of LL.M. Legal Research and Writing**

Jodi coordinates the Legal Research and Writing (“LRW”) program for LL.M. students. She develops the curriculum and leads a team of talented instructors who teach LRW. If you have any questions about the LRW program, please feel free to contact Jodi.

* [jcollova@law.berkeley.edu](mailto:jcollova@law.berkeley.edu)
* 510 642-4205

### Kara Ganter, Director of Communications and Program Development

Kara makes sure the world knows about our amazing programs. She makes sure our students get the information they need before/while/after they are here. She also helps Berkeley Law refine our existing - and develop new ‐ world‐class advanced degree and professional education programs. If you have some thoughts about these topics, you can reach Kara at:

* + [adpoffice@law.berkeley.edu](mailto:adpoffice@law.berkeley.edu)

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### Sandra García, Administrative Assistant

Sandra runs the front desk at the ADP office and is responsible for overseeing our day‐to‐day administrative processes. She can help you make an appointment to see an advisor and answer any administrative questions you may have.

* [adpoffice@law.berkeley.edu](mailto:adpoffice@law.berkeley.edu) / 510‐642‐1476

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### Natalie Golden, Associate Director of Admissions and Student Services

Natalie handles all aspects of the admissions process.

### [adpoffice@law.berkeley.edu](mailto:adpoffice@law.berkeley.edu) / 510‐642-1476

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### Anya Grossmann, Director of Global Outreach and Professional Engagement

Anya advises LL.M. students on academic matters and provides career and professional development support. She also collaborates with Deborah Schlosberg to organize workshops for our students on practice areas of interest and professional skills. She also leads our outreach and recruitment efforts. Prior to joining Berkeley Law, she worked as an associate attorney at Gibson, Dunn & Crutcher LLP in New York.

* + - * [agrossmann@law.berkeley.edu](mailto:agrossmann@law.berkeley.edu) / 510‐642‐1476
      * Schedule an appointment with Anya through bCourses

### Liza Jimenez, Associate Director of Student Services

Liza is your go‐to person for student services. Liza is available to meet with you regarding your personal concerns, ideas for social activities, and other matters. She works with Anya Grossmann on the PALS program connecting current LL.M. students and alumni with prospective students, so please talk to her if you'd like to become an ambassador for Berkeley Law!

* [lizaj@law.berkeley.edu](mailto:lizaj@law.berkeley.edu) / 510‐642‐1476
* walk in appointments available

### Deborah Schlosberg, Director of Academic Planning and Advising

Deborah advises LL.M. students on academic matters and provides career counseling support. She also collaborates with Anya Grossmann to organize workshops focused on practice areas of interest and professional skills for our students. Before joining Berkeley Law, she worked as an associate attorney at Arnold & Porter LLP and Howard Rice Nemerovski Canady Falk & Rabkin, P.C. in San Francisco.

* + - * [adpoffice@law.berkeley.edu](mailto:adpoffice@law.berkeley.edu) / 510‐664‐9877
      * Schedule an appointment with Deborah through bCourses

### Erin Weldon, Director of Admissions

Erin handles all aspects of the admissions process.

* + - * [adpoffice@law.berkeley.edu](mailto:adpoffice@law.berkeley.edu) / 510‐642‐1476

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### Susan Whitman, Assistant Dean of Academic Planning and Coordination

Assistant Dean Whitman leads Berkeley Law’s LL.M. and J.S.D. programs, and oversees Berkeley Law’s J.D. and LL.M. curriculum. She collaborates with Professor Rob Merges, the Faculty Director of the LL.M. and J.S.D. programs, and with Jodi Collova, the Director of LL.M. Legal Research and Writing. Before joining Berkeley Law in 2008, Assistant Dean Whitman was the Associate Probate Judge for Travis County (Austin) Texas for 8 years, and for 15 years she ran the Elderlaw Clinic at the University of Texas School of Law.

* + swhitman@law.berkeley.edu/510‐643‐9566

### Dr. Linda Zaruba, Staff Psychologist

Dr. Zaruba is Berkeley Law’s dedicated counselor. She is available to meet with you confidentially to discuss any emotional stress you may be encountering. The stresses of moving to a completely new place can be eased by just sitting down and talking to someone who cares; emergency situations are not the only reason to seek counseling.

* [zaruba@berkeley.edu](mailto:zaruba@berkeley.edu) / 510‐643‐5447
* Schedule an appointment with Linda via email [zaruba@berkeley.edu,](mailto:zaruba@berkeley.edu) or by phone 510‐643‐5447



Appointments can be made through bCourses on the ADP Office bCourses page.

If you have any technical problems please contact Sandra Garcia at 510‐642‐1476 or [adpoffice@law.berkeley.edu.](mailto:adpoffice@law.berkeley.edu)





Berkeley International Office provides knowledge and expertise in advising, immigration services, advocacy, and programming to the UC Berkeley campus community. The BIO office is your primary point of contact for questions regarding your visa status; ADP staff are not permitted to provide visa or immigration advice.

Services provided by BIO:

* Advising support for nonimmigrant students
  + - Visa document production for nonimmigrant students and scholars
    - A wide variety of programs and workshops
    - OPT forms

**Drop‐in Student Advising hours:** 10‐12am and 1‐4pm (Monday ‐ Friday) Berkeley International Office

2299 Piedmont Avenue Berkeley, CA 94720‐2321 (510) 642‐2818

[InternationalO](mailto:InternationalOffice@berkeley.edu)[ffice@berkeley.edu](mailto:ffice@berkeley.edu) [http://internationaloffice.berkeley.edu](http://internationaloffice.berkeley.edu/)



510‐845‐1460

286 Simon Hall

[www.berkeleylawshop.com](http://www.berkeleylawshop.com/) and [www.rentatext.com](http://www.rentatext.com/)

August 17‐Aug 21 special hours: M‐F 9am‐5pm, books sold in the Goldberg Room

Berkeley Law's Bookstore is located in 286 Simon Hall and is open M‐TR: 10am ‐ 4.30pm and F: 10am – 3pm. In addition to selling and renting course materials, the bookstore stocks school supplies, commercial outlines, study aids, apparel and gifts, as well as a small assortment of candy, snacks, and beverages.



The bookstore offers new and used (when available) copies of all required and recommended books, for sale and for rent. On average, a little over half of the required titles are available to rent. The rental price on average is ~50% less than the new textbook price. When renting for the first time, you'll need to provide:

* + - A telephone number
    - Email address
    - Government‐issued photo ID
    - Branded credit or debit card to be used as collateral

Students are permitted to take notes and highlight in rented books. We only ask that you don't cause any structural damage (e.g., cracked spine, torn or missing pages, water damage, to name a few) to the books, as they are reused by your fellow students.

If, at any point during the semester, you decide that you want to keep any of your rented books, just pay the difference between the rental and purchase price (new/used) and the book is yours. This policy also applies to books damaged or lost during the rental period. A thorough explanation of the rental process can be found at rentatext.com

Questions? Please stop by the store and ask, or visit: berkeleylawshop.com

**Financial Aid Office**

The Berkeley Law Financial Aid Office can assist with questions about your bill or student loans. Please view the [Frequently Asked Questions for LL.M. students](https://www.law.berkeley.edu/academics/llm/tuition-financial-aid/financial-aid/financial-aid-checklist-llm-jsd/frequently-asked-questions-ll-m/). If you still have questions, contact the Financial Aid Office:

E-mail: financial-aid- law@berkeley.edu (response time typically 12-48 hours)

Phone: 510-642- 1563 (response time typically 12-48 hours)

In-person: Please [schedule an appointment](https://berkeleylawfinaid.acuityscheduling.com/schedule.php) in advance when possible. 226 Boalt Hall



# **BCOURSES**

bCourses is the online collaboration and learning environment at UC Berkeley. This site will include not only your course websites, but orientation information and videos, announcements from the ADP staff and a link to make appointments with career and academic advisors from the ADP office. We have your

@berkeley.edu emails associated with our “ADP Office - 2017 LL.M. Traditional/Thesis Track” bCourses page. **To log in, go to** https://bcourses.berkeley.edu/ **with your CalNet ID and passphrase**. Please regularly check the ADP Office bCourses site for important information such as academic resources, events, and links to campus services.



CalCentral is a website that allows you to manage class enrollment, billing, financial aid, and student records, including updating your contact information. It is important to always keep your current address updated in CalCentral. **To log in, go to** https://calcentral.berkeley.edu/



Your Cal 1 Card is your official campus ID. As a student, you'll use your Cal 1 Card several times a day while you're on campus. You'll use this card to sign in at libraries, ride free on local buses, and as a key card to access the Law Library and study lounge.

You may go to the Cal 1 Card office, present your passport and your student ID number, and get your ID issued. You will also receive an AC Transit EasyPass Clipper card with an electronic “Class Pass” that allows you to ride on any city bus (AC Transit) free of charge. Your class pass will be available by Wednesday, August 16 at the Cal 1 Office.

# **CAL 1 CARD OFFICE.**

180 Cesar Chavez Center, Lower Sproul Plaza Monday‐Friday, 9am‐4:30pm

**Phone:** 510‐643‐6839

**Email:** [cal1card@berkeley.edu](mailto:cal1card@berkeley.edu)

**Financial Aid Office**

The Berkeley Law Financial Aid Office can assist with questions about your bill or student loans. Please view the [Frequently Asked Questions for LL.M. students](https://www.law.berkeley.edu/academics/llm/tuition-financial-aid/financial-aid/financial-aid-checklist-llm-jsd/frequently-asked-questions-ll-m/). If you still have questions, contact the Financial Aid Office:

E-mail: financial-aid- law@berkeley.edu (response time typically 12-48 hours)

Phone: 510-642- 1563 (response time typically 12-48 hours)

In-person: Please [schedule an appointment](https://berkeleylawfinaid.acuityscheduling.com/schedule.php) in advance when possible. 226 Boalt Hall



Cal Student Central is your one‐stop student services center for information on billing and payments.

120 Sproul Hall Monday‐Friday, 9am‐noon and 1‐4pm

**Phone:** 510‐664‐9181

**Online:** <http://studentcentral.berkeley.edu/>



Fall fees are billed in early August after enrollment and due by August 18, 2017. Spring fees are due January 12, 2018. You will receive an email when fees are assessed each semester.



You can view your fee details in CalCentral. To access your fee details:

1. Go to calcentral.berkeley.edu
2. Log in with your CalNet ID and passphrase
3. Click on the My Finances tab
4. Click on Details by Billing Summary Fall 2017



The Monthly Statement is not a bill, but will display activity that occurred during the previous month. You will receive an email when the Monthly Statement is generated.



**e‐Check:** If you have a US bank account, you may choose to pay via e‐Check. Log into CalCentral, select My Finances and review the “Billing Summary Fall 2017” box. Click the “Make Payment” button to complete your payment transaction.

**Credit Card:** A 2.75% convenience fee applies to credit card payments. Log into CalCentral, select My Finances and review the “Billing Summary Fall 2017” box. Click the “Make Payment” button to complete your payment transaction.

**Foreign Funds:** Students can pay their charges via Western Union International Funds Transfer (IFT). Log into CalCentral, select My Finances and review the “Billing Summary Fall 2017” box. Click the “Make Payment” button to initiate your wire payment transaction. Quoted rates are valid for 72 hours.

**Check:** Payments by check or money orders must be issued in U.S. dollars, drawn on a U.S. bank, and made payable to “UC Regents”. Be sure to include your Student ID number on the memo line of the check. Checks can be left at the drop box at the entrance of University Hall on the 2199 Addison Street side, or mailed to:

University of California, Berkeley Payment Services

140 University Hall, MC #1111 Berkeley, CA 94720‐1111

Cash payments are not accepted.

To see detailed payment options, go to: studentbilling.berkeley.edu/carsPaymentOptions.htm



Enrolling in the Fee Payment Plan (FPP) allows for the fall and spring semester registration fees to be paid in five monthly installments. The deadline to enroll in the FPP is September 18th for fall and February 12th for spring. FPP enrollment is established per semester.

A non‐refundable participation fee of $60 per semester will be due with the first installment.

To enroll, log into CalCentral, select My Finances, and select the Fee Payment Plan. Review the installments, complete the agreement, then save the installment schedule. Once enrolled, submit payment according to the installment schedule.

For more information on the FPP, including installment due dates, go to: <http://studentbilling.berkeley.edu/deferredPay.htm>



If a sponsoring agency is paying your tuition and requires an invoice in their name before sending payment, you may request a Third Party Contract[.](mailto:sponsoredstudent@berkeley.edu) You will need to provide documentation of the third party’s support in order for them to be directly billed. Refer to the Third Party Contract site for more information: <http://studentbilling.berkeley.edu/thirdpartycontract.htm>

If the bill does not need to be in the third party's name, you can delegate access to an individual who can act on your behalf by paying bills, viewing academic information, etc. Students choose which

privileges to delegate, and can change those privileges at any time. You can create or manage delegates at https://calcentral.berkeley.edu/profile/delegate.



Please plan for other non‐tuition, non‐housing related expenses including:

* Regalia (the cap and gown you wear for the traditional graduation ceremony) must be rented for an estimated fee of $75.00
* Optional Practical Training (OPT): there are costs associated with extending your visa after graduation. See [http://internationaloffice.berkeley.edu/students/training/f‐1/](http://internationaloffice.berkeley.edu/students/training/f-1/opt)opt
* Bar Exam Fees: Both the California and New York Bar examinations have associated application and registration fees. Barbri and other Bar Preparation courses also have separate fees. We will review these fees at the Bar Examination Workshops.
* Entertainment: There will be many social student activities to participate in and most require a fee for food and beverages.
* Campus Parking: Student parking is available for an estimated fee of $377 per semester. <http://pt.berkeley.edu/parking/student-permits>



Please note that the requirements for the California and New York Bar Exams are different from and exceed the requirements for obtaining your LL.M. degree.

**LL.M. Traditional Track Requirements**

* All Berkeley Law traditional track LL.M. students must enroll in courses over one year or for two consecutive academic year semesters. There are different requirements for foreign-trained students versus students holding a J.D. degree in common law from a U.S. or Canadian law school.

For all traditional track students, coursework units that count toward the LL.M. degree include:

* Regular Law School-scheduled courses (see list below for ineligible coursework units)
* A maximum of 2 units for participating in a maximum of 1 independent research and writing project (Law 299)
* A maximum of 2 units for participation in a maximum of 1 group research and writing project (Law 298)
* A maximum total of 1 unit for participation in a journal
* Practica, practice projects, or field placements in which the work of the student is supervised by a faculty member at the Law School, including units earned through a seminar course associated with a practicum or field placement. A list of practica that count toward the degree requirements is available on the ADP Office bCourse site.

For all traditional track students, units that do not count toward the LL.M. degree include:

* Individual research projects (Law 297)
* Teaching pedagogy coursework (Law 275P)
* Courses taken outside of the Law School (non-law units)
* Practica, practice projects, or field placements in which the work of the student is not supervised primarily by a faculty member at the Law School

Following are the requirements for the two categories of students in the LL.M. traditional track:

1. **Foreign-trained students**
2. **U.S. or Canadian students with a J.D. in common law**

1. **Foreign-trained students must:**

a. Complete a minimum of 21 units;

b. Enroll in a minimum of 10 units and a maximum of 16 units per semester;

c. Complete the 3 unit Fundamentals of U.S. Law class (fall semester); and

d. Fulfill the LL.M. Capstone Writing Requirement by completing the 2 units of Legal Research and Writing class (fall semester - can be either Academic-track or regular LRW).

* Students who have a law degree from a university in which the course of study involved common law principles and was taught in English may file a Request to Waive LL.M. Legal Research and Writing by the end of the first week of classes. The Director of Legal Research and Writing shall administer a legal analysis and writing exam for all petitioners, and shall waive the course requirement only for those petitioners demonstrating mastery of the exam as determined by the Director of Legal Research and Writing. Those students who are granted a waiver for Legal Research and Writing must fulfill the Capstone Writing Requirement by completing a paper of 15-20 pages in length in any class or through an independent study (Law 299), and submit an LL.M. Capstone Writing Requirement Fulfillment form to the Registrar’s office prior to the spring semester Add/Drop Deadline.

3.  **Students holding a J.D. from a U.S. or Canadian law school (common law course of study) must:**

a. Complete a minimum of 21 total units;

b. Enroll in a minimum of 10 units and a maximum of 16 units per semester; and

c. Fulfill the LL.M. Capstone Writing Requirement by completing a paper of 15-20 pages in length in any class or through an independent study (Law 299), and submit an LL.M. Capstone Writing Requirement Fulfillment form to the Registrar’s office prior to the spring semester Add/Drop Deadline.

**LL.M. Thesis Track Requirements**

* All Berkeley Law thesis track LL.M. students must enroll in courses over one year or for two consecutive academic year semesters. There are different requirements for foreign-trained students versus students holding a J.D. degree in common law from a U.S. or Canadian law school.

For all thesis-track students, mandatory coursework includes:

* Legal Research and Writing for Thesis Track LL.M.s class (2 units, fall semester)
* 325A Fall Thesis Track Independent Study (4 units, fall semester)
* 325B Spring Thesis Track Independent Study (4 units, spring semester)

Additional coursework units that count toward the LL.M. degree include:

* Regular Law School-scheduled courses (see list below for ineligible coursework units)
* A maximum of 2 units for participation in a maximum of 1 group research and writing project (Law 298)
* A maximum total of 1 unit for participation in a journal
* Practica, practice projects, or field placements in which the work of the student is supervised by a faculty member at the Law School, including units earned through a seminar course associated with a practicum or field placement. A list of practica that count toward the degree requirements is available on the ADP Office bCourse site.

Units that do not count toward the LL.M. degree for thesis track students include:

* Independent study that is not part of the thesis (Law 299)
* Individual research projects (Law 297)
* Teaching pedagogy coursework (Law 275P)
* Courses taken outside of the Law School (non-Law units)
* Practica, practice projects, or field placements in which the work of the student is not supervised primarily by a faculty member at the Law School

Following are additional requirements for the two categories of thesis-track students:

1. **Foreign-trained students**
2. **U.S. or Canadian students with a J.D. in common law**

1. **Foreign-trained thesis track students must:**

a. Complete a minimum of 21 total units;

b. Enroll in a minimum of 10 units and a maximum of 16 units per semester;

c. Complete the 3 unit Fundamentals of U.S. Law class (fall semester);

d. Fulfill the LL.M. Capstone Writing Requirement by completing an original thesis in the form of a substantial research and writing project that is of publishable quality and roughly 50-60 double-spaced pages. The thesis paper is due by the end of the spring semester.

4. **Thesis track students holding a J.D. from a U.S. or Canadian law school (common law course of study) must:**

a. Complete a minimum of 21 total units;

b. Enroll in a minimum of 10 units and a maximum of 16 units per semester;

c Fulfill the LL.M. Capstone Writing Requirement by completing an original thesis in the form of a substantial research and writing project that is of publishable quality and roughly 50-60 double-spaced pages by the end of the spring semester.

# CAPSTONE WRITING REQUIREMENT

There are four ways for students to fulfill the mandatory LL.M. Capstone Writing Requirement:

1. Taking Legal Research & Writing (LRW) for LL.M. Students
2. Submitting a thesis and completing 8 units of 325A/325B (thesis track students)
3. Writing a paper 15 ‐ 20 pages or longer through a 299 independent study course (traditional track U.S. or Canadian (common law) JD graduates only ‐ must be documented by submitting the Capstone Fulfillment form by the Spring Semester Add/Drop Deadline)
4. Taking a course which requires a paper 15 pages or longer (traditional track U.S. or Canadian common law JD graduates only ‐ must be documented by submitting the Capstone Fulfillment form to the Registrar’s office by the Spring Semester Add/Drop Deadline)

International students must fulfill the Capstone Writing Requirement by taking LRW (traditional track) or completing a thesis (thesis track). Students holding a U.S. or Canadian (common law) JD must submit the LL.M. Capstone Writing Requirement Fulfillment Form in the Registrar’s Office no later than the Spring Semester add/drop deadline. International students do not need to complete this form if they complete LRW or a thesis.

# FINAL EXAMS

At Berkeley Law each faculty member has discretion over his or her exams. The possible exam types are:

1. Multiple choice
2. Essay
3. A combination of multiple choice and essay (“multi‐modal”)
4. A final paper or series of papers
5. A combination of the above

Exams may be given in class or offered as a take‐home. In order to preserve anonymous grading, each semester you will be given an exam number to use in lieu of your name on all of your exams.

The instructor has the authority to refuse permission for you to take the final examination if you fail to attend class regularly.

You will receive instruction on how to successfully take law school exams in your Fundamentals of US Law course.

# FINAL EXAMINATION SCHEDULE

The Fall 2017 final exam period is Dec. 6‐15, Wednesday - Friday (Sat. Dec. 9 is a regular exam day). The Spring 2018 finals period is April 30-May 9, Monday‐Wednesday (Sat. May 5 is a regular exam day).

Each semester, you can see the overall in‐class final exam schedule here: [http://www.law.berkeley.edu/php‐pr](http://www.law.berkeley.edu/php)ograms/students/examTimesList.php. Take‐home exams are self‐ scheduled during the finals period, but your answer must be uploaded to the online exam interface before the end of the finals period.

For each of your exams (in‐class or take‐home), you will use the online exam interface: [http://www.law.berkeley.edu/php‐pr](http://www.law.berkeley.edu/php)ograms/students/exams/index.php. This can also be found by going to law.berkeley.edu, clicking “For Students” and then “Exams.” You will be asked to log‐in with your CalNet ID. This webpage includes:

1. your exam number, to be used on each exam in lieu of your name
2. your classes
3. your individual exam schedule
4. the links to download and upload your exams
5. in the event any of your exams are rescheduled (see below), you will see the reschedule information on this website as well, as it becomes available



Exams are never rescheduled to accommodate travel plans, employment, or other personal obligations. An individual student’s in‐class final exam will be rescheduled only if a student has:

1. Two in‐class final exams scheduled for the same exam period;
2. Two in‐class final exams scheduled for two consecutive exam periods (e.g., two exams on the same day, or one exam in the afternoon and another the following morning); or
3. Three in‐class final exams scheduled on three consecutive days.

Although students may indicate a preference as to which exam is rescheduled, rescheduling decisions will be made at the discretion of the Dean of Students and the Director of Student Services, Kyle Valenti. You will be automatically contacted by email about one month before exams if one or more of your individual exams have been rescheduled due to one of the reasons listed above.

Please contact Kyle Valenti at [kvalenti@law.berkeley.edu](mailto:kvalenti@law.berkeley.edu) for exam‐related questions. Rescheduled exams will not be given earlier than the original exam date.



A separate mandatory curve applies to all LL.M. and J.S.D. students in classes and seminars with 11 or more LLM and J.S.D. students such that 20% of the LL.M. and J.S.D. students receive High Honors, 30% receive Honors, and 50% receive Pass. The same curve is recommended for LL.M. and J.S.D. students in classes and seminars with 10 or fewer LL.M. and J.S.D. students. A professor can deviate from the curve in any size class if he or she believes that a Pass-Conditional or No-Credit is the appropriate grade for a student.



Traditional track students who seek in‐depth training are able to earn Certificates of Specialization in Business Law, Law and Technology, International Law, Energy & Clean Technology, Environmental Law, and Public Interest and Social Justice. The specialization appears on a separate certificate, as well as on your transcript, but not on your degree. Your degree is a general Master of Laws (LL.M.).

Please visit this webpage for the most up‐to‐date information on certificate requirements: https://www.law.berkeley.edu/academics/llm/traditional-llm/certificates-of-specialization/

Questions regarding certificates should first be directed to the administrators of those certificates. *The ADP office cannot make exceptions to the certificate requirements.*



Traditional track LL.M. students may qualify to sit for either the New York or California bar examinations. Every year more of our LL.M. students takes one of these exams as bar membership in a U.S. jurisdiction has become more of an international credential. While bar membership is not always necessary for short‐term employment opportunities in the United States, our students often find that a U.S. bar credential improves their professional development prospects in their home countries while also preserving the opportunity to practice law in the United States at some point in the future.

Both the New York and the California bar examinations are offered twice yearly, beginning on the last Tuesday of both February and July.

Beyond passing the bar examination, admission to both the New York and the California bars requires a moral character background check, plus satisfactory performance on the independent Multistate Professional Responsibility Examination (MPRE), described below. Admission to the New York Bar also requires proof of completing 50 hours of pro bono service, an on‐demand online course on New York law (New York Law Course), and a multiple choice test on New York law (New York Law Examination).

The ADP office will offer workshops to guide you through both the New York and the California pre‐ qualification process for foreign candidates. For most of our students, there are coursework requirements to become eligible to take the New York and/or California Bar Exams. We can advise you on course selections, as necessary, to meet each state’s requirements and on courses that may help you to prepare and succeed on these examinations.



### [http://www.nybarexam.org](http://www.nybarexam.org/)

Candidates interested in sitting for the New York Bar should carefully review Section 520.6 of the Rules of the Court of Appeals for the Admissions of Attorneys and Counselors at Law at the New York Board of Law Examiners (NY BOLE) website: [http://www.nybarexam.org/Foreign/ForeignLegalEducation.htm.](http://www.nybarexam.org/Foreign/ForeignLegalEducation.htm)

All prospective NY Bar applicants who received their undergraduate legal education outside the United States must follow two essential steps to ensure that their pre‐Bar legal education is substantively and durationally equivalent to a U.S. *juris doctor* (law) degree:

1. Complete and submit the Online Foreign Evaluation Form ([https://www.nybar](http://www.nybarapply.org/feval/))a[pply.org/feval/](http://www.nybarapply.org/feval/))) and required supporting documentation, preferably at least one year before sitting for the Bar examination (but no later than **October 1, 2016** for the July 2017 exam).
2. If the NY BOLE requires you to “cure” either a substantive or durational deficiency in your foreign legal education prior to taking the Bar, you must obtain an LL.M. degree and complete certain required coursework.
   1. You must take **24** units of NY BOLE‐approved classroom courses at an American Bar Association (ABA)‐accredited law school in substantive and procedural law and professional skills.
   2. For concrete guidance regarding the course offerings at Berkeley Law that will satisfy these requirements, consult the “New York Bar Examination Worksheet” which is available on bCourses.

Please note that candidates seeking admission to the New York bar must also satisfy a 50‐hour “pro bono” requirement prior to Bar admission. We have confirmed that this work may be done outside the United States, provided that it is actively supervised by an attorney licensed in the jurisdiction in which the work is conducted. Pro bono work done up to a year prior to the commencement of your LL.M. studies may count, and the requirement must be met before you will be admitted to the Bar. For further information, see <http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml>

The New York bar also requires the successful completion of the New York Law Course (NYLC) and the New York Law Exam (NYLE). The NYLC is comprised of approximately 15 hours of on‐demand videos with embedded questions on New York law. The NYLE is a 50 question, two‐hour, multiple‐choice test, offered four times a year on the information taught in the NYLC. Both the NYLC and NYLE must be completed before requesting admission to the New York bar. For more information, please see [http://www.nybarexam.org/Content/CourseMaterials.htm.](http://www.nybarexam.org/Content/CourseMaterials.htm)



<http://admissions.calbar.ca.gov/>

The pre‐qualification process for the California bar exam differs from New York in that attorneys licensed in jurisdictions outside the United States (“Attorney Applicants”) need only submit a certificate of proof of admission in that jurisdiction to the Section Chief of Eligibility at the California Bar’s Office of Admissions in order to qualify to sit for the exam.

See <https://www.calbar.ca.gov/Admissions/Requirements/Education/Legal-Education/Foreign-Education>

LL.M. candidates who are not admitted to practice in any jurisdiction may qualify as “General Applicants” to sit for the Bar exam, provided that they:

1. Have a first degree in law, acceptable to the Committee, from a law school in the foreign state or country and have completed a year of legal education at an ABA‐approved law school or a California accredited law school in subjects tested on the California Bar. See http://www.calbar.ca.gov/Admissions/Requirements/Education/Legal-Education/Foreign-Education/Foreign-Educated-Attorneys
   1. Such General Applicants must obtain from a credential evaluation service approved by the Committee a certificate that the applicant’s first degree in law is substantially equivalent to a *juris doctor* degree awarded by a law school approved by the ABA or accredited by the Committee; or
   2. Obtain from a credential evaluation service approved by the Committee a certificate that the applicant’s first degree in law meets the educational requirements for admission to practice law in the foreign state or country in which it was obtained.
2. In addition to submitting to the Office of Admissions the certificate required above, the General Applicant must submit a certificate from the ABA‐approved law school (or school accredited by the Committee) certifying that the applicant has:
   1. Been awarded a Master of Law degree (LL.M.) based on a minimum of **20** semester or equivalent units of legal education that included a minimum of one course in four separate subjects tested on the California Bar of not less than a total of **12** semester or equivalent units (one of which must be Professional Responsibility that covers the California Rules of Professional Conduct, relevant sections of the California Business and Professions Code, the ABA Model Rules of Professional Conduct, and leading federal and state case law on the subject); **or**
   2. Successfully completed **20** semester or equivalent units of legal education that included a minimum of one course in four separate subjects tested on the California Bar of not less than a total of **12** semester or equivalent units (one of which must be Professional Responsibility that covers the California Rules of Professional Conduct, relevant sections of the California Business and Professions Code, the ABA Model Rules of Professional Conduct, and leading federal and state case law on the subject).

For concrete guidance regarding the course offerings at Berkeley Law that will satisfy California’s requirements, consult the “California Bar Examination Worksheet” on bCourses.



Admission to the New York or California bar entails a successful “background check” of your personal and professional history.

In New York, this process is called “Character and Fitness” and the process begins after an applicant passes the bar exam. For reference, consult [http://www.nybarexam.org/Admission/AdmissionMultiDeptPacket.htm.](http://www.nybarexam.org/Admission/AdmissionMultiDeptPacket.htm) Prior to bar admission the candidate must also attend a personal interview in New York.

The California process is called a “Moral Character Determination” and applicants may complete a form *after* registering with the State Bar of California. It may be completed either before or after taking the bar exam: see <http://www.calbar.ca.gov/Admissions/Moral-Character>

The state encourages applicants to file the form as soon as possible, as it can take up to 6 months to process the data, however, it is an expensive application so students who may not need California bar membership to practice may decide to wait on submitting their Moral Character application until after they learn whether or not they pass the bar exam. No personal interview is required.

*Please be advised that any misconduct that takes place while you’re a student at Berkeley Law, including any violations of the Honor Code, is reportable to the relevant state bar and may prevent you from being admitted.*



<http://www.ncbex.org/exams/mpre/>

Admission to both the New York and California Bars require satisfactory performance on the MPRE. The MPRE is a two‐hour exam with 60 multiple‐choice questions and it may be taken prior to or after taking the Bar exam.

The MPRE is given three times annually in the Spring, Summer, and Fall. The dates and deadlines for registration for 2017‐2018 are found at the below link:

<http://www.ncbex.org/exams/mpre/registration/>

The foregoing provides a basic overview of the pre‐qualification requirements for Berkeley Law’s Traditional Track LL.M. candidates to sit for and be admitted to the New York or California bars. We will provide further guidance through specific bar workshops this year and recommend that you practice your own due diligence in investigating the requirements for bar admission if you are interested in joining the State Bar of California or New Yorl.



Academic policies may change during the course of the school year. To ensure you have the most recent information about Berkeley Law academic policies, please visit the 2017-2018 bCourses page.



### Does Berkeley Law have academic rules?

### Yes! You can find the Academic Rules here: [Academic Rules](https://www.law.berkeley.edu/academics/registrar/academic-rules/) These rules cover class attendance, independent and faculty-supervised research, writing, and study (297, 298, and 299 units), the Honor Code and disqualification, exam administration and requests for accommodated exams, and other rules not in conflict with LL.M.-specific degree requirements and policies.

### How many units do I need to graduate?

21 units.

### What is the minimum number of units I must take each semester?

10 units. If you want to take fewer than 10 units in a semester you must complete an Academic Rules Petition [(](http://www.law.berkeley.edu/wp)https://www.law.berkeley.edu/wp-content/uploads/2015/04/AcadRulesPet\_LLM\_revised6-14-1.pdf). Please pick up, complete, and submit this petition to the Registrar’s Office in 270 Simon Hall. The ADP Office will review your request and may request to meet with you. Please note that international students cannot enroll in fewer than 8 units per semester without compromising their visa status.

### What is the maximum number of units I can take each semester?

16 units without an Academic Rules Petition, and 17 units with an approved Academic Rules Petition. If you wish to take 17 units, please complete an Academic Rules Petition (https://www.law.berkeley.edu/wp-content/uploads/2015/04/AcadRulesPet\_LLM\_revised6-14-1.pdf) and drop it off at the Registrar’s Office in 270 Simon Hall. The ADP Office will review your request and may request to meet with you.

### Can I audit (sit in) a course without enrolling in it?

You may audit a course with the professor's permission, unless the course is full. Academic credit is not given for audited courses, and they will not appear on your transcript.

### How do I enroll in courses?

CalCentral is the online registration system students use to enroll in classes. The deadline to add/drop courses online through CalCentral is 11:59pm on September 1st.

### Can I add/drop courses after the CalCentral add/drop deadline?

After the CalCentral add/drop deadline of September 1st you can use an Add/Drop Petition available in the Registrar’s Office. That form will need to be signed by the instructor of the class you are adding or dropping. The instructor can refuse to sign the Add/Drop Petition, so we encourage you to add/drop courses prior to September 1st. The last day to add or drop courses using an Add/Drop Petition is September 22nd.

### Can I take a course with the same title or course number (e.g. 202F Contracts) more than once?

No. This includes courses with the same title, but with different units and taught by different professors, in different semesters.

### Can I take a course that has an overlap in time with another course?

No. Even if a course overlaps with another course by only a few minutes, you may not enroll in both courses. This is a requirement of the American Bar Association.

### How do I know what courses will be offered this Spring?

Before the course schedule is published online, you can check the 2‐Year Curriculum Plan [(https://ww](http://www.law.berkeley.edu/php)w[.law.berk](http://www.law.berkeley.edu/php)ele[y.edu/p](http://www.law.berkeley.edu/php)hp‐programs/registrar/2yearCurriculumView.php) to see what courses are being planned for future semesters.

### How can I look up teaching evaluations for courses or for professors?

Evaluations for courses and professors are accessible to students online at [http://www.law.berkeley.edu/php‐pro](http://www.law.berkeley.edu/php)grams/tevals/courseSearch.php You can search by professor or course name.

### How do students evaluate courses?

All students at Berkeley Law have the opportunity to evaluate their instructors during the last two weeks of each semester. The evaluations are completely anonymous with respect to your professor. Our online course evaluations give the students, the instructors, and the administration valuable feedback about our courses and instructors. Instructors use your evaluations to improve their teaching, the administration uses your evaluations to identify successful teachers and to provide support for those who are struggling in the classroom, and your fellow students use evaluations to choose their

classes. Each semester, more than 80% of our students submit evaluations in all of their classes. We look forward to your participation in this important school‐wide activity.

### Is class attendance mandatory?

Yes. Academic Rule 7 requires regular and punctual class attendance in order to receive course credit. Each individual faculty member has the discretion to announce more specific and/or restrictive attendance requirements than this at the beginning of the semester. Please review the syllabus for each course and familiarize yourself with the attendance policy. If the syllabus does not address attendance, please ask the instructor for clarification.

When, in the opinion of an instructor, a student enrolled in his or her course has failed to make a good faith effort at regular and punctual class attendance and, after reasonable warning and opportunity to make up and/or correct the deficiencies, continues to fail to make a good faith effort, the instructor may, in his or her discretion, take one of the following steps:

1. request (in agreement with the Dean of Students) that the student be dropped from the class,
2. reduce the student’s final grade, or
3. assign the student a final grade of NC or NP

### How do I know whether courses have prerequisites?

The course description for each course notes if there are prerequisites.

### Can LL.M. students work during the program?

Most campus jobs are work study positions limited to undergraduates, so LL.M. students who wish to work usually try to find research assistant positions within the law school. These positions are quite limited in number and often depend on the student’s experience and interest aligning with the professor’s area of research. Students may contact faculty members directly to inquire, or check b‐line for these positions. Students studying on a visa should consult the Berkeley International Office regarding the ability to work.

### Where can I find my final exam schedule?

Each semester, you can see the overall in‐class final exam schedule here:

https://www.law.berkeley.edu/php-programs/students/exams/examTimesListFall.php

IMPORTANT NOTE: exam schedules may change up until the day before the exam. Do not book air travel until the end of the entire examination period for the semester.

### Can I take a course outside of the law school?

Yes. However, not all courses outside of the law school are open to law students. Different departments outside of the law school have different enrollment rules and may only allow their own students to enroll in certain courses. The units you receive for a course outside of the law school will not be

counted toward your degree requirements, but will count toward your per semester minimum and maximum allowed units. The grading system for courses outside of the law school is governed by the department offering the course. Your grade in that course will be reflected in your transcript.

# **GRADING**

### Are LL.M. students graded on a curve?

A separate mandatory curve applies to all LL.M. and J.S.D. students in classes and seminars with 11 or more LL.M. and J.S.D. students such that 20% of the LL.M. and J.S.D. students receive HHs, 30% receive Hs, and 50% receive Ps. The same curve is recommended but not required in classes and seminars with 10 or fewer LL.M. and J.S.D. students. LL.M. students are never graded on the same curve as J.D. students. A professor can deviate from the curve in any class if he or she believes that a PC or NC is the appropriate grade for a student.

### Can I change the grading option in a course?

No. The grading option for a course is set by the instructor, and students don’t have the ability to alter their grading option.

### Do LL.M. students ever get PC or NC grades?

Yes, if the professor feels that your performance does not warrant a “Pass” or better, you can receive a grade of PC or NC. A PC (Pass‐Conditional) grade means that your performance was “substandard,” but you still receive credit towards your degree for the course. An NC (No‐Credit) grade means that you do not receive credit for the course.

### What is the Honor Code and why is it important?

The Honor Code is an important tradition at Berkeley Law, and it governs the conduct of students during examinations and in all other academic and professional activities. Students may inadvertently violate the Honor Code by insufficiently citing sources when writing (plagiarism) or not strictly following exam instructions. Violation of the Honor Code can have consequences ranging from failing a class to being reported to the state bar authorities and having the violation noted on your transcript. Please carefully review the Honor Code at [https://www.law.berkeley.edu/academics/registrar/academic‐](http://www.law.berkeley.edu/academics/registrar/academic) rules/academic‐honor‐code/

If you have questions about the Honor Code, your advisors are available to respond.

# CAPSTONE WRITING REQUIREMENT

### How do I fulfill the LL.M. Capstone Writing Requirement?

There are four ways for students to fulfill the LL.M. Capstone Writing Requirement:

1. Taking Legal Research & Writing (LRW) for LL.M. Students
2. Submitting a thesis as part of the thesis track
3. Writing a paper 15 pages or longer through a 299 independent study course
4. Taking a course which requires a paper 15 pages or longer.

International students must fulfill the Capstone Writing Requirement by taking LRW or the thesis track. Students holding a U.S. or Canadian JD degree in common law who satisfy the requirement through options 2‐4 above must complete the LL.M. Capstone Writing Requirement Fulfillment Form in the Registrar’s Office by the Add/Drop deadline of the Spring Semester. International Students do not need to complete this form.



### What is the difference between 299 Independent Study and a thesis?

Thesis track LL.M. students conduct a substantial research and writing project called a thesis. This track is appropriate for students considering academic or government careers, or those interested in researching a particular subject in depth. Thesis track students complete 8 units of independent study (4 units of 325A in the fall and 4 units of 325B in the spring) and a 50‐60 page paper is due at the end of the year. Thesis students take fewer courses than students who choose the traditional track; for this reason it can be difficult to qualify for a bar exam or earn a certificate when pursuing the thesis track.

Students in the Traditional Track who want the experience of working on an independent research and writing project can take one 299 independent study course for a maximum of two units. A 15‐30 page paper is due at the end of the semester in which the 299 course is taken.

A 299 requires active supervision by a faculty member. Talk to an advisor if you are interested in pursuing a 299.

### Are independent study courses graded?

325A & 325B (thesis track independent study) are pass/fail. Your transcript will indicate CR for credit or NC for no credit. 299s can be taken either pass/fail or for a letter grade.

### How can I find a 299 advisor?

Research faculty members who have expertise in your area of interest. Faculty profiles are featured in the Berkeley Law website. You may also browse the online Schedule of Classes to see which faculty members teach courses in subjects related to your chosen research topic. Once you have identified appropriate faculty members, email them to introduce yourself and your proposed topic, and ask if they are willing to supervise your project.

### How do I enroll in thesis units?

Thesis track students should submit the Add/Drop form with 325A signed by your faculty advisor to the Registrar’s office no later than September 1st. Your advisor must sign the form. Indicate on the form that you wish to enroll in 4 units of 325A (ungraded) with your advisor. In the spring, use the same form to enroll in 4 units of 325B (ungraded) with your advisor before the spring semester add/drop deadline.

### How do I enroll in a 299 Independent Study course?

Traditional track students should submit an LLM 299 Add Petition to the Registrar’s office no later than the last day to add or drop courses for the semester. Your advisor must sign the form. You may take one 299 independent study course for a maximum of two units during the course of the year. Thesis track students may not take 299s; all units in addition to 325A/B must come from actual courses.

### When is the thesis due and how should it be submitted?

A near‐to‐final draft of your paper should go to your advisor by early April, so that you will have time to receive feedback and incorporate any changes before the final paper is due. The finalized version of your paper must be submitted by the last day of the Spring semester. Ask your advisor if he or she would prefer a hard or electronic copy. Please also submit an electronic copy to the ADP office via email to [adpoffice@law.berkeley.edu.](mailto:adpoffice@law.berkeley.edu)

# JOURNALS

### Can I get credit for working on journals?

A total of one journal credit can count towards your LL.M. degree (regardless of how many journal units in which you enroll).

### How do I enroll in journal credits?

Prior to the add/drop deadline, obtain the Course Number from the journal editor and enroll yourself online.



### Where can I find information about the Certificates of Specialization?

Information about Certificates of Specialization for LL.M. students can be found online at [https://www.law.berkeley.edu/llm‐j](http://www.law.berkeley.edu/llm)sd/traditional‐llm/certificates‐of‐specialization/

### Will the Certificate of Specialization appear on my diploma?

No. The Certificate of Specialization is not noted on the LL.M. diploma.

### Will the Certificate of Specialization appear on my transcript?

Yes.

### I am taking LRW, does that fulfill the Business Law Certificate’s writing requirement?

Yes, the LRW course is designed to fulfill the writing requirement for the Business Law Certificate.

### Does the LRW course satisfy the writing requirement for any other certificate?

No.

### Can I get more than one certificate?

There are no restrictions on the number of Certificates students may earn, but course scheduling usually prohibits earning more than one. You should also keep in mind that earning more than one certificate may not necessarily improve your career profile as some employers may perceive dual certificates, if unrelated, to dilute the other. If you have questions about this, please make an appointment with an academic advisor through bCourses.

### Can I fulfill the requirements for the California/NY Bars and obtain one of the certificates?

It may be possible, but course scheduling often prohibits satisfying the requirements for both.



### I want to apply for the J.S.D. program after my LL.M. Can I be admitted if I am a traditional track student?

Many students admitted to the J.S.D. program chose the thesis track LL.M., but it is not a requirement for admission. It can be a good way to start building a relationship with a future J.S.D. dissertation advisor. A supportive J.S.D. dissertation advisor is an element of the J.S.D. application process.

### How do I learn more about the J.S.D. Program?

General inquiries can be emailed to [adpoffice@law.berkeley.edu.](mailto:adpoffice@law.berkeley.edu) You can also meet with Evelyn Borchert in the ADP Office, who administers the J.S.D. program, by making an appointment with her through bCourses.



### I received an email about filing a tax return. Are LL.M. students required to file taxes?

It depends. The Berkeley International Office has resources and workshops to help you understand whether you have to file taxes. More information is online at [http://internationaloffice.berkeley.edu/tax‐reportin](http://internationaloffice.berkeley.edu/tax)g

### How long will I have access to my Berkeley email account and library services after I graduate?

You will be able to keep your @berkeley.edu email address and account after graduation. Please look out for an email detailing the process required. You can extend your Law Library borrowing privileges until the end of July by emailing [circadmin@law.berkeley.edu.](mailto:circadmin@law.berkeley.edu) Remote access to library databases (proxy server) and borrowing from other campus libraries will be available until August.



Berkeley Law’s traditional track LL.M. students enjoy a broad range of career‐related services and events. We strongly believe that your LL.M. credential will play an important role in your career advancement. In particular, LL.M. candidates have several advantages in terms of job‐seeking: language skills; a demonstrated focus on a particular area of the law; and a global network of

connections. Although we do not function as a job placement service, we will provide you with resources, training, and tailored advice that will support you in promoting your background and skills to employers in the United States and abroad.

First and foremost, our students can consult with our LL.M. career counselors: Anya Grossmann and Deborah Schlosberg. We will advise you on your individual professional development strategies and goals. We can also review your resumes and cover letters, conduct mock interviews, and serve as a strategic liaison to employers.

Throughout the year, we will present LL.M. career workshops on:

* Resume and cover letter writing;
* Job search strategies for law firm and public interest opportunities;
* Interviewing skills;
* Networking tips, including strategic use of LinkedIn; and
* Practice‐specific panels (driven by student interest)

You can read more about our services at [https://www.law.berkeley](http://www.law.berkeley.edu/academics/llm/career).e[du/academics/llm/career‐](http://www.law.berkeley.edu/academics/llm/career) development/

In addition, you have access to a number of career‐related resources developed for Berkeley Law LL.M. job seekers. All of our career‐related content is located on bCourses.

As a Berkeley Law student, you also have access to b‐Line, our online job database. There is a link on the “For Students” section of the main Berkeley Law website. Use the “cdo” username and “cdoaccess” password to access the CalNet ID login screen.

Finally, our international LL.M. students may participate in the International Student Interview Program in New York (late January). Students must apply for interviews and are selected depending on employer preference. Deborah and Anya will guide interested students through the application process in the Fall. We look forward to providing the services that will help you navigate your career path.



The University of California at Berkeley is a community of scholars committed to maintaining an environment that encourages personal and intellectual growth. It is a community with high standards and high expectations for those who choose to become a part of it, including established rules of conduct intended to foster behaviors that are consistent with a civil and educational setting. Members of the University community are expected to comply with all laws, University policies and campus regulations, conducting themselves in ways that support a scholarly environment. Refer to this link below for more specific information about Berkeley’s Campus Code of Student Conduct:

[http://sa.berkeley.edu/sites/default/files/UCB‐Code‐of‐Conduct‐](http://sa.berkeley.edu/sites/default/files/UCB)new%20Jan2012\_0.pdf



The University of California is committed to creating and maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual violence and sexual harassment, retaliation, and other prohibited behavior (“Prohibited Conduct”) that violates law and/or University policy. The University will respond promptly and effectively to reports of Prohibited Conduct and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy.



Berkeley Law is committed to supporting anyone who has experienced any form of harassment or discrimination that impedes one’s right to a safe work or learning environment. Sexual Harassment includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, nonverbal or physical conduct of a sexual nature.

The university provides the following resources for students who believe they have experienced or witnessed sexual harassment, or who have concerns about a potential issue:

### Berkeley Law Resources to Respond to Sexual Harassment https[://www.law.berk](http://www.law.berkeley.edu/harassment/)ele[y.edu/harassment/](http://www.law.berkeley.edu/harassment/)

**University of California Sexual Harassment and Violence Policy** [**http://policy.ucop.edu/doc/4000385/SVSH**](http://policy.ucop.edu/doc/4000385/SVSH)

**Office of Prevention of Harassment and Discrimination https://ophd.berkeley.ed**

**Sexual Harassment & Violence Survivor Support** [**http://survivorsupport.berkeley.edu/**](http://survivorsupport.berkeley.edu/)



The University of California requires mandatory training for all students, faculty and staff in Sexual Violence/Sexual Harassment Prevention. Refer to the email you received from UC Berkeley’s Graduate Division about online training and in‐person training, both of which are required in order to enroll in courses. Be sure to complete the in‐person training by the end of September so you can enroll in Spring 2018 courses.



# RESOURCES FOR OFF‐CAMPUS LIVING

### Bank Accounts

You will want to open a bank account as soon as possible to keep your money in a secure location. To make purchases or pay bills in the U.S., your options include check writing, cash from Automated Teller Machines (ATM), debit or credit cards, and online banking. You should open a checking account to pay bills such as rent or utilities. Most checking accounts include an ATM/debit card so you can withdraw money from your account and use it for purchases.

Be aware that some debit cards have credit card logos on them (such as Visa, MasterCard etc.) and can function like a credit card for purchases. However, the payment is drawn from your checking account directly.

The following bank locations are within walking distance of the UCB campus. These banks have ATM machines located throughout the city and state:

### Bank of America Wells Fargo

[www.bankofamerica.com](http://www.bankofamerica.com/) [www.wellsfargo.com](http://www.wellsfargo.com/)

2347 Telegraph Ave. (510) 273‐5443 2460 Bancroft Way, Berkeley, CA 94709

2129 Shattuck Ave. (510) 273‐5466 (510) 464‐2266

Berkeley, CA 94704



If you have a television in your home, you can access three or more channels at no charge. However, you may find that the reception is not clear and it will be difficult to watch. Some people end up purchasing cable television service, which not only makes the free channels clearer, but also gives you access to a greater number of channels. In the Bay Area, Comcast ([www.comcast.com/)](http://www.comcast.com/)) and AT&T ([www.att.com/)](http://www.att.com/)) are the two main providers of cable television. Many students use streaming devices like Apple TV or Roku and sign up for online streaming services like Netflix or Hulu instead of purchasing cable television service.

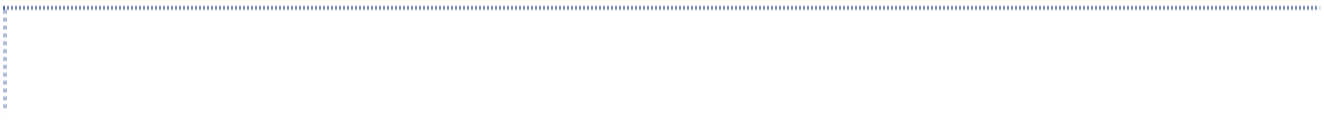
To have high‐speed internet at home, you will need to purchase either DSL or cable service. Again, the top two companies that serve the Bay Area are Comcast and AT&T. You will need to look at their options to decide what is best for you. Check their websites for more information.



Since you already have a mobile phone in your home country, you will need to inquire about its use in the U.S.; many companies have international plans. However, it may be more economical to purchase a new phone after you arrive here. Do some research in advance by looking at websites of the major cell phone companies such as AT&T, T‐Mobile, Verizon, MetroPCS, Cricket Wireless and Sprint. Find a company that does not require a two year contract



As a student temporarily in the U.S., you will likely want to buy inexpensive furniture and household goods.



### Ikea

[www.ikea.com](http://www.ikea.com/)

4400 Shellmound St.

Emeryville, CA 94608 (510) 420‐4532

### Target

[www.target.com](http://www.target.com/)

1057 Eastshore Hwy Albany, CA 94710 (510) 982‐0512



### Craigslist

[www.craigslist.org](http://www.craigslist.org/)

Search under San Francisco – East Bay for items in the local area. You will likely have to pick up the items yourself. Be sure to read the safety and fraud precautions for using craigslist, as it is not monitored by any authority.

* <http://www.craigslist.org/about/scams>
* <http://www.craigslist.org/about/safety>

### The Goodwill Store

<http://eastbaygoodwill.org/>

2058 University Ave Berkeley CA 94704

(510) 649‐1287



### Safeway

1444 Shattuck Place

Berkeley, CA 94709 510‐526‐3086

### Whole Foods

*The Whole Foods Market specializes in natural and organic foods. Their prices are higher than other grocery stores.*

3000 Telegraph Avenue

Berkeley, CA 94705

(510) 649‐1333

### Trader Joe’s

1885 University Ave or 5727 College Ave Berkeley, CA 94703 Oakland, CA 94618

(510) 204‐9074 (510) 923‐9428

### Berkeley Bowl

2020 Oregon St. or 920 Heinz Avenue Berkeley, CA 94703 Berkeley, CA

(510) 843‐6929 (510) 898‐9555

# STUDENTS WITH FAMILIES

If your spouse or children accompany you during your stay in the U.S., you will need unique services and resources to help your family feel at home.



If your spouse decides to pursue a degree program while in the U.S., speak with an advisor in Berkeley International Office well in advance to make sure it is legally possible to do so.



English as a Second Language (ESL) instruction is offered by many schools in the Bay Area. Below is a partial list of local ESL programs in Berkeley ‐ we do not endorse or recommend any one program over another.

* UC Berkeley Summer English Language Institute [(h](http://summerenglish.berkeley.edu/))t[tp://summerenglish.berkeley.edu/)](http://summerenglish.berkeley.edu/))
* YWCA English in Action (http://www.ywca‐berkeley.org/international‐programs/)

*Informal English tutoring/conversation, open to UC students and families.*

* Berkeley Adult School (<http://bas.berkeley.net/index.html)> ESL Department: [http://bas.berkeley.net/esl.html;](http://bas.berkeley.net/esl.html%3B)

Other Language Courses: <http://bas.berkeley.net/languages.html>

* English Studies Institute (<http://www.englishsi.com/)>
* ELS Language Centers ([http://www.els.edu/en/ELSCenters/Detail?locid=BER#els\_general\_tab)](http://www.els.edu/en/ELSCenters/Detail?locid=BER&amp;els_general_tab))
* Language Studies International
* ([http://www.lsi.edu/en/english/united‐s](http://www.lsi.edu/en/english/united)tates/san‐franciscoberkeley/school)



Besides going to school or working, there are other ways to meet new friends and find community. A group called the University Section Club ([http://universitysectionclub.berkeley.edu](http://universitysectionclub.berkeley.edu/) ) sponsors a weekly gathering of international spouses (and some children) at the University YWCA on Bancroft Way called “The Centre.”

### UC Berkeley Parents Network

[https://www.berkeleyparentsnetwork.org/](http://www.berkeleyparentsnetwork.org/)

A great web site to find information related to children, parenting, families and a wide variety of other topics related to living in the Bay Area.



Most child care in the U.S. is not supported by the government and is privately‐owned. Families are responsible for finding suitable child care for their children and paying for it on their own. Two resources of great help to UC Berkeley students and scholars are:

University Early Childhood Education Program [www.housing.berkeley.edu/child](http://www.housing.berkeley.edu/child)

for infants and pre‐school children at UCB.

### Bananas Child Care Information and Referral Service

[www.bananasinc.org](http://www.bananasinc.org/)

community‐based service for finding either regular daily care or the occasional babysitter.



# CAMPUS PARKING

There are many student parking lots just off of the UCB campus. Visit the Parking and Transportation Office website at [http://pt.berkeley.edu](http://pt.berkeley.edu/) for information on obtaining a campus parking permit, campus parking maps, campus shuttle buses / emergency night shuttle buses and other helpful resources.

Campus Parking: Student parking is available for $377 per semester. To purchase parking please visit: <http://pt.berkeley.edu/parking/student>

#### *Public Transportation*

While at Berkeley, you will likely use two main modes of public transportation: BART and buses.



BART is a local light rail / subway system that serves the entire Bay Area. Stops include San Francisco Airport (SFO), downtown San Francisco, Oakland, Berkeley, Fremont, Richmond, and Concord. BART runs seven days a week. Fares vary according to the distance to be traveled. The closest BART station to campus is the Downtown Berkeley BART. [www.bart.gov](http://www.bart.gov/)



The Alameda‐Contra Costa Transit District is the third‐largest public bus system in California, serving Berkeley, Albany, El Cerrito, Oakland and Kensington. AC Transit buses run through the UCB campus and also carry passengers across the Bay into San Francisco. UCB students get a bus pass (called the Class Pass) at the beginning of each semester that allows unlimited use on this bus system. [www.actransit.org/](http://www.actransit.org/)



There are several bike‐friendly streets (Bicycle Boulevards), a fully accessible campus, and the possibility to take your bike on public transport (bus and BART) and plenty of bike (repair) shops. Bike theft in Berkeley is common, even in populated places. It is wise to invest in a very good lock. Register your bike with the University Police Department: <http://pt.berkeley.edu/around/biking/bikinginfo>

Two well‐known places to buy a (new) bike are:

* Mike’s Bikes [(http://mikesbikes.com/)](http://mikesbikes.com/)) on University Avenue, and
* Performance Bikes (www.performancebike.com) on San Pablo.



# SHIP: STUDENT HEALTH INSURANCE

2222 Bancroft Way, Berkeley CA

All students at UC Berkeley are required to have health insurance for themselves and any accompanying dependents. Students are covered by the Student Health Insurance Plan (SHIP) upon payment of registration fees. Dates of coverage are August 1, 2016 – July 31, 2018. To read more about insurance coverage, see the University Health Service’s web site at [www.uhs.berkeley.edu/index.shtml](http://www.uhs.berkeley.edu/index.shtml)



2222 Bancroft Way, Berkeley, CA

All health care services must begin at the Tang Center. Please use the Tang Center just as you would your regular doctor's office. You may use your student ID card to get services at the Tang Center if you are covered by SHIP. Spouses and family are not covered by SHIP; please contact the SHIP office for insurance options for your dependents.

The Tang Center services include: routine medical exams, lab tests, x‐rays, physical therapy, pharmacy, urgent care, mental health counseling, career counseling, and vision care eye clinic. Please see their web site for a full description of all their services: [www.uhs.berkeley.edu/index.shtml](http://www.uhs.berkeley.edu/index.shtml)



<http://recsports.berkeley.edu/>

2301 Bancroft Way, Berkeley CA

Cal Recreational Sports is dedicated to enhancing the knowledge, wellness, fitness, personal skills and quality of life for students, faculty, staff, and the community. By providing facilities, programs, activities and the opportunity for cooperative and competitive play. Student membership is included in your tuition fees.



### Wellness at Boalt

Some people love every minute of law school. Some people don’t. Most students experience ups and downs as rigorous academic demands intersect with family obligations, daily life, and countless personal and professional events beyond Boalt Hall. As with any major undertaking, you will get more out of law school if you take care of yourself mentally, physically, socially, and emotionally.

Especially as an international student, the stresses of law school can become compounded due to the extra stresses of acclimating to a new language and culture. Homesickness may occur, which can lead to feelings of loneliness and isolation. The stresses of moving to a completely new place can be eased by just sitting down and talking to someone who cares. Emergency situations are not the only reason to seek counseling

**Personal psychological counseling** is provided by Boalt's dedicated Psychologist, Dr. Linda Zaruba. All counseling is confidential. You can reach Dr. Zaruba by phone (510) 643‐5447 or by email: [zaruba@uhs.berkeley.edu](mailto:zaruba@uhs.berkeley.edu)

# CAMPUS RESOURCES FOR GRADUATE STUDENTS

Counseling and Psychological Services (CPS) provides a variety of services for students to help with personal, academic, career, and crisis concerns. Access to CPS counseling services are free to all registered UC Berkeley students. If you prefer to speak to a counselor outside the law school, professional counselors are available at the Tang Center at 2222 Bancroft Way, (510)642‐9494. More information is online at https://uhs.berkeley.edu/counseling/about

In the U.S., it is very common to talk with a counselor about problems or difficulties involving academic work, personal relationships, stress, unhappiness, and an individual’s view of himself or herself, etc. In different cultures, these problems may be viewed and treated differently. For example, if you experience difficulties when you are living in your home country, perhaps you would turn to your family or friends for help and advice. During your stay in the U.S., you may be apart from all family and close

friends, and you may feel the need to find substitute sources of emotional support. A counselor can help you determine what the difficulty is, help you see options that you might not have seen, and help you resolve the difficulty.

By law, all conversations are kept confidential.

#### *Meditation & Silent Prayer Room*

Room 239C (across from Room 244) has been designated a space for silent contemplation and/or prayer throughout the day. Please take advantage of this great resource***.***

#### *Lactation Room*

UC Berkeley maintains several private lactation rooms for nursing mothers, including one in Simon Hall at Berkeley Law. To access the room you must register with the campus Breastfeeding Support Program: https://uhs.berkeley.edu/facstaff/wellness/breastfeeding‐support



The Disabled Students' Program (DSP) is committed to ensuring that all students with disabilities have equal access to educational opportunities at UC Berkeley. They offer a wide range of services for students with disabilities. These services are individually designed, and based on the specific needs of each student as identified by our Disability Specialist. All new students seeking services through DSP are responsible for completing the following five (5) steps before they can enroll in DSP:

* Submit an online application for DSP services at https://dssonline.berkeley.edu/scarab/applicant/studentInfoReview.faces. When you submit your online application, you will be provided information on what type of disability verification to provide, and who to schedule an appointment with. Please print out this page for your records.
* Provide DSP with verification of your disability in advance of your "intake appointment" with a Disability Specialist.
* Initiate a request to schedule an appointment with a Disability Specialist for an intake interview by calling or contacting the DSP receptionist. The DSP phone number is 510‐642‐0518.
* Meet with your Disability Specialist during your "intake appointment,” to discuss the accommodations or services you may be eligible to receive.
* After you have been approved for accommodations and services by your Disability Specialist, request accommodation letters and auxiliary services online. Make this request at the beginning of each semester in which you will require accommodation letters or auxiliary services.

You must initiate and complete these five (5) steps before you may be approved for DSP services. If you are unable to complete the online application process, you can request assistance in person from the DSP receptionist.



Berkeley Law supports many opportunities for student engagement within and beyond Boalt Hall. <http://www.law.berkeley.edu/227.htm>Keep an eye out for an announcement about the Student Activities Fair in early Fall semester where you can learn about all the great student organizations at Berkeley Law.

# SOALS: STUDENT ORGANIZATION FOR ADVANCED LEGAL STUDIES

The Student Organization for Advanced Legal Studies (SOALS) is a student organization for LL.M. students at Berkeley Law. The primary goal of the organization is to facilitate the social and professional needs of the LL.M. students while studying at Berkeley Law. Through social, professional, and academic activities, SOALS aspires to build relationships among the LL.M. class. SOALS is responsible for acting as a liaison between the student body and the ADP office; we are happy to work with SOALS and are open to suggestions on how to improve the program and student life in general at Berkeley Law.

The traditional track has one SOALS President. The class president of the graduating year will have the honor of delivering the graduation speech during the commencement ceremony. We will send an announcement soon with instructions on how to run for class president.

# BHSA: BOALT HALL STUDENT ASSOCIATION

The Boalt Hall Student Association (BHSA), the law school's student government organization, is composed of all registered law students. BHSA organizes activities of general law school interest and helps new students adjust to life at Berkeley Law by sponsoring social, athletic, and law‐related events. The BHSA council represents student interests in curriculum planning, admissions policy, faculty hiring, administration of the library, professional placement, and many other areas. Every year there are two LL.M. representatives on the BHSA board. You will be notified by email within the first few weeks of classes regarding BHSA program information and election dates.

Email: [bhsa@law.berkeley.edu](mailto:bhsa@law.berkeley.edu) [https://www.law.berkeley.edu/stud](http://www.law.berkeley.edu/student)ent‐life/student‐organizations/boalt‐hall‐student‐association/





To stay current on all events at Berkeley Law, please visit the following:

* + UC Berkeley Events: <http://events.berkeley.edu/>
  + Berkeley Law Events: <http://www.law.berkeley.edu/2054.htm>



A list of some of the most popular restaurants, bars, and activities for students:

### Thai Temple

Sunday brunch 10 am‐ 1pm: enjoy delicious authentic Thai food in the garden of a beautiful Buddhist temple. This Sunday event is great community bonding place and way to experience a new culture through food and atmosphere.

Location: 1911 Russell St 510‐849‐3419

### La Note

Delicious French‐inspired food, one of the best breakfast experiences in Berkeley. On a sunny day try and get a spot on the back patio and enjoy your Crème Fraiche pancakes and coffee on a cozy porch amidst beautiful leafy foliage.

Location: 2377 Shattuck Avenue

510‐843‐1525

Website: [www.lanoterestaurant.com](http://www.lanoterestaurant.com/)

### The Albatross Pub

Although it is quite a trek from campus, the oldest pub in Berkeley offers an inviting atmosphere in which to hang out with a large group of friends and play a range of board games, pool and darts while eating popcorn and drinking practically any drink you can imagine. Great way to spend a weekend evening!

Location: 1822 San Pablo Ave. 510‐843‐2473

Website: [www.albatrosspub.com](http://www.albatrosspub.com/)

### Triple Rock Brewery

Great place to spend a Thursday, the only night on which they sell their famous Monkey Head beer. This bar has a great atmosphere and is always busy with a great mix of Berkeley students, locals, and sports fans.

Location: 1920 Shattuck Ave. 510‐843‐2739

Website: <http://triplerock.com/>

### Free House

This restaurant/bar located directly across the street from Boalt offers good service, a nice front and back patio, and nice drinks and food that will completely satisfy those that are just too tired to trek anywhere farther and just want to socialize without putting in too much effort. Ask for recommendations about the beers that are on tap which rotate often, order a bucket of sweet potato fries or a giant pretzel, and you will not be disappointed.

Location: 2700 Bancroft Way

510‐647‐2300

Website: <http://berkeleyfreehouse.com/>

### Jupiter

What could be better than delicious and pizza and delicious beer in one wonderfully inviting place? In the summer or on a warm night take a seat on the eclectic back patio and listen to some live music amongst the twinkling garden lights with friends or a date, you will probably leave with a smile on your face.

Location: 2181 Shattuck Avenue (at Center Street)

510‐THE‐ROCK

Website: [www.jupiterbeer.com](http://www.jupiterbeer.com/)

### Cheeseboard

Truly a Berkeley must, this cooperative pizza joint sells one type of pizza a day that will never leave you disappointed. Choose between a slice, a half, or a whole pizza and take it over to the grass of the center divider to experience a classic Gourmet Ghetto picnic. On the weekend evenings they will host live music that will keep you hanging around on a warm summer night. If you have a craving for mind‐blowing cheese head next door to their cheese shop which will allow you to travel the world through the

medium of cheese.

Location: 1504 / 1512 Shattuck Ave

510‐549‐3183

Website: <http://www.cheeseboardcollective.coop/>

### Philz Coffee

Right down the street from Cheeseboard, this cute coffee shop allegedly serves the best coffee in Berkeley. The classic Mint Mojito with fresh mint will be a refreshing way to quench your thirst while studying on the upper level of this fun café.

Location: 1600 Shattuck Ave

510‐705‐1083

Website: <http://www.philzcoffee.com/>

### Brazil Café

On the West Side of campus resides a small and colorful hut serving authentic Brazilian food that no one would miss walking by. If you fancy a stroll through the redwoods on the western part of campus, you will be rewarded by your efforts with a delicious tri‐tip sandwich or rice bowl that you can take away to the grass on campus, or can eat outside next to this colorful stand.

Location: 2162 University Ave.

510‐845‐8011

Website: <http://brazilcafeberkeley.com/>

### Fire Trails

Looking for a great outdoor atmosphere to get some exercise? Head over to the Clark Kerr campus and keep heading uphill until you reach one of the dirt paths leading up into the Claremont Regional Preserve where you will not only gain great exercise from walking up steep hills, but also the most rewarding views of the entire Bay Area. Getting to the top of the hill from Clark Kerr takes only about twenty minutes and will leave you feeling as if you have conquered the world and stumbled upon one of Berkeley’s hidden treasures.

Location & Website: [www.ebparks.org/parks/claremont\_canyon](http://www.ebparks.org/parks/claremont_canyon)

### College Avenue

An area that many miss as it is located on the south side of campus, but truly is worth spending an afternoon strolling down. Start around 2 and grab some ice cream at Ici where you will always find a line waiting for some delicious handmade ice cream, and poke your head into the smattering of local shops that you will only find in Berkeley. Keep walking downhill and you will pass delicious restaurants like Wood Tavern and Southie in addition to The Trappist, a specialty beer shop. You will also pass Cole coffee, which has a very dedicated following. After a decently long walk down College you will probably be hungry and will be graciously rewarded by a slice of deep‐dish pizza at Zachary’s, one of Berkeley’s oldest and most well‐known pizza places. If you are feeling crazy, head over to Smitten where you will be able to get liquid nitrogen ice cream made right in front of you. Walking back up college you will hit The Graduate, a famous Berkeley bar on Claremont and College that offers cheap drinks, a fun dive‐bar atmosphere, and free popcorn!

### Tilden Park

If you are tired of the urban atmosphere or bogged down by excessive studying, head up to Tilden Park for a few hours to take in some awe‐inspiring views and nature that will leave you feeling refreshed and motivated to continue on in your work with a more positive outlook. You can swim in the lake for a few dollars or you can hike up into the hills to get exercise, breath the fresh air, and gain a geographical perspective of the East Bay.

Location & Website: <http://www.ebparks.org/parks/tilden>



# EMERGENCY CONTACT INFORMATION

**Call 911 or,** if on campus dial **642‐3333**

In the event of an emergency, call 911 from anywhere on campus, or from a cell phone call 642‐3333. For non‐emergencies or information, call UCPD at 642‐6760.

UC Berkeley Police Department Address: 1 Sproul Hall

Berkeley

CA 94720‐1199 U.S.A.



nightsafety.berkeley.edu

The Campus offers free night safety services to get you safely from campus locations to destinations within our service area. The Night Safety Shuttles run until 4 AM and you can see where a shuttle is on the online map. For information about all night safety services, go to nightsafety.berkeley.edu. To see shuttles on their routes on an online map, go to bearwalk.berkeley.edu/shuttles after 7:30 PM.

Night Safety Escorts (BearWALK)

Uniformed, trained, and radio‐equipped Community Service Officers (CSOs) provide a walking escort to nearby residences, public transportation, or parking lots. The service is available from dusk to 1:45 a.m. To request an escort, call 642‐WALK (510‐642‐9255); a CSO will arrive in 15 minutes.

Night Safety Shuttles (Bear Transit)

The Night Safety Shuttle service is an extension of the BearTransit daytime service, and provides safe nighttime transit to and from the campus. Bear Transit Night Safety Shuttles are free to all and operate year‐round\*. From 7:30pm to 4am shuttles run on one of two set routes between campus, BART, Clark Kerr Campus and residence halls.



1. Utilize the free Night Safety Services located at [http://nightsafety.berkeley.edu](http://nightsafety.berkeley.edu/)
2. Travel with a friend or in a group
3. Be alert and aware of your surroundings
4. Avoid dark, vacant or deserted areas
5. Use well‐lit, well‐traveled routes
6. Dial 510‐642‐3333 or use a Blue Light emergency phone if you need help



The campus home page is your first stop for emergency information; if the home page isn't available, go to the campus emergency website. News and instructions will also be updated regularly on an emergency hotline, 800/705‐9998, and on radio broadcasts in the Bay Area from KALX 90.7FM or KCBS 740AM.

#### *Tips for Campus Safety*

If you feel you’ve been a victim of a crime, please report it. It’s for your protection and the protection of others. Your report, along with others like it, might show a crime trend, or give UCPD clues to stop other crimes. If someday the police recover your property, your report could help them return it to you.

The most important thing to know about walking at night: Be alert! If you’re not aware of your surroundings, you may be a walking target. When you’re walking alone at night, don’t walk with headphones in your ears or have a long conversation on your cell phone. The campus itself is relatively safe, but in this urban area, we are NOT immune to crime.

**Three easy ways to make a report**

* 1. Use your cell phone, in an EMERGENCY. On or near campus, dial UCPD (510/642‐3333). If elsewhere in the city, call Berkeley Police Department (510/981‐5911). Program ahead of time, so it’s a one‐button call.
  2. You can ALWAYS dial 911 from any phone anywhere! A landline (including a code blue phone) on campus will get you direct to UCPD dispatch.
  3. For non‐emergency reports, call UCPD 24‐hours (510/642‐6760) or report an ongoing crime anonymously online using CalTip: police.berkeley.edu/caltip/





Lockers will be assigned to each student. Students will share a locker with another LL.M. student due to space constraints. If you lose your locker combination, ask the ADP staff for assistance. Please do not leave valuables or food in your lockers.



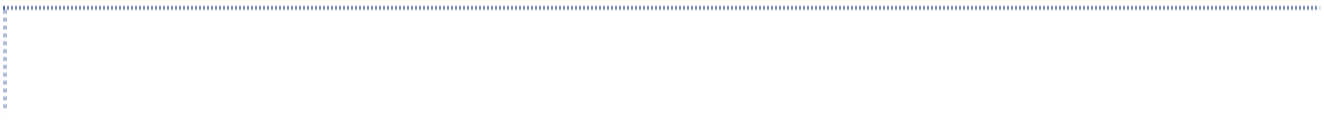
* Always lock your bike to a bicycle rack.
* Use a high quality “U” shaped lock. Avoid using lightweight cables or chains.
* Always lock your bicycle through the frame and both wheels to a bicycle parking rack.
* Lock all free parts of bike or take them with you.
* Avoid leaving your bicycle locked outside overnight.
* Always wear a helmet. For night riding, use a headlight, a red rear reflector, two side reflectors on each wheel and reflector pedals.



* Do not leave laptops unattended. Do not walk away from it, even for “a minute.”
* Secure your laptop with quality software and hardware (cable locks, storage cabinets).
* Try to keep laptop computers and other portable electronics with you.



* Try to use the ATM during daylight hours. If you have to get cash at night, go with someone else and only use machines that are visible from a major street and well lit.
* When entering your secret code, cover the pad with your hand.
* Always take your transaction receipts and statements.
* Do not count or display money at the ATM.
* Do not accept offers of help from anyone you don't know. If you have problems or questions contact your bank.



* Park in well‐lit, heavily populated areas. Trust your instincts, if something doesn't feel right, find another place to park.
* Avoid parking next to occupied vehicles.
* Be aware of your surroundings.
* Do not leave valuable items visible in your car.
* Always roll up all windows and lock all doors before leaving your vehicle.



* In the City of Berkeley, rental units must have dead bolt locks on all doors leading to the outside. Make sure all hallways, entrances, garages, and grounds are well lit. Leave spare keys with friends‐not under the doormat, in mailboxes, or in common sense hiding places.
* Lock your apartment door and windows when you leave.
* If you do not feel secure having packages mailed to your apartment, please use the address of a friend who could receive your package. Mailing personal packages to Berkeley Law is discouraged. However, if you would like to send textbooks you may, but Berkeley Law is not responsible for lost items.

