

WELCOME TO LAW SCHOOL:
YOUR GUIDE TO
GETTING STARTED



DEAN'S WELCOME

Welcome to Chase! We are delighted to introduce you to the Chase community and the many opportunities that await. Whether you are joining from nearby or across the country, you will find our faculty, staff and students anxious to greet you and learn about your journey to law school. Since our founding in 1893, Chase has been singularly devoted to student success, earning our reputation as “The Lawyer’s School” for our approach to practical skills-based legal education. Here, you will learn to be the lawyer you want to be.

I encourage you to explore a variety of courses, student organizations, externships and other opportunities that expose you to different aspects of the legal profession. At Chase, we offer training in a wide variety of career paths including trial practice, business law, intellectual property specialization, criminal law, entrepreneurship and so many more. Law school is your chance to try what you like, and see what you don’t like, for your future as an attorney at law.

Our dedicated faculty and staff stand ready to assist with any questions or needs. In particular, our Student Services Suite on the third floor of Nunn Hall and our Academic Support Suite on the fifth floor of Nunn Hall are headed by top-notch professionals who can help navigate every step of your law school experience.

I am so excited that you are here and ready to begin this marvelous chapter. Please feel free to stop by my office on the fifth floor of Nunn Hall to introduce yourself and say hello. You can reach me by email at jdaar@nku.edu.



With Chase pride,

A handwritten signature in black ink that reads "Judith". The signature is fluid and cursive, with a long, sweeping tail on the letter "h".

Dean Judith Daar

Ambassador Patricia L. Herbold

Dean and Professor of Law



STARTING OFF STRONG (S.O.S.)

Law school moves fast—and the habits you build in the first few weeks can shape your entire law school experience. Early preparation reduces anxiety, boosts academic performance and helps you feel more in control of your time, responsibilities and long-term goals. From bar prep integration to career planning, setting yourself up for success outside the classroom is just as important as mastering case law and cold calls. **Use this guide as your personal roadmap to get organized, stay engaged and start strong.**

S.O.S. Checklist: What to Do Outside the Classroom

- **Set Up Your AdaptiBar Account**

Once you receive your login instructions, make sure you can access your AdaptiBar account without issue. Bar prep starts now—not after graduation. Familiarizing yourself early builds comfort with the format and reinforces your doctrinal learning over time.

- **Start Practicing Exam-Style Questions**

Don't wait until finals. Begin working a few multiple-choice or essay-style questions into your weekly study routine. This will help you learn how to apply the law, not just memorize it—a critical skill for law school exams and the bar.

- **Get to Know Kelly Meurer, Director of Academic Success**

Kelly is your go-to resource for academic strategies, study skills and adjusting to the demands of law school. Stop by early in the semester to introduce yourself and learn how her office can support your journey.

- **Read Career Development Office (CDO) Emails Promptly**

CDO emails contain important updates about job opportunities, deadlines, workshops and events. Stay in the loop by reading them carefully and responding as needed.

- **Attend the 1L Career Orientation (Fall Semester)**

This session is a must. It sets the stage for your professional development and ensures you know how to take advantage of the CDO's services throughout law school.

- **Submit Your Resume to the Career Development Office (Fall Semester)**

Don't worry if it's not perfect—submitting your resume early gives the CDO a chance to help you improve it and opens doors to early opportunities.

- **Schedule a Career Counseling Meeting (Fall or Early Spring)**

One-on-one time with the CDO helps clarify your interests and direction, whether you know exactly what type of law you want to practice or have no idea yet.

- **Attend the Pro Bono Fair (Early Spring Semester)**

Learn about meaningful volunteer opportunities, build legal experience and give back to your community. Pro bono work is also a great way to strengthen your resume and build your network.

Reminder: The earlier you get plugged into your academic, professional and personal support systems, the more prepared and less overwhelmed you'll feel. S.O.S. isn't just about avoiding trouble—it's about building confidence and momentum.



WELLNESS MATTERS

Law school is intellectually demanding and often emotionally taxing. The pressure to perform, long hours of study and competitive environment can lead to burnout, anxiety and even depression if wellness is neglected. Prioritizing your mental, physical and emotional health is essential not just for academic success, but for building the resilience and clarity of mind you'll need throughout your legal career. A healthy lifestyle improves concentration, reduces stress and supports better decision-making—skills vital for any aspiring lawyer.

Sample Checklist (Think about creating your own checklist that will work for you!)

Daily Wellness Practices

- ☐ Get seven to nine hours of quality sleep.
- ☐ Eat balanced meals (aim for fruits, vegetables, whole grains and proteins).
- ☐ Drink enough water (about eight cups/day).
- ☐ Move your body (walk, stretch, or exercise for 20–30 minutes).
- ☐ Take short breaks during study sessions (five to 10 minutes every hour).
- ☐ Practice mindfulness or deep breathing for at least five minutes.

Weekly Wellness Goals

- ☐ Spend time with friends, family or a support network.
- ☐ Engage in a non-law activity you enjoy (art, music, reading, etc.).
- ☐ Reflect or journal on your week (track stressors and wins).
- ☐ Review your workload and schedule downtime intentionally.
- ☐ Attend a wellness workshop when available.

Mental and Emotional Health

- ☐ Check in with how you're feeling emotionally.
- ☐ Talk to someone if you're overwhelmed (friend, mentor, counselor).
- ☐ Seek professional help when needed (many law schools offer free counseling).
- ☐ Set realistic goals and avoid perfectionism.
- ☐ Limit comparison with others—focus on your own path.

Academic Boundaries

- ☐ Establish a study schedule that includes breaks.
- ☐ Turn off notifications during focused work time.
- ☐ Create a designated study area.
- ☐ Allow yourself time to rest without guilt.

Some Campus Resources for Wellness

- **NKU Counseling Services**

Need an appointment? Call (859) 572-5650.

Located at University Center 440.

- **St. Elizabeth Physicians Student Health Clinic @NKU**

Need an appointment? Call (859) 578-5660.

Located at University Center 460.

- **Campus Recreation**

Stay active and manage stress by taking advantage of the fitness and wellness programs available through NKU Campus Rec.

- **Togetherall**

A safe place where you can connect online with others about what's going on in your life—big or small.

Join at togetherall.com/en-us.

- **Chase Law Relaxation Room**

Located in the Nunn Hall fourth floor Student Organization Suite.

- **Chase Law Student Wellbeing Website**

An extensive list of wellness resources for law students can be found at

chaselaw.nku.edu/current-students/healthandwellness.html.

Tip: Remember, taking care of yourself is not a luxury—it's a necessity for long-term success in the legal field. Be kind to yourself. Law school is a marathon, not a sprint.

Reflective Questions to Help Manage Stress

When you're feeling stressed, ask yourself these questions to help calm down:

1. What is causing my stress right now?
2. Have I taken a moment to breathe deeply?
3. What can I do to take care of myself in this moment?
4. Who can I reach out to for support?
5. What positive action can I take to improve my situation?



TECH RESOURCES

The law school offers access to several online resources that will be useful to you throughout your law school career.

Lexis (LexisNexis)

A leading legal research database that provides access to a vast collection of case law, statutes, regulations, law review articles and legal commentary. You will receive a Lexis password as part of your legal research class and it will remain active throughout your time as a student. You will likely be expected to know how to use Lexis, in a clerking position or as a new attorney.

Westlaw

The other leading commercial legal research provider. Like Lexis, it provides access to a wide range of legal materials and it is essential that you learn how to use it efficiently. You will receive your Westlaw password during orientation, and it will also provide access to TWEN, a course management system used by several of the school's professors.

The West Education Network (TWEN)

TWEN is a course management system offered by Westlaw. Many of our law professors use TWEN to post assignments, reading materials, presentations and more. Your Westlaw password also serves as your TWEN password.

Computer-Assisted Legal Instruction (CALI)

CALI offers online lessons on a wide variety of legal topics. Some law professors will assign or recommend specific CALI lessons as part of their coursework. Your legal research instructor can provide the CALI access code to set up your password.

Aspen

A legal publishing company that offers the Aspen Learning Library, a collection of online study guides and other aids designed to complement the casebooks and textbooks used in your classes.



LAW SCHOOL EXAMS

Exam and Assignment Numbers

In law school, many exams and assignments are graded using a blind grading system to ensure fairness and objectivity. Instead of using their names, students are assigned unique exam or assignment numbers each semester, which they must include on all graded work. Professors receive only these numbers when reviewing and scoring submissions, preventing any bias—conscious or unconscious—based on a student's identity. It's important for students to remember and use their assigned number correctly, as failure to do so may result in delays or grading complications.

Students can find their exam and assignment numbers by following these steps:

1. Log into myNKU and click on the student tab.
2. Click on the Academic Status & Enrollment Verification Letter, which includes Law Exam Numbers.
3. Scroll down to see the exam numbers.

Students will begin seeing their Law Exam Numbers 14 days before the first day of the term and they will remain until 30 days after the last day of the semester.

Taking Exams with Laptops

Most of our law school exams are administered using Exemplify, a secure testing software that allows students to take exams on their personal laptops while restricting access to other programs and internet functions during the exam. It's essential that you ensure your laptop is compatible with Exemplify well before exam time. This includes meeting the system requirements, installing the software and completing any required mock exams or setup steps provided by your school. Technical issues can be stressful—especially during finals—so taking the time to prepare your device early will help you avoid unnecessary complications and ensure a smooth testing experience.

Accommodations

NKU is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, NKU will provide reasonable accommodations for persons with qualifying disabilities. If you have a disability and feel you need accommodations in this course, you are required to register with the Office for Student Accessibility (OSA). OSA is located in SU 303 and its contact information is osa@nku.edu or (859) 572-5401. Students should make every effort to meet with the OSA office and have the accommodation approval at least two weeks before the beginning of the exam period.



LAW SCHOOL LINGO: LEARNING THE LANGUAGE OF LEGAL EDUCATION

Law school comes with its own unique culture—and that includes the way people speak. From casebook references to Latin phrases and shorthand used in class, you'll quickly notice that law students and professors use a specific lingo that may feel unfamiliar at first. Don't worry—you're not expected to know it all right away. Learning the language is part of becoming a law student.

To help you adapt more easily, here are some common words and phrases you'll hear regularly around law school. Keep this list handy as you settle in and before you know it, you'll be speaking like a 2L.

1L / 2L / 3L / 4L

Refers to a student's year in law school: 1L (first year), 2L (second year), 3L (third year), 4L (fourth year).

Example: As a 1L, I'm still getting used to the pace of reading assignments.

Bar Exam

The licensing exam law graduates must pass to practice law.

Example: I'm taking a bar prep course to get ready for the bar exam.

Barristers Ball

An annual formal event for law students, often referred to as the "law school prom".

Example: Everyone is excited for the Barristers Ball next month.

Bluebook

A citation guide used for legal writing and law review articles.

Example: I spent an hour fixing my footnotes to match the Bluebook format.

Computer-Assisted Legal Instruction (CALI)

Online lessons for law students.

Example: I did a CALI lesson on hearsay to prep for Evidence.

CALI Award

An award/honor given to the student who receives the highest grade in an individual class.

Example: I received the CALI Award for Legal Writing.

Canvas

An online learning management system used for course materials and assignments.

Example: Check Canvas to access the supplemental readings for our class.

Chase Connect

An online platform for career development and job postings for Chase Law students.

Example: Check Chase Connect for internship opportunities.

Civ Pro

Short for Civil Procedure, a course that covers the rules and standards courts follow in civil lawsuits.

Example: Civ Pro is one of the most challenging courses in the first year of law school.

Clerkship

A position assisting a judge with legal research and writing.

Example: She landed a federal clerkship after graduation.

Cold Call

When a professor randomly calls on a student to answer a question in class.

Example: I was cold-called in Contracts and completely blanked.

Con Law

Short for Constitutional Law, a course that covers the interpretation and implementation of the U.S. Constitution.

Example: Con Law was fascinating because we studied landmark Supreme Court cases.

Crim Pro

Short for Criminal Procedure, a course that covers the rules governing the process of criminal prosecutions.

Example: Crim Pro covers everything from arrest to trial and sentencing.

Examples & Explanations (E&E)

A popular series of study guides that provide hypothetical questions and detailed answers.

Example: The E&E for Torts helped me understand how to apply the rules to new facts.

Exam Number

An anonymous ID used during exams to ensure impartial grading.

Example: Don't forget to write your exam number, not your name, on the test.

Exemplify

A secure testing software used for taking exams on a computer.

Example: Make sure Exemplify is installed and updated before your final exams.

Field Placement

A series of course options which allows students to receive experiential learning course credits for performing law-related work under the supervision of an outside employer or externship location.

Example: I am getting three field placement credits this fall for working at a prosecutor's office.

Issue, Rule, Application, Conclusion (IRAC)

A format for answering essay exams in which a student identifies an issue, states the rule, applies it and concludes.

Example: I used the IRAC format to answer the essay question on our midterm.

Issue Spotting

A technique used to locate, describe and analyze legal issues in an essay fact pattern.

Example: Our Property exam had a long fact pattern that tested my issue spotting skills.

Law Review

A prestigious student-run journal that publishes legal scholarship.

Example: Getting on Law Review is a huge resume booster.

Lexis

A major online legal research platform that provides access to case law, statutes, law reviews and legal tools.

Example: I used Lexis to find precedent for my memo in Legal Writing class.

MAX by AccessLex

A financial education program specifically for law students.

Example: MAX by AccessLex offers great resources for budgeting and financial planning.

Mock Trial or Trial Team

A group of students who have been selected to compete in mock trial competitions, which simulate a jury trial from beginning to end, against other law schools around the region and country.

Example: Our trial advocacy team made it to the finals of the National Trial Competition last weekend.

Moot Court

A group of students who have been selected to compete in appellate advocacy competitions, which involves writing an appellate brief and making oral arguments before a panel of judges, against other law schools around the region and country.

Example: I am revising my oral argument outline for our moot court competition in New York next weekend.

Multistate Professional Responsibility Exam (MPRE)

An exam that tests knowledge of professional conduct and ethics for lawyers.

Example: You need to pass the MPRE before you can be admitted to the bar.

On-Campus Interviewing (OCI)

A process where law firms interview students for internships or jobs.

Example: OCI starts next week—I need to update my resume.

Online System for Clerkship Application and Review (OSCAR)

A platform for judicial clerkship applications.

Example: I submitted my clerkship applications through OSCAR.

Outline

A comprehensive summary of course material you prepare and use to study for exams.

Example: I'm working on my Civ Pro outline before finals start.

Professional Responsibility (PR)

A course that covers the ethical rules and standards governing the legal profession.

Example: PR is essential for understanding the ethical obligations of being a lawyer.

Pro Bono

Legal work done voluntarily and without pay.

Example: We're required to complete 30 hours of pro bono before graduation.

Quimbee

An online study aid that provides case briefs, video lessons and practice questions.

Example: I use Quimbee to review case briefs before class.

Rule Synthesis

The process of combining rules from multiple cases or authorities to form a general principle applicable to a legal issue.

Example: Our professor emphasized the importance of rule synthesis when writing persuasive arguments in our brief.

Socratic Method

A teaching technique involving questions and answers to explore legal ideas.

Example: I enjoy the Socratic method in my Torts class because it allows me to hear what my fellow students are thinking about a case.

Supplement

A study aid or guide used to better understand course material.

Example: I'm using a Contracts supplement to help with my outline.

TopHat

An interactive teaching platform used for quizzes and polls during lectures.

Example: We use TopHat for in-class participation and quizzes.

The West Education Network (TWEN)

A platform for course management and communication.

Example: Our professor posts all assignments on TWEN.

Uniform Bar Exam (UBE)

A standardized bar exam that allows for score portability across states.

Example: I'm planning to take the UBE so I can practice in multiple states.

Westlaw

A premier legal research platform that provides access to statutes, case law, secondary sources, and legal tools.

Example: I prefer using Westlaw for Bluebook citations because of its user-friendly interface.



FINANCIAL PLANNING: WHY IT MATTERS

Managing your finances as a law student is crucial for reducing stress, making informed decisions about your future and building a strong foundation for life after graduation. Law school often involves significant expenses—from tuition and books to living costs and bar exam prep—so being proactive with your budget helps prevent unnecessary debt and gives you a clearer picture of what you can afford. A solid financial plan not only helps you avoid money-related anxiety but also empowers you to take advantage of opportunities like internships, clinics or summer programs without added pressure. Learning to live within your means now will pay off in both your academic and professional life.

Sample Yearly Budget Worksheet for Law Students

Category	My Budget
Tuition & Fees	
Rent/Housing	
Utilities (electric, water, etc.)	
Internet & Phone	
Health Costs and Insurance	
Car Insurance	
Groceries	
Transportation (gas, bus, etc.)	
Books & Supplies	
Clothing/Personal Care	
Entertainment/Subscriptions	
Travel (to/from home, etc.)	
Emergency Fund	
Total Annual Budget	



Financial Resources for Law Students

Being financially informed is just as important as being legally prepared. The resources below can help you manage expenses, find scholarships and get personalized guidance during law school and beyond.

MAX by AccessLex

A free personal finance program created exclusively for law students. It offers:

- Quick and easy-to-understand lessons
- One-on-one financial coaching from Accredited Financial Counselors
- Scholarship incentives each year to keep you motivated!

From paying for law school to investing for retirement—and every step in between—let MAX be your guide. Sign up at accesslex.org/max-by-accesslex.

AccessLex Law School Scholarship Databank

Search more than 800 carefully curated and vetted scholarship opportunities and writing competitions specifically for law students. Whether you're looking for general scholarships or essay contests, this databank makes the process easier.

Start your search at accesslex.org/databank.

NKU Office of Student Financial Assistance

For help with federal loans, grants, tuition planning and more:

- Location: Lucas Administrative Center 301
- Phone: (859) 572-5143

Financial aid counselors are available to guide you through budgeting, FAFSA completion, loan repayment strategies and campus-specific funding options.



FROM 1L TO GRADUATION: A SAMPLE PLAN

Full-Time Student Law School Yearly “To-Do” Checklist

1L Year: Build a Strong Foundation

Fall Semester

- ☐ Adjust to law school learning style and develop strong study habits.
- ☐ Attend legal writing workshops and meet regularly with legal writing professor.
- ☐ Join a student organization or affinity group.
- ☐ Begin networking—attend events with faculty, alumni and attorneys.
- ☐ Visit Career Services and attend resume/cover letter workshops.

Spring Semester

- ☐ Create your plan for 2L coursework.
- ☐ Start researching summer internship opportunities (judicial internships, nonprofits, etc.).
- ☐ Apply for summer positions (October-February is peak time).
- ☐ Check in on your financial aid and budget plan.

2L Year: Deepen Knowledge and Gain Experience

Fall Semester

- ☐ Enroll in upper-level electives that match your interests.
- ☐ Participate in a moot court, mock trial or law journal (if applicable).
- ☐ Begin researching externships and clinic opportunities.
- ☐ Start outlining early for finals and refine time management techniques.
- ☐ Attend networking events, employer info sessions and bar association meetings.

Spring Semester

- ☐ Apply for summer positions in law firms, government or clinics.
- ☐ Consider judicial externships or research assistant positions.
- ☐ Start researching bar exam requirements and prep options.
- ☐ Review credit and financial aid to prepare for 3L/4L expenses.
- ☐ Update your resume and LinkedIn profile with new experiences.

3L Year: Prepare for Practice

Fall Semester

- ☐ Finalize coursework for graduation and bar eligibility.
- ☐ Confirm bar exam application deadlines and character & fitness requirements.
- ☐ Choose and register for a bar prep course.
- ☐ Apply for post-grad jobs or clerkships—leverage school’s job board and alumni network.
- ☐ Meet regularly with career services for application strategy.

Spring Semester

- ☐ Finalize financial plan for bar prep period (including living expenses).
- ☐ Apply for bar exam and related accommodations (if needed).
- ☐ Celebrate milestones—graduation is near!
- ☐ Prepare for the transition from student to legal professional.

Pro tip: Keep a calendar or planner for important deadlines but also schedule in rest, reflection and self-care. Law school is intense—balance and planning go a long way.

Part-Time Law Student Yearly “To-Do” Checklist

1L Year: Adjust, Adapt and Build Habits

Fall & Spring Semesters

- ☐ Adjust to law school and develop effective time management strategies.
- ☐ Establish a consistent study schedule that works with your job and personal life.
- ☐ Get to know your professors and classmates—start building your support network.
- ☐ Meet with Career Services to introduce yourself and review your resume.
- ☐ Explore involvement in student organizations that meet your interests and schedule.
- ☐ Monitor your financial aid and create a realistic personal budget.

2L Year: Explore and Strategize

Fall & Spring Semesters

- ☐ Explore experiential opportunities (clinics, externships or summer internships).
- ☐ Attend networking events, especially those for working professionals or evening students.
- ☐ Review your course scheduling plan to ensure your long-term graduation plan stays on track.
- ☐ Confirm you are on track to meet all graduation and bar eligibility requirements.

3L Year: Focus and Gain Practical Experience

Fall & Spring Semesters

- ☐ Begin tailoring your electives to your career interests (e.g., IP, family law, trial advocacy).
- ☐ Participate in a clinic, law journal, moot court or mock trial if your schedule allows.
- ☐ Apply for internships or part-time legal work that fits with your schedule.
- ☐ Attend career fairs, alumni mixers and bar association events to expand your network.
- ☐ Review your jurisdiction’s bar exam requirements and deadlines.
- ☐ Schedule a career counseling meeting to start planning your job search timeline.

4L Year: Prepare to Launch

Fall Semester

- ☐ Confirm you are on track to meet all graduation and bar eligibility requirements.
- ☐ Register for the bar exam and complete your character and fitness application.
- ☐ Choose and register for a bar prep course—build a bar prep study timeline.
- ☐ Apply for jobs or clerkships if you’re not already employed in a legal setting.
- ☐ Finalize financial plans to cover bar prep, exam fees and post-grad living expenses.

Spring Semester

- ☐ Request recommendation letters from faculty or legal supervisors.
- ☐ Update your resume and LinkedIn with all relevant legal experience.
- ☐ Celebrate your accomplishments and prepare mentally and logistically for bar study.
- ☐ Attend graduation and recognize your journey—you did it!

Tip for part-time Students: Flexibility is your superpower. Regular check-ins with advisors, the Office of Student Financial Assistance and Career Services will keep you aligned with your goals despite a non-traditional schedule.

**You are meant to be here and
you are not alone, we're here
to help you succeed.**

**Starting something new takes
time, courage and patience.
Remember that you can do this.**

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