

## **Information for Business Students Taking Courses at the Law School**

The Leeds School of Business and the Law School cooperate in offering courses that are open to students from either school. This sheet provides information for business students enrolled in courses at the Law School.

### **Leeds School of Business Information**

Business students need to first coordinate their studies through the Leeds School of Business. For example, MS course requirements and five-year accounting program information can be obtained from the director of the MS Accounting Program, Dr. Cathleen S. Burns [(303) 492-4076] of the School of Business. MBA students should address course requirements with the director of the MBA program.

### **The Academic Calendar**

While the School of Business follows the academic calendar for the University, the academic calendar for the Law School can differ. For example, due to the lengthy Law School final examination period, classes at the School of Law usually end several days earlier. Also, during the semester some classes may be switched on certain days (e.g., Wednesday classes may meet on a Tuesday) to adjust the total number of semester class meetings for the Labor Day, Thanksgiving, or Fall/Spring Break holidays. While the instructor may note these special changes in advance, please check the postings on the School of Law web page at <http://lawweb.colorado.edu/events/calendar.jsp>. As a general matter a student should regularly check the postings on that webpage. For spring 2010 the first day of Law School classes is January 11, and the last day of classes is April 23. The final examination period is April 26-May 6.

Questions about the calendar can be directed to the Law School Dean's office at (303) 492-8047.

### **Advance Assignments/ Attendance**

It is the practice of the Law School faculty to post advance assignments for the first day of class. The assignments are usually posted on the Law School webpage <http://www.colorado.edu/law/> during the week prior to the commencement of classes. Students are expected to attend the first day of class prepared in accordance with the advance assignments.

It is a rule of the Law School that students who are absent from more than 20% of classes in a course cannot take the final exam (and as a result would receive a failing grade in the course). The faculty of the Law School may apply this rule in various ways; therefore a student should acquaint her/himself with the instructor's policies in this matter.

### **Books**

The Colorado Bookstore located on "The Hill" sells books for Law School courses. In most cases these books are not available at other bookstores in Boulder. If materials are assigned in a copied format, they will be available at the UMC Bookstore. The bookstore may not indentify the books by the Leeds School of Business course number, so look for the professor name and Law School course number.

### **The West Education Network ("TWEN")**

A number of law professors use websites for their courses hosted by West Publishing at <http://www.lawschool.westlaw.com> (known as "The West Education Network" and commonly referred to as "TWEN") to post syllabi, class discussions, and announcements. Students must register for TWEN at the web address above. Business students should go to the law library reference desk (located on the second floor of the Wolf Law Building) to obtain a Westlaw/TWEN password card. The cards not only have information on using TWEN, but also allow students full access to all other Westlaw resources. The

reference librarian on duty can help students register the password. When a student registers the password (“activation code”), they’ll be asked to create a custom sign-on (“OnePass Account”) for the future.

### **Copies of Prior Examinations**

The law library archives copies of prior examinations that can be checked out at the law library circulation desk. Some professors post copies on their TWEN course website, and the Student Bar Association maintains a TWEN homepage that provides copies of selected exams. Not all professors release their prior examinations.

### **Final Examinations**

Final examinations at the Law School are usually 3-4 hour written examinations. Professors may impose restrictions on the resource materials a student may refer to during the examination. During the middle part of a particular semester the final examination schedule will be posted on the Law School webpage <http://www.colorado.edu/law>. It usually will not coincide with the University final exam schedule. The Law School has specific rules to deal with examination conflicts (such as more than one exam on a given day, multiple exams in a row, etc.).

Final examinations are administered on an anonymous basis. Accordingly, a student should not put his or her name, social security number, or any other identifying mark on the exam, except for an examination number supplied by the Law School Registrar’s Office. During the last 2-3 weeks of a semester, a student should obtain his or her examination number from the Law School Registrar’s Office. Students must purchase in advance and bring to the examination any necessary 8 1/2” x 11” examination booklets (“blue books”).

The Law School permits students to write final examinations on lap top computers, but this requires the installation of special software. The software is readily available for PCs (which must meet certain specifications). Although there is no Mac version of the exam software provided by the Law School, it is possible to run the software on your Mac laptop using Apple’s Boot Camp program. Boot Camp (included in Mac OS X Leopard) allows you to run both Windows and Mac OS X on your Mac laptop and choose between the two operating systems when you boot up. **IMPORTANT:** In order to run the exam software on a Mac, you **MUST** purchase a legitimate copy of Microsoft Windows (XP Professional with Service Pack 2 or Windows Vista) and have an Intel-based Mac. Some Mac dealers will preinstall Windows for you. Multi-disc or upgrade versions will not work with Boot Camp. The exam software is *not* compatible with virtualization software such as Parallels Desktop or VMware Fusion.

Please direct questions about final examinations to the Law School Registrar, Ms. Cindy Gibbons (Cindy.Gibbons@colorado.edu).

### **Wireless Access**

The Law School has wireless access throughout the building, including the Law Library.

### **Coordinating Instructor**

We have addressed some of the common questions that arise for business students in the Law School. Professor Wayne Gazur is the liaison between the Law School and the School of Business. Please direct any other concerns to him, and he will direct you to the proper department, etc. His office number is 403 in the School of Law, his telephone number is (303) 492-7013, and his e-mail address is Wayne.Gazur@colorado.edu.

***Welcome to the Law School!***