

## Memorandum

**Date:** November 1, 2022 (updated March 20, 2023)

**To:** Fall 2023 Entering Class

**From:** Barbara Ayars  
Associate Dean for Admissions

**Re:** Requirements for Matriculation – Important Information for First-Year Students

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*Congratulations on your admission to Delaware Law!* This memorandum contains important information for all members of the 2023 entering class. **Please make sure to read this memorandum in its entirety and visit [delawarelaw.widener.edu/Orientation](https://delawarelaw.widener.edu/Orientation) for additional information and updates.**

### 1. Seat Deposit

If you plan to attend Delaware Law, you must submit your non-refundable \$400.00 seat deposit by **April 1, 2023**. Please submit your seat deposit online with a credit card at [Widener.edu/DeLawDeposit](https://Widener.edu/DeLawDeposit). If you are accepted after March 15th, your deposit is due within 2 weeks of acceptance. Your seat deposit will be credited toward your tuition if you matriculate at the Law School.

### 2. Official Transcript Reminder

Your acceptance is conditioned upon receipt by the Law School of an official transcript showing successful completion of your undergraduate studies and the award of your baccalaureate degree. You **MUST** submit your final official transcript showing the award of your baccalaureate degree to the Law School Admission Council (LSAC) by **August 1<sup>st</sup>**.

### 3. Measles, Mumps, and Rubella Immunization Requirement

State of Delaware regulations require evidence of immunity to Measles, Mumps and Rubella prior to your matriculation at Delaware Law. A memorandum regarding the evidence required for proof of immunity can be found at [delawarelaw.widener.edu/Orientation](https://delawarelaw.widener.edu/Orientation). Proof of immunity **MUST** be submitted electronically, by you or your physician, to the Admissions Office at [delawarelaw@widener.edu](mailto:delawarelaw@widener.edu) by **August 1<sup>st</sup>**.

### 4. COVID-19 Vaccination Policy

Widener University **requires** that all faculty, staff, and students on all campuses, including the Delaware Law School campus, receive their COVID-19 vaccination prior to enrollment. Proof of vaccination **MUST** be uploaded to the student health portal by **August 1<sup>st</sup>**. For more information about the COVID-19 vaccination policy, including any updated requirements, how to upload your vaccination record, and FAQs, please visit [www.widener.edu/coronavirus](https://www.widener.edu/coronavirus).

## 5. Diversity, Equity, Inclusion, and Belonging

At Delaware Law, you will find a diverse, inclusive, and welcoming community – because we know that what you experience in and out of the classroom matters to your success, overall professional development, and ability to thrive. We are committed to diversity, equity, inclusion, anti-racism, and belonging. Please take a moment to view our [Nondiscrimination Policy](#) and the [Diversity, Equity, and Inclusion page](#), featuring Delaware Law’s Value Statement on Diversity, Equity and Inclusion.

## 6. Accepted Applicant Events

Accepted applicant events provide opportunities to get to know Delaware Law and meet faculty, staff, and current students. Event invitations will be sent to your email. For more information, please visit [delawarelaw.widener.edu/AcceptedApplicantEvents](http://delawarelaw.widener.edu/AcceptedApplicantEvents).

## 7. Orientation

Orientation usually begins in early/mid-August and lasts for several days. More information about Orientation can be found online at [delawarelaw.widener.edu/Orientation](http://delawarelaw.widener.edu/Orientation). **All Orientation sessions are mandatory.** If you have a scheduling conflict, please contact the Office of Student Affairs at 302-477-2142. You will receive a detailed Orientation/Introduction to Law program schedule with your registration materials from the Office of the Registrar after financial clearance in **mid-July**. You will be considered financially clear to attend classes upon payment of your tuition bill and/or upon full completion of all financial aid paperwork. Please contact the Financial Aid Office if you need assistance.

## 8. myWidener - Widener University’s online portal

**myWidener** will provide access to Financial Aid Awards, Class Schedules, Tuition, Student Email, etc.

Visit our Password Self-service webpage to look-up your account information at [pss.widener.edu](http://pss.widener.edu).

Accounts are generated and available to activate shortly after you receive your acceptance. **Please allow at least 72 hours from the time of your acceptance email before trying to activate your account.**

You will need your University ID number, which you will find on your acceptance materials. Use the University ID number in the “Login ID Lookup” field (last option) to obtain a verification code.

**Please take time to activate your account.** Class Schedules, Financial Profile, Student Account and Financial Aid Award information can be viewed there as the information becomes available.

**First-year Class Schedules are assigned and usually posted by the end of July.** Sample schedules are available at [delawarelaw.widener.edu/SampleClassSchedule](http://delawarelaw.widener.edu/SampleClassSchedule).

**Financial Aid awards are usually posted beginning in mid-March. Your tuition billing information will be available in June.**

In order to access your online bill, you will need your ID and Pin obtained by clicking on “What’s My ID and Pin.” Your tuition bill can be accessed by clicking on “My Online Student Account”.

Please contact ITS at 302-477-2221 or at [dehelpdesk@widener.edu](mailto:dehelpdesk@widener.edu), if you have difficulty logging into myWidener. Please email Admissions at [delawarelaw@widener.edu](mailto:delawarelaw@widener.edu) with any other questions.

## 9. Campus Housing

Delaware Law School is one of very few law schools in the country that offers fully-furnished on-campus housing for JD students. Campus housing provides easy access to all law school facilities, and students enjoy all the area has to offer from cultural and recreational activities to nearby retail and dining options. The Campus Safety Department provides 24/7 service and security and students benefit from ample, free parking throughout campus. Additional housing information is contained in your acceptance packet and online at [delawarelaw.widener.edu/Orientation](http://delawarelaw.widener.edu/Orientation)

## 10. Students with Disabilities

Please contact the Office of Student Affairs immediately at 302-477-2142 to request any reasonable accommodation due to a disability. If you seek accommodations as a result of a learning disability or other disability which is not readily apparent, please submit medical documentation describing the disability and indicating the type of accommodation requested. This documentation will be required by the Dean of Students in order to make the necessary accommodation upon matriculation.

The University's ADA Coordinator will make an independent assessment of all accommodation requests. If you are granted examination accommodations at the Law School, you should be aware that the Board of Law Examiners in the jurisdictions(s) where you seek to sit for the bar examination may not base their decision (on accommodations) on your receipt of examination accommodations in law school. The standard for granting accommodations and the documentation required by each jurisdiction may be different from the Law School requirement.

## 11. Character and Fitness Disclosure

In addition to a bar examination, there are character, fitness and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners at [ncbex.org](http://ncbex.org)

Moreover, as indicated in the Widener University Delaware Law School application:

*“Any false or misleading statement, incomplete or inaccurate information, omissions of required information or failure to update changes in information in this application may cause you to be denied admission, OR if admitted, to be dismissed from the law school or cause your degree to be revoked by the Dean, and may jeopardize licensure with the Boards of Bar Examiners.”*

You have a continuing duty to update the information you provided in response to the Character and Fitness section of the Law School application. Please notify our office of any academic or disciplinary actions occurring after submission of your application. In the event that there have been incidents which would cause you to change your response to the Character and Fitness questions on the law school application, please provide us with a revised response, including a detailed explanation of the incident(s).

Responses to the character and fitness questions on law school applications are reviewed by bar examiners in many jurisdictions. Any discrepancies may adversely affect your admission to the bar. Juvenile or minor matters for which the court has sealed the records must also be disclosed. Many bar examiners take the position that the records are not sealed for purposes of admission to the bar. Failure to disclose even minor infractions is often of greater concern to bar examiners than the gravity of the original offense.

## 12. Tuition for 2023-2024 Academic Year

Tuition figures for the 2023-2024 academic year will be based on a per credit charge. The link below will provide the current information regarding tuition and will be updated for the 2023-2024 academic year when the information becomes available.

[delawarelaw.widener.edu/TuitionandFees](http://delawarelaw.widener.edu/TuitionandFees)

## 13. Law School Calendar

The link below will provide the law school calendar for the current academic year and will be updated for the 2023-2024 academic year. Orientation dates will be posted on the academic calendar as they become available. Please make sure to check the academic calendar periodically and plan accordingly.

[delawarelaw.widener.edu/AcademicCalendar](http://delawarelaw.widener.edu/AcademicCalendar)

## 14. Contact Us

If at any time you have questions, please contact us.

Admissions	<a href="mailto:delawarelaw@widener.edu">delawarelaw@widener.edu</a> 302-477-2703
Office of Student Affairs	<a href="mailto:DelawareLawSA@widener.edu">DelawareLawSA@widener.edu</a> 302-477-2142
Financial Aid	<a href="mailto:delawarelawfinaid@widener.edu">delawarelawfinaid@widener.edu</a> 302-477-2272
Bursar	<a href="mailto:delawarelawbursar@widener.edu">delawarelawbursar@widener.edu</a> 302-477-2181
Registrar	<a href="mailto:delawarelawreg@widener.edu">delawarelawreg@widener.edu</a> 302-477-2170
Library	<a href="mailto:law.libref@widener.edu">law.libref@widener.edu</a> 302-477-2244
ITS	<a href="mailto:dehelpdesk@widener.edu">dehelpdesk@widener.edu</a> 302-477-2196