

# ENROLLMENT CHECKLIST

## UPON ADMISSION

1. **2022 Student Open Houses.** Attend an upcoming virtual admissions event at [stetson.edu/law/admissions-events](http://stetson.edu/law/admissions-events). Meet with Admissions, Student Financial Planning, Residential Life, Career Development, or Faculty via phone or video chat, if you have questions.
2. **Pay your seat deposit by the deadline on your admission letter/email** – You will need your student ID (800#), which you can access through the **Check Applicant Status** link found on the left side of the JD Applicant page under the heading “For Applicants and Admitted Students” [stetson.edu/law/admissions/jd/](http://stetson.edu/law/admissions/jd/)
  - a. Pay online with credit card or eCheck at [Stetson.edu/LawSeatDeposit](http://Stetson.edu/LawSeatDeposit)
  - b. Pay by check/money order and clearly label the memo line as your "seat deposit payment" and add your student ID (800#). Hand-deliver to the Business Office or mail to:

Stetson University College of Law  
Attn: Business Office  
1401 61st Street South  
Gulfport, FL 33707

## BY JULY 15<sup>TH</sup>

1. **Complete the Financial Aid Process** – If you plan to borrow student loans, complete the FAFSA (Stetson’s Code: E00342), calculate a living expense budget, and review your financial aid offer. Instructions to obtain aid are located on our Student Financial Planning webpage: [Stetson.edu/Law/ApplyFinancialAid](http://Stetson.edu/Law/ApplyFinancialAid).
2. **Submit Dean’s Certification Form** to your Undergraduate Institution – The form is included in this admission packet (U.S.-educated admits only). Your school will complete their part and send the form to us.
3. **Submit Final Transcripts to LSAC** – Final, official transcripts must show the conferral of your bachelor’s degree or foreign equivalent.

## PRIOR TO ORIENTATION

1. **Review Orientation Information and Complete Assignments** – You will be notified with Orientation information during the second week of June. New student Orientation and Information Technology Orientation are mandatory, and your session dates will be assigned at that time.
  - Full-time orientation is typically two full days and will be held the week before classes begin.
  - Part-time orientation will be held over the weekend one week before classes begin.
2. **Classes for new students begin in late August 2022** – Class schedules will be available shortly before Orientation, typically the end of July or early August.
3. **Buy or Rent Books** – Once you are assigned a class section in [my.stetson.edu/portal/index.jsp](http://my.stetson.edu/portal/index.jsp) and can view your class schedule, you can buy or rent your books in the bookstore or your preferred retailer.



# FINANCIAL AID TO DO LIST

Stetson University College of Law strives to educate students about funding their legal education and borrowing wisely. The College of Law partners with AccessLex Institute to help students learn about loan terms and conditions, repayment plan options, debt reduction, credit management, and more. Please be a wise borrower.

## Key Resources:

- Student Financial Planning ([stetson.edu/law/financial-planning/index.php](http://stetson.edu/law/financial-planning/index.php))
- Federal Student Aid ([studentaid.gov/](http://studentaid.gov/))
- AccessLex Institute ([accesslex.org/accessconnex](http://accesslex.org/accessconnex))

1. **Look for Free Money:** At the time of admissions, all entering students are considered for merit scholarships. If you are awarded a Stetson merit scholarship, it will be included with the offer of admission. Please contact Darren Kettles, Director of Admissions directly with questions about scholarships ([DKettles@law.stetson.edu](mailto:DKettles@law.stetson.edu)).

You do not need to complete the FAFSA for a scholarship consideration. Many outside agencies and non-profit groups offer scholarships. Take time to research and apply, but never pay to be considered! More information regarding outside scholarships can be found at [stetson.edu/law/financial-planning/scholarships-outside-opportunities.php](http://stetson.edu/law/financial-planning/scholarships-outside-opportunities.php).

2. **FAFSA Time:** Complete the Free Application for Federal Student Aid (FAFSA) each year if you plan to borrow federal loans ([studentaid.gov/h/apply-for-aid/fafsa](http://studentaid.gov/h/apply-for-aid/fafsa)). The FAFSA becomes available each year on October 1<sup>st</sup>. Stetson Law's federal school code to include on the FAFSA is E00342. Remember you do not have to wait to file your taxes to complete the FAFSA. It is based on your prior year's taxes. Also, you do not have to include your parent's information on the FAFSA regardless of whether they claimed you as a dependent on their taxes.
3. **Review Your Financial Aid Package:** Once you have been admitted and we receive your FAFSA, we will email your offer to you. Your offer will outline your estimated cost of attendance, your full aid eligibility, and the additional steps you will need to complete to insure timely disbursement of your aid. You do not have to accept the full amount of aid offered to you and should only borrow what you need. Your Student Financial Planning Team along with our partner, [accesslex.org](http://accesslex.org), can help you strategize your financial and borrowing goals.
4. **Pay Close Attention to All Communications from the Office of Student Financial Planning:** Stetson's Financial Planning personnel will endeavor to have your approved funds available at the start of each semester, but you must do your part, too. Remember to pay close attention to all communications from our office.

**A tip:** Sign up for direct deposit for faster access to your financial aid disbursement! Contact the Business Office to sign up at [stetson.edu/law/offices/business](http://stetson.edu/law/offices/business).

5. **Stay in Touch:** Please contact us with questions or concerns. You can reach the Office of Admissions and Student Financial Planning, at (727) 562-7813 or [Finaid@law.stetson.edu](mailto:Finaid@law.stetson.edu).



**DEAN'S CERTIFICATION FORM**  
*Necessary prior to enrollment. Please read carefully.*

**TO BE COMPLETED BY THE ADMITTED APPLICANT:**

Please fill out the information in the spaces below, sign and submit this Form to the **Dean of Students, Judicial Affairs Officer, or Administrative Officer** who has access to your student disciplinary records at your undergraduate degree-granting college.

**Do not mail this form to Stetson without the signature of the appropriate school official.**

I hereby authorize release of the information below to Stetson University College of Law. *Initial:* \_\_\_\_\_

I hereby waive my right to access the contents of this Form once it is received by Stetson. *Initial:* \_\_\_\_\_

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Applicant's Signature

Date

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Applicant's Full Legal Name (please print)

Undergraduate Degree-Granting College

Dates of Attendance

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LSAC Number (*Used for identification purposes only*)

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**TO BE COMPLETED BY THE DEAN OF STUDENTS OR ADMINISTRATIVE OFFICER:**  
*Undergraduate Degree Granting School*

The above-named student is admitted to Stetson University College of Law. Completion of this questionnaire is required as part of the enrollment process. We appreciate your response to the following questions regarding this student's undergraduate record. Only statements concerning disciplinary matters or information relevant to the student's character are requested. Academic ability should not be assessed.

If you prefer to respond by letter or by supplying relevant records, please feel free to do so. Unless the rights afforded by the Family Educational Rights and Privacy Act of 1974 are waived by the student or because in certain instance disclosure may be otherwise required by law, the College of Law cannot assure the confidentiality of your comments. Thank you for your assistance.

To your knowledge, do the undergraduate records of this student contain information regarding disciplinary action?

Yes    No (If yes, please describe in comments.)

Do the undergraduate records contain any information which might reflect adversely on this student's character?

Yes    No (If yes, please describe in comments.)

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

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Signature

Title

Date

Please mail, fax or email the completed form directly to: **Stetson University College of Law, Office of Admissions and Student Financial Planning, 1401 61st Street South, Gulfport, Florida 33707; Fax (727) 562-7670; LawAdmit@law.stetson.edu.**



STETSON LAW

# INFORMATION TECHNOLOGY - LAPTOP REQUIREMENTS

**The following recommendations are based on our ability to support Stetson-supplied software on your device (such as Office 365 and Exemplify.)**

**Manufacturer:** You may purchase your laptop computer from the store or manufacturer of your choice. We do recommend you choose a well-known and respected brand name from a reputable retailer. We recommend an extended warranty that provides coverage for the length of time you expect to be enrolled.

**Operating System:** The operating system (OS) requirement is Windows 10 or Apple Mac OS Big Sur and above, (Chromebooks and Windows 10 Lean OS are not supported).

**Processor:** Any Intel i5/i7 processor or AMD processor (2 GHz or faster) is strongly recommended. Trusted Platform Module (TPM) 2.0 highly recommended.

**Memory (RAM):** 8 GB or more for Windows 10 and Mac operating systems. In general, more memory will provide faster response from your laptop.

**Hard Drive:** A minimum of 250 GB for programs, documents, media and spare storage. An SSD drive will make your computer run much faster!

**Anti-Virus Software:** We provide Microsoft Defender Advanced Threat Protection (ATP) at no additional charge. It is compatible with all College of Law provided software and it is available to you once you register your laptop with Stetson during the Technology Orientation session. All student laptop computers must have an up-to-date, actively running antivirus program installed, and have a valid subscription for obtaining updates regularly. You may opt to use your own antivirus program, but IT will not be able to provide any support for it and you must make sure that it is compatible with Exemplify.

The Office of Information Technology reserves the right to deny network access to any computer not meeting this requirement.

