



# Supplemental Student Manual

*Note:*

*This document is in addition to policies included in the University Catalog, syllabus, and course announcements from the instructor.*

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## Juris Doctor (JD) and Executive Juris Doctor (EJD) Policies

### Academic Policies

View a complete list of Purdue Global Law School academic policies in the [University Catalog](#).

View a full academic [calendar](#).

Check out this helpful [Quick Tips](#) document for JD and EJD students. It offers tips on setting goals, managing time, tracking progress, preparing for exams, and more.

### Student Email Account

Use your Purdue Global email (@student.purdueglobal.edu) when communicating with faculty and staff. Sending emails from a personal address increases the risk of not being identified as coming from the student and being marked spam or blocked.

### Attendance

If you do not post attendance in ANY class in your schedule by the end of the **twelfth** (12) day of the term, you will be administratively withdrawn from the institution.

Your official attendance record will update solely upon coursework, such as an assignment submission, a discussion board post/reply, or a quiz/exam within the Brightspace classroom. Please note that activities such as reading course materials or attending a live seminar will NOT update your attendance record.

### Administrative Withdrawal from a Course

Failure to post attendance for individual courses by the **twenty-first** (21) day of the term will automatically remove that course from your schedule. This action may impact your eligibility for financial aid and affect your degree completion progress.

### Module Progress

You must complete 100% of the required activities within each module to be eligible for the final exam. For example, in a 15-module course, you must fulfill all requirements within all 15 modules before the exam.

Please note that to progress through the gated modules, you must complete ALL the work (including quizzes and essays) within each module. In addition, for each discussion board, you must **initiate and create your own original** discussion board post to move forward to the next assignment.

**Deadline to Complete Assignments in Courses with a Scheduled Final Exam** - While the deadline to complete 100% of your module progress is the date/time of your scheduled final exam, there is a separate deadline to complete assignments for **graded feedback** in courses with a scheduled final exam. **Any assignment not received seven (7) calendar days prior to the day of the exam by 11:59 PM (ET) will be given zero points** (e.g., if the exam is on a Friday, you must submit your work on the preceding Friday). This policy ensures professors can submit final course grades on time so students can continue to the following term. This policy does not alter or limit a **professor's discretion to publish and enforce deadlines** in any course.

## Course-Specific Late Policies

In most courses, there are **grade penalties if specific assignments are not submitted on time**. Please carefully read the *course-specific late policies* in each course syllabus on the Content tab on the left navigation bar. Late policies differ from course to course.

Make sure to refer to the course-specific late policy in combination with the module progress deadline dates published in the announcements for specific details on when assignments are due. You are responsible for all deadlines! Please contact your professor with questions regarding deadlines.

Please allow plenty of time for unexpected delays, such as family emergencies, work and caregiving commitments, computer crashes, etc. If you face an extenuating circumstance (restricted to major illness or injury, death of a close family member, etc.), you may request an extension from your professor, but it must be done **before** the deadline. If you are unable to request an extension before the deadline, you must contact your professor as soon as reasonably possible and explain what prevented you from requesting an extension before the deadline. Documentation will be required in all situations, and extensions are solely at **the professor's discretion**. There will be no blanket extensions or late penalty waivers.

## Incomplete Grade Policy

Purdue Global Law School has an [Incomplete \(I\) Grade Policy](#). Students who have completed at least seventy-five percent of the course material (Module 12) but require additional time beyond the course's end date can request an incomplete from their professors. The request must be submitted before the incomplete request deadline on the [academic calendar](#). The final decision to grant an incomplete grade is at the faculty member's discretion. An Incomplete grade will be granted only to students in **good academic standing** who can mathematically pass the course at the time of the request.

Note: First-term students who receive Incomplete grades in 50% or more of their total credits (e.g., 4 out of 8 credits) will be placed on academic probation in the following term for not meeting satisfactory academic progress standards.

Incompletes are intended for unexpected and extraordinary obstacles to completing the course that arise late in the term, such as medical emergencies and deployments. Because approval of incomplete grades is discretionary, students should not plan on them being granted. Students are advised to contact faculty and their advisors as soon as possible during the term to address any difficulties in completing work.

## Seminars

The [Zoom Seminar platform](#) integrates with your Brightspace classroom to provide a real-time, collaborative, video seminar experience.

### Accessing Seminars and Recordings

Seminars are accessible within the course. You will access the scheduled seminars in the Calendar widget or using the **Seminar** link under More Tools in the Navigation bar. Review this guide to learn how to [access seminar recordings](#).

- Joining by phone: Access the seminar from your computer if you call in. Calling into the seminar does not register your name or activity in the seminar.
- When viewing a recorded seminar, use your school email address (typed correctly) to register.
- Tip: Adding your scheduled seminars to your personal calendar at the beginning of the term is recommended.

### Seminar Netiquette

You should participate and begin each live seminar by typing into the chat box to verify your presence. Professional behavior and staying on topic during live seminars will allow you to get the most out of the class. Be courteous and respectful of others. Remember to mute your microphone when you are not speaking, as this will reduce the background noise. Even if you are participating via audio, post at least once to create a record in the chat. Follow the professor's instructions. Raise your hand and wait to be recognized to speak unless the professor directs otherwise.

Here is some additional information to improve your seminar experience:

- Review the [Zoom Seminar User Guide](#).
- Use reliable high-speed internet. Check your network speed: [Speed Test](#)
- Make sure your [Zoom Workplace app](#) is up to date.
- Use headphones with a microphone instead of speakers to prevent echoes and improve the audio you receive. Ensure there are no other background noises (TV, pets, family, etc...).
- When your webcam is active, be conscious of your surroundings; avoid windows or any other strong light sources behind you.

### Seminar Participation

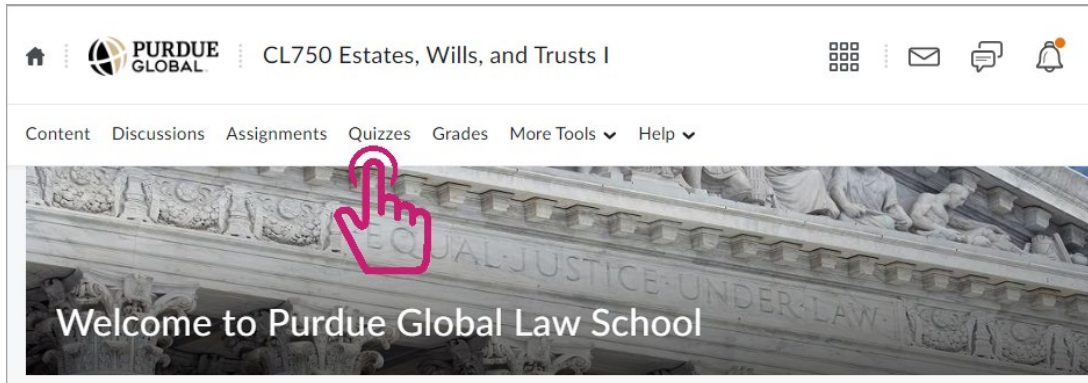
Attending seminars or, if unable to attend, reviewing their recordings is an integral component of class participation and essential to academic success. Each seminar typically lasts about an hour, and if you are unable to attend, please ensure to review the recorded session. Should you have any questions, contact your professor via email for assistance.

## Quizzes and Exams

### Quiz or Exam Answers and Feedback

To review quiz or exam answers and feedback:

1. Access the class and click **Quizzes** from the class navbar.



2. Locate the quiz and click the **On Attempt** link.

Module 6 Resource Quiz ▾	Feedback: <a href="#">On Attempt</a>	1 / 1
Module 7 Resource Quiz ▾	Feedback: <a href="#">On Attempt</a>	1 / 1
Module 8 Resource Quiz ▾	Feedback: <a href="#">On Attempt</a>	1 / 1
Module 9 Resource Quiz ▾	Feedback: <a href="#">On Attempt</a>	1 / 1

3. Select the **quiz attempt** you would like to review.

Quiz List > Submissions	
Quiz Submissions - Module 8 Resource Quiz ▾	
John Doe (username: JohnDoe)	
Individual Attempts	Grade
Attempt 1 <b>3</b>	5 / 6 - 83.33 %
Overall Grade (highest attempt):	5 / 6 - 83.33 %

4. If the instructor has enabled the option to review the quiz, the answers will be displayed (and the explanations):

**Module 8 Resource Quiz - Results** ✕

Attempt 1 of 1

Written Oct 21, 2023 2:27 PM - Oct 21, 2023 2:32 PM

Attempt Score 5 / 6 - 83.33 %

Overall Grade (Highest Attempt) 5 / 6 - 83.33 %

**Question 1** 1 / 1 point

Paragraphs Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec odio. Quisque volutpat mattis eros. Nullam malesuada erat ut turpis. Suspendisse urna nibh viverra non semper suscipit posuere a pede.

☒ a) Aliquam tincidunt mauris eu risus.

☐ b) Vivamus vestibulum nulla nec ante.

## Module or Essay Quizzes

### Timed Assessment Policy: For any graded module or essay quiz (other than those administered using Respondus)

Students may want to retain a Microsoft Word copy of written answers and multiple-choice answers submitted to the class until they successfully receive a grade for the assessment. **For any graded assignment (other than those administered using Respondus), please adhere to the following policies:**

- Make sure all multiple-choice questions have been answered and your essay-written response has been typed or pasted into the exam.
- When composing your essay in a Word document, paste it into the written response quiz question **BEFORE** the time limit expires. Note: No grace periods are provided. The essay text you have typed into the response field will be automatically saved and submitted once the exam is submitted or when the time limit has expired.
- Before the time limit expires, you can copy and paste your entire essay answer into an MS Word document so that if you have trouble submitting it for some reason, you have a backup of your essay. Do not alter the document in any way. If there is a problem with the submission, the professor will ask for the unaltered Word document to review the metadata to verify the answer was completed within the appropriate time. If you initially choose to type in Word and copy and paste your answers into the Brightspace quiz tool when you are finished, you are responsible for ensuring they are pasted and submitted correctly on time.
- Do not open multiple browser sessions of the module or essay quiz.

- All exams will automatically be submitted at the expiration of the time limit.
- If you experience disconnection or timeout while completing or uploading your exam, please sign back into Brightspace.
- If you experience technical difficulties during the exam but can still access the exam questions
  1. Contact Tech Support
  2. Notify your professor
  3. Continue the exam using a Word document,
  4. If Tech Support cannot resolve the issue, request a case number, notify your professor, and attach the Word document with the answers.

## Final Exams

Final exam schedules specific to each term will be published in the course announcements. Mark your calendars!

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You **MUST** be available on the DAY of the scheduled exams. **Students who do not take the exam on the scheduled date will receive ZERO points for the final exam.** Final Exams will **ONLY** be rescheduled for EXTREME extenuating circumstances, which include, and are typically limited to, unavoidable work conflict with a note from the employer, personal/family member hospitalization with documentation, family member death, a severe weather event, a natural disaster, or an active military assignment that prevents internet connectivity. Documentation is required to petition to reschedule an exam.

All courses with scheduled final exams will have a 24-hour format for the final exams. You will have a 24-hour window to start and complete your two-hour exam, providing more flexibility for your schedule.

If you have multiple exams on the same day, you will take them throughout that day. Ensure you are available the entire final exam day (from 12:00 AM to 11:59 PM ET).

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Please consult with your professors directly about the exam format and parameters. Most courses have two-hour, **closed-book** final exams in Module 15 at your professor's designated date and time.

For additional questions **or to request to reschedule an exam**, please email [pglawassociatedean@purdueglobal.edu](mailto:pglawassociatedean@purdueglobal.edu).

## Respondus LockDown Browser

Your courses with assessments requiring Respondus will require the LockDown Browser and webcam Monitor for all applicable graded quizzes, including but not limited to the Module 15 Final Exam and the Respondus Practice zero-point quiz. The LockDown Browser will prevent you from accessing websites,

using a second monitor, using other applications, copying, and printing. Note: You cannot access any exams requiring Respondus with a standard web browser.

[Download the instructions and software](#) needed for the LockDown Browser. The practice non-graded Respondus LockDown Browser quiz is a chance to identify and resolve any issues before attempting any graded quizzes or exams. You are responsible for installing the software before you begin any timed exams.

- PG Law School does not allow the use of the Respondus LockDown Browser with a Chromebook. You must use a Windows-based personal computer or MAC for any timed quizzes or exams that are administered using Respondus. Here are the [Technology Requirements](#).
- Prepare your computer by deleting cache and cookies and updating your web browser or Operating System software.
- To prepare for your final exams and other timed quizzes that use Respondus LockDown Browser, please take the practice quiz. It's only two questions and won't affect your grade. This will help you get familiar with the software and troubleshoot any technical problems before your exams.
- Let others in your home know about your Respondus schedule to avoid heavy internet use, such as video streaming or online gaming, which can cause network congestion and slow down your connection.
- Respondus LockDown Browser requires a working webcam and microphone. Here is a [short video](#) with basic information about Respondus.
- Before starting any assessment that is administered using Respondus, you must show a valid photo identification and workspace. This is the **environmental scan**. Please have an ID ready and make sure the area around your computer is clear of papers, books, phones, other electronic devices, etc.
- You may use **one blank sheet of scratch paper** during any assessment that is administered using Respondus. You will need to show both sides of the scratch paper to the webcam during the environment scan.
- You are not allowed to access resources such as a phone, tablet, notes, books, etc., or communicate with others during any assessment that is administered using Respondus. Please stay seated and focus on the computer screen until the exam is complete. If an interruption occurs, briefly explain what happened by speaking directly to your webcam.
- Accessing a browser or any application, such as MS Word, will be blocked by Respondus LockDown Browser.
- The scheduled final exam essay prompts will be available on the Brightspace page and in a separate PDF. The link to the PDF will be directly above the essay questions. This will cut down on excessive scrolling during the exams.
- You should have a quiet room to take the exam without distractions or interruptions.
- There is **NO** speaking out loud during the exam, as Respondus will flag the activity.

- Respondus does not have a built-in spell-check feature.
- Do not drag your mouse to highlight text. Even if you just click and drag to read normally, avoid this in Respondus. Use the mouse instead of the touchpad.
- Complete a final review of your exam before clicking the **submit** button. Make sure that all multiple-choice answers have an answer.
- If you do not submit your exam, it will automatically be submitted at the exam time limit expiration. If you want to trigger a “save,” click outside the textbox.
- A link will be sent to your professor for review if Respondus LockDown Browser identifies possible cheating. Your professor will only reach out to further investigate if there appears to be a violation of the [Student Code of Conduct](#).
- If your computer has a technical issue during an exam, Respondus will save your work until you disconnect. Take a photo or video of the error displayed on the monitor. You must re-enter the exam and use the remaining time. If you experience any other technical issues, call Support and Solutions at **866-522-7747**. Retain the case number given to you and provide it to the professor and the Assistant Dean.
- For additional details on using Respondus, review this [Student Quick Start Guide](#) and the [PG Student Help Resources](#).

## Respondus Practice Exam

It is available as a supplemental, complete two-hour ungraded final exam, allowing you to become familiar with the LockDown Browser app. Navigate to your PG Campus homepage and click on the current **PG675 Student Bar Association** course. You will find a heading underneath the Table of Contents. This is your opportunity to take an exam using Respondus under real-time conditions. It will show you how the LockDown Browser will work for your scheduled final exams and allow you to identify and resolve any technical issues before your final exams. This practice final exam is not graded and is not required. Once you take the exam and see how your computer works after two hours, you can go to the model answer to check your work.

## Academic Integrity

Purdue Global Law School is a community of scholars you are to join. Being a scholar is a great privilege, and with the privilege comes rights and responsibilities. The Student Code of Conduct is here to help you navigate your responsibilities to the University, fellow students, faculty, staff, and most importantly, to yourself and your success. The topics below will provide you with guidance regarding academic integrity and conduct.

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## Student Code of Conduct

The [Student Code of Conduct](#) applies to any academic matter relating to your attendance, enrollment, or performance at Purdue Global Law School. This includes any examinations, quizzes, essays, research papers, or other assignments or activities for a course.

### Prohibited Activities

- **You are not allowed to share, divulge, or discuss** the content of any graded assignment (including, but not limited to, a Purdue Global Law School quiz, essay, midterm exam, or final exam question) **with other students or third parties** either **before or after completing the assignment** unless expressly permitted to do so. This includes uploading any portion of an assignment to a third-party site, including the assignment prompt, model answer, or student answer. While you may discuss your performance on an assignment *with your professor after* your work has been graded and returned, **you are not allowed to discuss the assignment, the content you submitted, or the feedback you received with other students**, your study group, or anyone else absent explicit permission to do so.
- **During a module quiz, essay quiz, or final examination, and before you receive a grade, you are not allowed to communicate with anyone** except the school administration or Technical Support unless the instructions expressly provide otherwise.
- You are not allowed to use any materials during any assessment, including but not limited to essay quizzes, module quizzes, assignments, projects, and final examinations that the course professor does not explicitly permit in writing.
- You may only **reuse previous work** in the Purdue Global Law School course with the express [permission of the faculty member](#) teaching the section of the course you are currently taking.

### Permitted Activities

- All students must adhere to the Student Code of Conduct even when working in study groups. Study groups are permitted to share the following materials, provided they comply with any applicable third-party licensing or copyright restrictions:
  - Computer-Assisted Legal Instruction (CALI) exercises and materials
  - Study questions in any textbook
  - Hornbooks or treatises
  - Material in Purdue Global Law School's Academic Resource Center (ARC)
  - Any questions that a study group creates as its original work (multiple-choice questions and essay questions)
  - Any outlines, flashcards, or other study aids that a study group prepares as its original work (the group may even create these tools and trade them with another study group)

- Commercial materials (PMBR "Finals," PLI materials, etc.) available online for purchase (although of differing quality and purpose), including outlines, case notes, multiple-choice collections, essays, flashcards, etc.
- Materials purchased in advance from a Bar Review course or program.
- Materials from the Purdue University Global Academic Support Center
- **Tutoring** - Purdue Global Law School students and study groups may tutor other Purdue Global and non-Purdue Global students. However, under no circumstances may any Purdue Global Law School materials—including, but not limited to, lectures, quizzes, essays, or exams—be used in this endeavor, whether conducted pro bono or for a fee. Students tutoring other students must always comply with the Student Code of Conduct.
- You may discuss quizzes, essays, exams, and other assessments under the following circumstances:
  - With a school administrator or the technical support staff about access issues.
  - With your course professor, but not during a timed assessment or before a grade is assigned.
  - In a seminar dedicated to reviewing the material, with explicit permission from the course professor or administration, or as otherwise outlined in writing in the course materials.
  - With an Academic Support faculty member AFTER you have received a posted grade from your course professor
  - With the Academic Success Center, AFTER you have received a grade back from your course professor

## Generative Artificial Intelligence (GenAI)

Generative artificial intelligence, such as ChatGPT (hereafter AI Tools), is available and can be a powerful tool to assist with writing and other tasks. The following are the standards for AI Tool use at PGLS:

**AI tools may not be used with closed-book assessments** such as module quizzes or essay quizzes. This is obvious as you cannot use outside resources or tools when taking closed-book assessments.

**AI tools may not be used with open-book assessments unless explicitly allowed** through an announcement by the faculty member teaching or course or through the course materials or as outlined below:

1. AI-enabled assistance similar to Grammarly for spelling and grammar may be used unless disallowed by the faculty or course materials.
2. If used consistently with assignment instructions, AI-assisted research tools are allowed for open-book assignments.

3. AI may be used to help organize your writing. For more information on using AI tools, please see [Student Resources](#).

**AI tools may be used to assist you with studying.** Some examples of the use of AI in studying include assisting with outlining, creating practice quizzes, and generating emails to communicate with faculty, staff, and other students. You can even use AI to role-play negotiations.

Using AI tools beyond the permissions granted in a course constitutes a violation of the Student Code of Conduct.

## Plagiarism

Plagiarism is unacceptable and a violation of the Student Code of Conduct. The Academic Dishonesty Policy defines it as:

- Using another person's words, ideas, results, or images without giving appropriate credit to that person gives the impression that it is your work.
- Copying work, written text, or images from another student, the Internet, or any document without giving due credit to the source of the information.
- Purchasing or contracting another person or company to complete coursework, including obtaining a paper from the Internet, a term paper company, or another student and submitting it as your original work.

You can learn basic Bluebook citations to help avoid plagiarism in this [document](#). We also have a course you can take on [academic integrity](#).

## Third-Party Academic Sites

You may be familiar with third-party websites that offer tutoring, academic help, sample essays, or even paper review services. **We strongly discourage the use of these sites**, both because using them risks violating the [Student Code of Conduct](#) and because they are unnecessary. An example of these sites is Course Hero. Below are three essential points you should remember when searching third-party websites for academic support.

First, such sites can be misleading and predatory and contain unauthorized content. As such, accessing them may expose you to Student Code of Conduct violations. If these sites request that you upload information, that is a red flag. Uploading Purdue Global Law School's curriculum to a third-party site will violate the Student Code of Conduct and Purdue Global's intellectual property rights. Using such content, even if you didn't upload it, will be a violation. Faculty and staff monitor these sites to check for unauthorized postings. If you find Purdue Global Law School's curriculum outside our platform for any reason, please immediately report it to [pglawassociatedean@purdueglobal.edu](mailto:pglawassociatedean@purdueglobal.edu) and do not use any content you see.

Second, you already have free options that do not risk student conduct violations, including Purdue Global's [Academic Success Center](#), [PG411: Help! Student Success Connection](#), the [Academic](#)

[Success Professor](#), and Purdue Global Law School's [ARC \(Academic Resource Center\)](#). The Academic Success Center offers free tutoring, paper review services, and other help students may need. You can work with them after you have received a grade on an assignment. Purdue Global Law School also provides copies of old exams and many other helpful resources in the ARC, which may be found under the Course Resources tab in any of your classes.

Third, you run the risk of misusing the information in your course assignments and being charged with a plagiarism violation. If a student is found to have plagiarized an assignment, the penalties can range from receiving a zero on the assignment to expulsion from the school, depending on the severity of the offense. Your professor may have discussed plagiarism at the beginning of your course and recommended that students use our [Basic Bluebook guide](#) as a resource for proper citation. Students can refer to the [PG Center for Teaching and Learning](#) Academic Resource Center. In addition, we now offer a resource to learn more about the importance of these policies at Purdue Global Law School. Here is the [Academic Integrity course](#) link.

These sites change names, domains, and ownership often. If in doubt, please contact your course instructor or student advisor.

## Student Resources

Contact your assigned **Student Advisor** or the Purdue Global Law School Student Support team at **866-522-7747** or [pglawadvising@support.purdueglobal.edu](mailto:pglawadvising@support.purdueglobal.edu) for:

- Registration requests
- Requirements for [Graduation](#)
- Transfer to the EJD program, withdrawal from law school, or other [Catalog](#) questions.
- Official transcript requests

Contact Your Professors for:

- Class performance and review assessments after you have received your grade
- Module Progress
- Study skills
- For writing skills, you may also contact the [Writing Center](#) for writing assistance.
- Final exam preparation, date, time, and format
- Letter of recommendation or reference
- Course add/drop, discuss options with the professor first, then submit a formal request to your Student Advisor.

Contact [pglawassociatedean@purdueglobal.edu](mailto:pglawassociatedean@purdueglobal.edu) for:

- Question about school policies

- Schedule a Zoom appointment:
  - Assistant Dean of Students, [click here](#).
  - Sr. Student Operations Manager, [click here](#).
- State Bar of California registration:
  - Moral character application, [California Bar Exam](#) (CBX)
  - Multistate Professional Responsibility Exam ([MPRE](#))

## Time Management

Here are a few pointers to manage your Purdue Global Law School Week:

- **Two weeks** prior to the term start, confirm all textbooks have been received.
- **Two days** prior to the term start, sign in and preview the courses. Review announcements, course outlines, and syllabi. Start your reading assignments, but **do not submit work before the term starts**. **Classes begin on Wednesdays!**
- Question? Call 866-522-7747 or [pglawadvising@support.purdueglobal.edu](mailto:pglawadvising@support.purdueglobal.edu)

## Early Temporary Free eBook Access to West & Foundation Texts

Students can opt-in for three weeks of temporary electronic access to West Academic and Foundation texts (not available for texts from other publishers). Access begins one week before the term starts and ends two weeks into the term, helping students stay on track if their textbooks are delayed. Registration is required, with [instructions](#) in Course Resources on Brightspace.

## Recommended Weekly Activities

- **Wednesday**
  - First day of the academic week
  - Identify and mark your calendar for the week's deadlines and seminars.
- **Thursday**
  - Set up a routine to pace yourself during the week.
  - An organized study schedule will help keep you on track.
- **Friday**
  - Studying, Reading, Outlining, Repeat!
  - Have any questions? Reach out to your professors.
- **Saturday**
  - Complete your weekly reading assignments.
  - Time Management: Make every minute count!
- **Sunday**
  - Take some free time to breathe and relax, but don't overdo it.
  - Prioritize your physical & mental health.

- **Monday**
  - When studying, remember to incorporate short breaks to stay focused.
- **Tuesday**
  - Complete all work for the week.
  - Submit your work on time.
  - Reflect and change your approach if needed.

## Academic Law School Support

Academic Support Professor David Cook is available to provide guidance and feedback to ALL students regarding case briefing, outlining, essay writing, time management, and related topics.

This service is in addition to the feedback you may receive from your course instructors or meetings with them. (Please only ask Professor Cook for feedback on graded assignments after receiving a grade.) Please use this [form](#) to request an appointment with Professor Cook.

Professor Cook has over twenty years of experience providing academic support at Purdue Global Law School and elsewhere. He previously served as an assistant attorney general for the State of California.

## Tech Tips: Two-Factor Authentication, TASS, Technical Support

**Brightspace** - To stay active on the Brightspace platform and prevent being logged out due to inactivity, make sure to interact with the learning platform regularly. The inactivity timeout is 180 minutes, but it's a good idea to click into your class at least every hour to stay connected. Consider setting a timer on your phone or another device to remind you to check in periodically.

**Time Zone** - All academic activities within Brightspace are in the Eastern Time zone. Please note this when observing deadlines with discussions, assignments, quizzes, seminars, final exam times, and all other related activities.

**Two-Factor Authentication** - Protects your privacy and the integrity of your work by making it harder for unauthorized persons to access your account. If there is a delay in receiving the security code, refresh your email inbox. Students can use their personal email address on file as their username and their PG Campus username.

**Document Upload for Assignments** - Unless you are instructed to use another application, submit your work in Microsoft Word to ensure your professor can open it and provide feedback.

**Technology Academic Software Support (TASS)** - TASS is a new Academic Success Center/Technology Center branch designed to help students install the necessary software on their computers. The software that TASS can help students install or troubleshoot includes Microsoft Office Suite, Azure, Virtual Machine, Linux, and any coding IDE.

Students should plan for approximately one (1) hour for TASS sessions. Please note that TASS Support Staff cannot directly make any changes to students' computers or remotely access

students' computers. Instead, technology specialists will guide students in selecting the appropriate options to install the necessary software. Students can [access TASS here](#).

**Tech Support** - If you have a technical question or problem, please call Student Support and Solutions at 866-522-7747 and ensure you retain the case number from the call. Here are the [Technology Requirements](#).

## Other Helpful Resources

- Please visit the [PG Law School Welcome Site for Students](#).
- [Academic Resource Center](#) (ARC): Our Google site is for practice essays, multiple-choice questions, and other resources. You can enter the ARC through your courses. The information is separated by year and term, so you can easily find your chosen class. The last page has videos and additional resources about grading, MCQs, and course sequencing.
- [Community Resources](#) site is for additional updates and information for our students.
- [PG411: Help! Student Success Connection](#) is a resource that allows students the opportunity to review their papers with Turnitin before submitting them to their professors. There is also a link to connect with [SBA peer mentors](#), other law schools, and Purdue Global resources.
- The highest-scoring student in each course will receive a Purdue Global Law School digital badge acknowledging their achievement. Students who have achieved this recognition will be notified via email and will receive a link to the digital badge, which they can add to their online resume, social media, and LinkedIn profile.
- Career Services for career advice, resumes, and cover letters: [careerservices@purdueglobal.edu](mailto:careerservices@purdueglobal.edu)
- Westlaw or HeinOnline access or questions: [library.purdueglobal.edu/lawschool](http://library.purdueglobal.edu/lawschool)
- Westlaw tech issues: 1-800-WESTLAW
- HeinOnline tech issues: [techsupport@wshein.com](mailto:techsupport@wshein.com)
- For any students needing immediate legal resources, you have access to Westlaw Campus Research and HeinOnline from Day 1 and all other Library databases. You must authenticate with their PG Campus account like all other PG resources. Westlaw Campus Research is a smaller set of materials than the Purdue Global Law School version of Westlaw and is on the "Westlaw Classic" platform and not the law school version of Westlaw, but it should work in a pinch until their law school account is created approximately two weeks after term start: [library.purdueglobal.edu/westlaw](http://library.purdueglobal.edu/westlaw)
- CALI Access: The authorization code is currently **CONCOUstu47**.
- Bar exam questions: [pglawbarprep@purdueglobal.edu](mailto:pglawbarprep@purdueglobal.edu)

## BARBRI Bar Review

All Purdue Global Law School students should receive an email from BARBRI.com a few weeks after their first-term courses begin.

Check your school email and the SPAM folder to make sure that you receive this important communication. It will be sent from this email address: [support@barbri.com](mailto:support@barbri.com).

## Westlaw Information

- Students will receive Westlaw access in about week 2-3 of the term.
- [Thomson Reuters Westlaw](#) hosts monthly webinars. Here is their [webinar calendar](#).
- On-demand training information, videos, and resource guides for Westlaw can be found on the [Westlaw training](#) site.

## JD Students ONLY

### Registration with the State Bar of California

**Note:** EJD students may disregard.

The California Bar highly recommends all first-year 1L students register as first-year law students within 90 days of commencing their JD program. Registration is done online at <https://www.calbar.ca.gov/>. By registering with the California Bar early on, students gain access to updates and announcements pertaining to the rules and regulations of the California Bar, which may change during their legal studies. Additionally, early registration facilitates the initiation of the character application process, a comprehensive undertaking that can span several months to a year. Starting this process significantly reduces the duration needed to obtain licensure upon completing the California Bar Exam.

Students only need to register once with the California Bar, and registration doesn't expire. Students transferring from a different school should update their school information in the portal and register Purdue Global Law School as their new school. Students starting over with their law studies should do a starting over form. If you have registered and have your student portal, you can fill out the form through the portal.

#### Key Reasons for Registering:

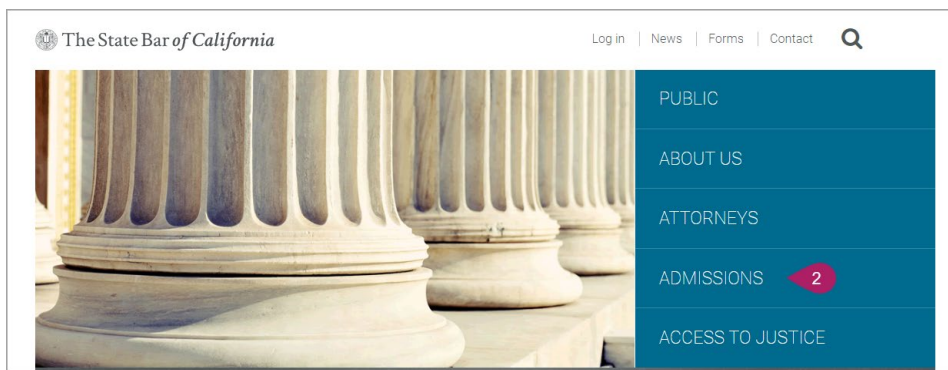
- Registration addresses any pre-legal eligibility questions.
- Registration helps to keep students informed of any updates with the California State Bar.
- Registration records Multistate Professional Responsibility Examination (MPRE) scores efficiently.
- Registration creates a student portal, which allows students to submit questions directly to the State Bar of California.

- The State Bar of California encourages using the portal for communication rather than your personal email.
- It's important to register so that the State Bar has your contact information, and if your contact information changes, you can update it quickly through your student portal.

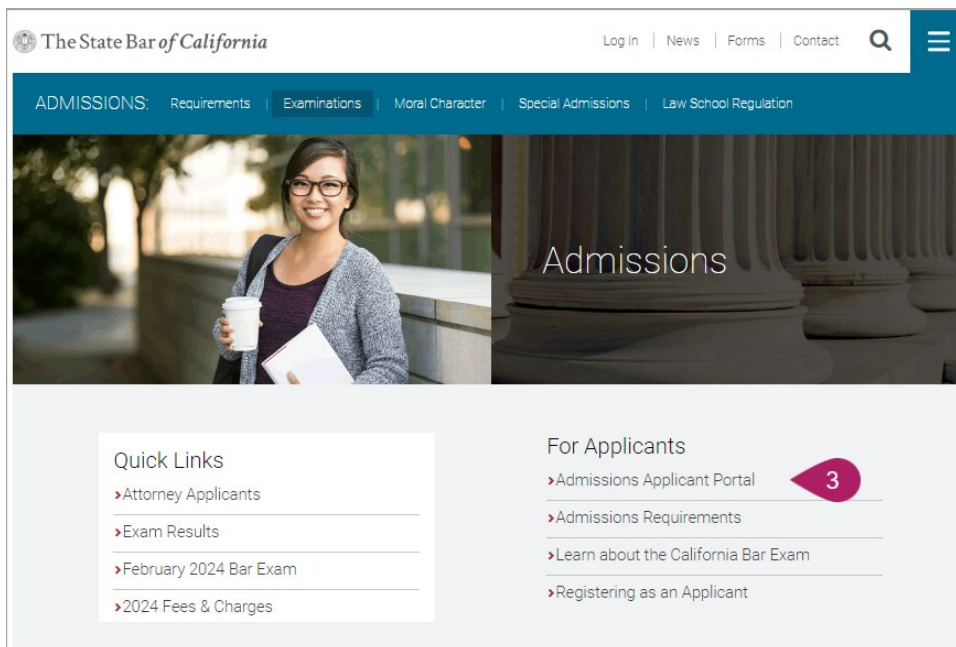
## Registration Instructions

**Purdue Global Law School code is 9237**

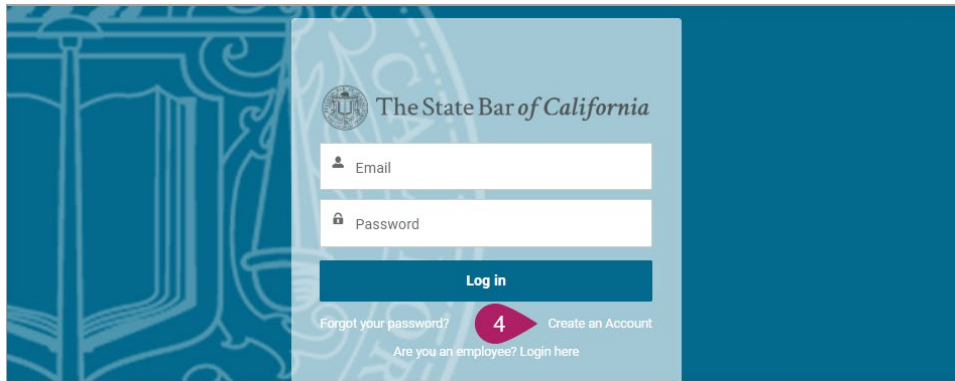
1. Go to the California State Bar Website: <https://www.calbar.ca.gov/>.
2. Click on the **ADMISSIONS** link on the right side of the page.



3. Click on the **ADMISSIONS APPLICANT PORTAL** link on the right side of the page.



4. Click on the **CREATE AN ACCOUNT** link.



If you have any registration questions, please contact the California State Bar at [415-538-2000](tel:415-538-2000).

## Indiana JD Students

Indiana students planning to take the Indiana bar exam instead of the California bar exam do not need to register with the [Indiana Board of Law Examiners](#) (IBLE) upon admission to law school. You will only need to apply through the IBLE when you are ready to request permission to sit for the Indiana bar exam. At that time, you will also need to submit a [Rule 13 waiver petition](#).