

# University of Houston Law Center

LL.M. PROGRAM

**U.S.**

**ADMITTED STUDENT INFORMATION**

**2017 - 2018**

# UNIVERSITY of HOUSTON

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## LAW CENTER

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## **STUDENT IDENTIFICATION**

*Welcome!* As an accepted student, you are assigned a University ID called “myUH ID” or PeopleSoft (PS) number. Your identification number should be included on all correspondence or communication with the Law Center.

“myUH” is the University’s online home for 24/7 access to academic services, business services and student records. You can monitor a wide range of activities such as your financial aid status, view and pay your fee bill, view the class schedule, register for class, check your grades, etc. You can also update all your campus personal information such as email and mailing address. It is important to update this information whenever anything changes.

Follow the instructions below to retrieve your temporary password and access your myUH Self Service page. Please note that it may take up to 24 hours for your information to process in myUH. If you receive an error message the first time you try to log-in, wait 24 hours before you try again.

- Navigate to <http://my.uh.edu>
- Click "Reset Password"
- Enter your User Id (myUH ID) and click "Continue."
- Enter your birth date in this format: MMDDYYYY. Click "Email New Password." Your temporary password will be sent to the email address you listed on your Law Center application. If that email is not showing as the address that the password is being sent to, contact the Graduate Legal Studies Office. If your email address has changed, email the Graduate Legal Studies Office [llm@uh.edu](mailto:llm@uh.edu) or call 713.743.2890 to update your file.
- To access your record, go to <http://my.uh.edu>
- Enter your myUH ID and temporary password. You should be prompted to change your password.
- Click "UH Self-Service" located on the left side of the page.
- Under "Learner Services," you can view several activities.
- Under “Financial Aid,” view your “To Do List” to see if additional information is required.

### Questions?

- If you have problems logging into PeopleSoft, call the Graduate Legal Studies office at 713.743.2890 or [llm@uh.edu](mailto:llm@uh.edu) to verify that your email address in myUH is correct. If the email address is correct and you still cannot retrieve your password, or if you have problems logging in, call the help line at 713.743.0356 ext. 1010.

### **COUGAR CARD**

The Cougar Card is the official picture identification card for the University of Houston. The card is required to access certain parts of the Law Center, enter the Law Center building after certain hours and on designated days, acts as the official Law Center library card and for access to the Health and Wellness Center. The Cougar Card is for campus use only.

Apply for your Cougar Card at <http://www.uh.edu/cougar1card/info.htm> After applying online, cards can be picked up in the Cougar Card Office, located on Calhoun in the Welcome Center garage. Bring your PeopleSoft number and photo identification such as a driver's license, military ID, or passport.

## **CREDIT HOUR AND COURSE REQUIREMENTS**

### **SELECTING COURSES**

Students are assigned a faculty advisor who approves all course selections to ensure that selections meet program requirements and are consistent with the student's goals. Follow the steps below to select courses and for course approval.

#### **Step 1: Review Class Schedule**

Go to <http://www.law.uh.edu/schedule/homepage.html> for the fall 2017 class schedule (available in late March). The schedule includes the following information:

- Courses by Categories. To view all courses in a category (for example, international law), click "search by category."
- "Course Area" identifies the specialty area of a course. For example, if the course area is "International Law," that means the course qualifies as meeting the specialty credit requirement for students in the International Law program.
- Credit Hours. All LL.M. programs are 24 credits. "Credit" refers to the amount of time a class meets each week for one semester (August-December and January-May). For example, a three-credit course meets twice a week for a total of three hours each week for one semester. The number of credits for a course is indicated by the second digit of the 4-digit course number. (Course 9399 would be a three-credit course.)
- Meeting Time and Days. M (Monday), T (Tuesday), W (Wednesday), Th (Thursday), F (Friday). Classes are not scheduled on Saturday or Sunday.
- Course Description. Click the course name for additional information such as the professor, required textbook, first day assignment, course outline and course syllabus. Some of the information may not be available until the week before classes.

#### **Step 2: Select Courses**

Go to <http://www.law.uh.edu/schedule/> Carefully read the course description. When selecting courses, consider your program requirements, financial aid, and, of course, work or personal time commitments and financial aid. Courses

offered during the fall semester are NOT offered during the spring semester. If a tentative schedule for the next semester is posted, check BOTH schedules. This is especially important for students who plan to graduate in two semesters.

The fall semester begins in early August and ends in mid-December. The spring semester begins in early January and ends in mid-May. Classes are offered during the summer in two six-week sessions or one twelve-week session. There are fewer courses offered during the summer than in the fall or spring and there are no seminars offered during the summer.

### **Step 3: Faculty Advisor Approval**

- Students admitted to Energy, Environment and Natural Resources, Health Law, International Law or Tax Law  
Contact your faculty advisor to introduce yourself and the program to which you have been admitted. While prerequisites generally do not apply to LL.M. students, providing information on your education and work history will assist your advisor in determining whether or not a particular class is a good “fit.” Based upon the information that you provide (and, in some cases, Law Center policy) your advisor will approve your selections or make alternate suggestions.
- Students admitted to: Intellectual Property & Information Law  
For complete details, refer to the letter/email that you received confirming your admission to the program.

### **PROGRAM REQUIREMENTS**

All programs require the completion of a minimum of 24 credits. Within the 24 credits, students must complete program-specific coursework and maintain a 2.5 GPA:

Energy, Environment and Natural Resources	15 credits of EENR coursework
Health Law	18 credits of health law coursework
Intellectual Property & Information Law	15 credits of IPIL coursework
International Law	15 credits of international law coursework
Tax	18 credits of tax coursework to include Tax Research and Tax Ethics *

\*Federal Income Tax is a prerequisite. If not previously taken, the four-credit course may be taken during the first semester as an LL.M. candidate, but the four credits do not count toward the 24-credit program requirement or the 18-credit of tax coursework requirement.

### **WRITING REQUIREMENT**

Submission of a thesis is option for all LL.M. programs. This allows students the opportunity to take an additional substantive course.

For students who desire to write a thesis, that option remains open. To do so, students must demonstrate the capability to write a substantial piece of legal scholarship that conforms to the Law Center's thesis requirements. Students can do this by preparing a satisfactory writing plan and discussing the plan with their faculty advisor to obtain approval.

Students can submit 15, 25, or 40 page papers through Special Research and Writing. The length of the paper is determined by the number of credits received.

### **PROGRAM COMPLETION**

Students can complete the program in one academic year (fall/spring). The summer schedule is generally less extensive than the fall or spring schedules and there are no seminars offered during the summer.

Students can register for as few as three credits during the fall and spring semesters but must complete all program requirements within three years of their admission date and be continuously enrolled every fall and spring semester.

### **DUAL DEGREE OPTION**

LL.M. students can earn two LL.M. degrees upon the completion of 36 credit hours. Within the 36 credit hours, the required number of credits for each program must be met. The same course cannot be counted as meeting the requirement for both programs.

Students pursuing a dual degree must apply to and be admitted to each program. Application can be at any time prior to graduation. The option is not available to graduates. Courses for both programs can be taken concurrently and concentration courses completed prior to admission to the dual degree are counted toward meeting the concentration requirement.

### **HOUSING**

Housing options include residence halls on the University of Houston campus, student apartments adjacent to the campus and apartments located throughout the city.

*Campus Housing* (<http://www.uh.edu/housing/>)

Students who will not have their own transportation should consider campus housing or student apartments located next to the campus. Houston is a very large, metropolitan city and public transportation is limited. Bus service, for example, may not be available to the UH campus from an off-campus apartment, or, if available, may entail a ride of an hour or more.

- Campus and student housing near the campus fills up VERY quickly – typically by the end of February.
- “Furnished” does NOT include personal items such as bed linens, cooking utensils, sheets, etc.
- The *Calhoun Lofts* are located adjacent to the Law Center. Electricity, gas, water, cable, Wi-Fi, and local phone service are included. Several options are available: efficiencies, one, and two bedrooms. For more information, go to <http://www.uh.edu/housing/housing-options/calhoun-lofts/>.

*Deposits are NOT refunded after May 31. This applies even if the room reservation and deposit are made after this date.*

*Student apartments* are located adjacent to the campus. All provide shuttle transportation to the campus and are within walking distance of the Law Center. It is important, when signing a lease, to confirm their deposit refund policy and their check-in date.

Bayou Oaks	713-747-3834	<a href="http://www.uh.edu/housing/housing-options/bayou-oaks/">http://www.uh.edu/housing/housing-options/bayou-oaks/</a>
Cambridge Oaks	713.748.2606	<a href="http://www.cambridgeoaksuh.com">www.cambridgeoaksuh.com</a>
Cullen Oaks	713.748.3707	<a href="http://www.cullenoaks.com">www.cullenoaks.com</a>

The apartments at Cambridge Oaks are not furnished, but they will provide contact information for a furniture rental company. The furniture can be delivered to Cambridge Oaks and, with adequate planning, can be delivered before your arrival. *Please note:* the form on their website is an actual *lease contract* and, by submitting it, you are confirming your intention to lease an apartment. The form is NOT a way of showing interest or requesting placement on a wait list. Use the “notes” section at the bottom of the lease if you plan to arrive before July 31, are requesting other special accommodations, or arrive for check-in after 5:00 p.m. You can sign a nine or 12-month lease.

The apartments at Cullen Oaks are furnished and come in a variety of configurations: one, two bedroom, etc. Their online form is an application, only, and completing the form does not automatically ensure an apartment.

*Apartment Locator* services are free and help students find apartments located throughout the city.

**Apartment Directions**

Amanda Boos  
Phone: 800.798.3778

[www.apartmentdirectionsinc.com](http://www.apartmentdirectionsinc.com)  
Email: [information@houston-apartments.com](mailto:information@houston-apartments.com)

**Apartment Locators**

Suzanne Nemon  
Phone: 713.833.0229

[www.houaptloca.com](http://www.houaptloca.com)  
Email: [dazed1951@msn.com](mailto:dazed1951@msn.com)

**INFORMATION TECHNOLOGY**

Go to <http://www.law.uh.edu/lit/> for a description of IT support available to students, including special pricing for selected Dell and Apple computers.

**TUITION AND OTHER EXPENSES**

Tuition each semester is based on the number of courses (credit hours) for which a student registers and must be paid before the first class day.

Fee bills are generated each semester, with the first payment due approximately two weeks before the semester begins. The fee bill includes tuition University fees, and, if applicable, health insurance, campus housing and a parking permit

The University has several payment options, <http://www.uh.edu/financial/payment/>. Payment in full – or the first installment – is due approximately two weeks before the beginning of the semester. Courses will be dropped if payment is not received by this date. There is no guarantee that a student the dropped classes will be available when payment is made.

Students who anticipate making payment by a wire transfer should contact Laura Neal, Law Center Financial Aid Advisor, at [lneal@central.uh.edu](mailto:lneal@central.uh.edu) before the transfer is made. Fee bill questions should also be directed to the Financial Aid Advisor.

The following estimates are for 2017-2018 academic year (August-May), based upon completion of the program in two semesters and subject to change

(Texas) <u>Resident Tuition and Fees</u>	\$29,000.00
<u>Non-Resident Tuition and Fees</u>	\$40,000.00
<u>All Students</u>	
Parking	\$160.00 – \$310.00
Books	\$ 2,900.00
Health Insurance	\$ 1,00.00 (each semester)
<u>Miscellaneous Expenses</u>	
Room and Board	\$10,200.00
Personal	\$ 2,624.00
Transportation	\$ 2,800.00

Information above is subject to change pending action taken by the Texas Legislature or University of Houston Board of Regents. Changes become effective on the date of enactment. This information should only be used as a guide for estimating tuition and fee charges.

### **BACTERIAL MENINGITIS IMMUNIZATION**

Texas State law (SB 1107) mandates that ALL entering students under the age of 22 provide a certificate signed by a health care provider or an official immunization record verifying that a student has been vaccinated against bacterial meningitis. The date of vaccination must be within the last five years and **at least ten days before the start of the semester**. Students living on campus will be required to wait 10 days after your vaccination date to move in. *Students planning to receive the vaccine in the U.S. should plan to arrive no later than two weeks before the first day of classes/orientation.* For more information, visit <http://www.uh.edu/academics/courses-enrollment/policies/immunization/index.php>.

### **DISABILITY ACCOMODATIONS**

Consistent with the Law Center’s goal of providing opportunities for all students to succeed, the Office of Student Services assists students who have special needs by providing reasonable accommodations. Accommodations are provided on an individual basis as circumstances merit them.

Accommodations may include:



- Reduced course loads,
- Additional time for exams,
- Assignment to classrooms where architectural access is best,
- Obtaining taped texts, and
- Providing interpreters and readers.

We have found that the sooner we know of your needs, the better we can accommodate you. If you think you have a disability that justifies accommodations, please contact Sharon Nellums-Goosby in the Office of Student Services *as soon as possible* to discuss the documentation necessary to verify the needs and whether or not accommodations can be provided. She can be reached at 713.743.2187 or [snellums@central.uh.edu](mailto:snellums@central.uh.edu). *DO NOT ASSUME* because you identified a disability in your application that we are aware of it. With the large number of J.D. and LL.M. applications, this information cannot always be tracked.

### **LL.M. HANDBOOK**

Refer to the handbook at [www.law.uh.edu/llm/current/handbook.pdf](http://www.law.uh.edu/llm/current/handbook.pdf) for information on LL.M. requirements and academic matters, Law Center policies, student information and services, the Honor Code and:

- Attendance, course load and continuous enrollment requirement
- Hours and grade point average requirement for all concentrations and certificates
- Thesis writing requirement
- Registration instructions for Special Research and Writing
- Final examinations, including exam conflicts and grade appeals process
- Leave of absence or withdrawal
- Student services such as emergency loans, students with disabilities, problems (such as personal, health or academic), grievances, and petitions

Students are charged with knowledge of the contents of the handbook and are responsible for complying with all of the requirements, rules and regulations. Students are also charged with knowledge of all official email communications and information included in semester class schedules.

Although every effort has been made to make this Handbook accurate and complete, the information provided is subject to change or correction at any time. Other rules, policies, or procedures may be added in the future as necessary. All updates will be announced in *The Lex* and the handbook will be updated with the changes duly noted.

### **ACADEMIC CALENDAR**

#### **Fall 2017**

August	21	First day of classes
	28	Last day to add a class
September	4	Labor Day Holiday
	6	Last day to drop a course or withdraw without receiving a grade
October	31	Law day to drop a course or withdraw and receive a "W"
November	22-25	Thanksgiving holiday
November	27	Last day of classes

December	1-14	Final examinations
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### Spring 2018

January	15	Martin Luther King Day (no classes)
	16	First day of classes
	23	Last day to add a class
	31	Last day to drop a course or withdraw without receiving a grade

### UNIVERSITY OF HOUSTON LAW CENTER

[www.law.uh.edu](http://www.law.uh.edu)

**LL.M. Program Director**

**LL.M. Program Assistant Director** (Suzanne Gordon): 713-743-2080 or [sgmartin@central.uh.edu](mailto:sgmartin@central.uh.edu)

**LL.M Program Coordinator** (Oscar Sevilla): 713-748-1658 or [osevilla@central.uh.edu](mailto:osevilla@central.uh.edu)

**Student Services:** 713-743-2182

**Law Library:** 713-743-2300 or 713-743-2299

**Law Student Computer Help:** 713-743-2309

**Career Development Office:** 713- 743-2090, 713-743-2091 or [lawcareer@uh.edu](mailto:lawcareer@uh.edu)

**Law Center Bookstore** (in Calhoun Lofts): 713-741-6311.

### UNIVERSITY OF HOUSTON

[www.uh.edu](http://www.uh.edu)

**Map** - <http://www.uh.edu/maps/>

**Parking and Transportation** - <http://www.uh.edu/af-auxiliary-services/parking/>

**Dining Services** - <http://www.campusdish.com/en-US/CSSW/UnivofHouston/>

**Recreation and Athletics** - <http://www.uh.edu/student-life/recreation-athletics/>

**Department of Public Safety** - <http://www.uh.edu/police/>

**Campus Directory** - <http://www.uh.edu/search/directory-beta/>

**Campus Bookstore** - 713.748.0923 or <http://www.uh.edu/auxiliaryservices/bookstore>

Visit the **Recreation and Wellness Center** for exercise equipment, aquatic facilities and a rock climbing wall or you can stop by the **University Center** (UC) for a game of bowling. If you need a break while at the Law Center, visit the Student Organization Suite (SOS) in the basement. Your CougarCard is needed for entrance to the Recreation and Wellness Center and the SOS.

**Cultural activities and exhibits** are scheduled throughout the year at Blaffer Art Museum and the Moores School of Music, <http://www.music.uh.edu/events/>. Check out the Cougar Hall of Fame exhibit in the Athletic Alumni Center for a glimpse of the many well-known athletes who are graduates of the University of Houston.

**Shuttle Service** provides transportation from remote parking and adjacent housing to the Law Center.

**Stores** include the Law Center bookstore located in Calhoun Lofts and a larger, more general, bookstore in the University Center. The Creation Station takes passport photos and produces banners and other artwork. Cougar Byte, also in the UC, sells discounted software, computers, and computer accessories to students:

<http://www.cougarbyte.com/> Need copies? Check out the Copy Center in the University Center, <http://www.uh.edu/auxiliaryservices/copycenter/>

The **Student Health Center** offers a walk-in clinic, dental care, immunizations and a pharmacy. Check <http://www.uh.edu/admin/hc/> for complete details.

### ABOUT HOUSTON

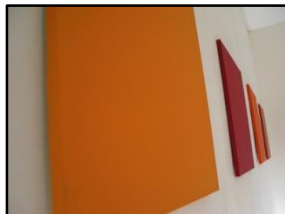
#### Weather

Summers in Houston are generally hot and humid; winters are mild. A couple of thick sweaters, a coat, and a pair of gloves should provide enough warmth during the winter months. Light cotton casual wear, including a light jacket and/or sweater, is recommended for most months. You will also need to prepare for rainy weather with items such as an umbrella and rain jacket.

Averages	January – March	April – June	July – September	October - December
<b>High</b>	<b>67.0°F</b> 19.3°C	<b>84.6°F</b> 29.0°C	<b>91°F</b> 32.7°C	<b>72.7°F</b> 22.3°C
<b>Low</b>	<b>49.3°F</b> 9.3°C	<b>68.0°F</b> 20.0°C	<b>74.7°F</b> 23.3°C	<b>54.7°F</b> 12.3°C
<b>Precipitation</b>	<b>3.46 in.</b>	<b>5.03 in.</b>	<b>4.98 in.</b>	<b>4.78 in.</b>

### TOURISM AND CULTURAL INFORMATION

**Miller Outdoor Theater** - <http://milleroutdoortheatre.com/> Since 1923, Miller Outdoor Theatre in Hermann Park has been Houston’s venue for free outdoor performances. This remarkable facility and its free high-quality programs are unique in the US. It is the only proscenium theatre in the country that offers an artistically excellent, culturally diverse eight-month season of performances totally free of charge to the public.



**Houston Museum District** – [www.houstonmuseumdistrict.org](http://www.houstonmuseumdistrict.org)

With more than seven million annual visits, the Houston Museum District is one of the top cultural districts in the country. Eighteen institutions make up the Houston Museum District, and **11 are free all the time**. The museums that make up the district are the: Buffalo Soldiers National Museum, Byzantine

Fresco Chapel Museum, The Children's Museum of Houston, Contemporary Arts Museum Houston, Czech Cultural Center Houston, The Health Museum, Holocaust Museum Houston, Houston Center for Contemporary Craft, Houston Center for Photography, Houston Museum of Natural Science, Houston Zoo, Jung Center of Houston, Lawndale Art Center, The Menil Collection, Museum of Fine Arts, Houston, Rice University Art Gallery, Rothko Chapel and The Weather Museum.

**Houston Theater District** – <http://downtownhouston.org/district/theater/>

The Theater District is a diverse cultural and entertainment center. The district features nine renowned performing arts organizations, and many smaller ones. The four venues of the Theater District include Jones Hall, Wortham Theater Center, Alley Theatre and Hobby Center for the Performing Arts.

You'll also find Bayou Place, which includes the Verizon Wireless Theater, a variety of restaurants and clubs a short walk away from the major theaters.

**Major League Sports Teams**

Houston has teams in nearly every major professional sport.

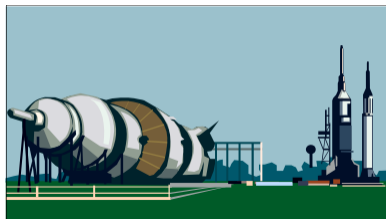
BASEBALL: Houston Astros – <http://houston.astros.mlb.com>

FOOTBALL: Houston Texans – [www.houstontexans.com](http://www.houstontexans.com)

BASKETBALL: Houston Rockets – [www.nba.com/rockets/](http://www.nba.com/rockets/)

SOCCKER: Houston Dynamo – [www.houstondynamo.com](http://www.houstondynamo.com)

HOCKEY: Houston Aeros – [www.aeros.com](http://www.aeros.com)



**Houston Space Center** – [www.spacecenter.org](http://www.spacecenter.org)

Houston Space Center is the official Visitor Center for NASA's Johnson Space Center. It gives guests a journey through human adventures in space. Since 1992, this \$75 million, 180,000 square foot "edutainment" complex has entertained and informed over 15 million guests from all over the world.

**HOUSTON FACTS**

1. Houston is the fourth most-populous city in the United States.
2. Reliant Stadium (where the Houston Texans football team plays) has a seating capacity of 71,500.
3. The Theater District is second only to New York City with its concentration of seats (at least 12,000) in one geographic area.
4. Generally, downtown Houston streets running north and south are called streets while those going west and east are avenues.
5. The Port of Houston is the largest foreign waterborne tonnage port in the U.S. and the second-largest in total tonnage.
6. Twenty-three companies on the 2011 Fortune 500 list are headquartered in Houston.
7. More than 90 languages are spoken throughout the area.
8. If Houston were an independent nation, the city would rank as the world's 30<sup>th</sup> largest economy.
9. Houston is about 43 feet above sea level.

10. Houston's population in 1850 was listed at 2,396. Today, the population of the Harris County is 4,092,459 people.

