Pre Orientation Checklist
Class of 2026

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Long but IMPORTANT read. Please read carefully and contact our office with further questions
We look forward to you joining the Texas Tech Law family! Over the summer, we receive a number of phone calls about what you should be/can be doing to prepare before August. Below is a checklist of items you will need to take care of before Orientation.

1. **Save-the-Date for Orientation:** During the mandatory Orientation, you will learn about many aspects of Texas Tech Law. Orientation will be held Tuesday, August 15 through Thursday, August 17. A schedule of events will be sent to you by mid-July. The first day of class is August 21. The official School of Law Academic Calendar can be found [HERE](#). For additional questions about orientation, please contact the Office of Student Life, Associate Dean Sofia Chapman ([sofia.chapman@ttu.edu](mailto:sofia.chapman@ttu.edu)) and Blake Groves ([blake.groves@ttu.edu](mailto:blake.groves@ttu.edu)).

2. **Final seat deposit:** The amount and due date of your final seat deposit is stated in your acceptance letter. When you enroll at Texas Tech Law your deposit will be credited back to your student account in late October. Please ensure you have a direct deposit set up. To make things easy, you can make your payment online by clicking [HERE](#).

3. **eRaider account:** This account is your TTU electronic identification and must be set up for you to access your TTU email, tuition and fee information, financial aid information, class schedule, parking, etc. Click [HERE](#) to set up your account, step-by-step instructions can be found [HERE](#), if needed. If you don’t know your information, search your inbox for “TechMail Account Activation Information,” if you cannot find it from there, please email Katie Moorhead ([katie.moorhead@ttu.edu](mailto:katie.moorhead@ttu.edu)).
   
   a. **Raiderlink account:** Once your eRaider is set up, you can access Raiderlink. This account is your online campus connection. Through the Raiderlink site, you will register for your 2L/3L classes, monitor financial services, access campus calendars and announcements, etc. Click [HERE](#) to set up your Raiderlink account.
4. **Tuition and fee statement:** You should receive an E-bill for tuition and fees in July. Additional information about E-bill procedures and browser requirements can be found [HERE](#). If you have any questions or concerns about tuition/fees or financial aid, please do not hesitate to contact our Financial Aid Unit Coordinators, Joshua Hernandez, at (806) 834-3114 or [Jdez8099.Hernandez@ttu.edu](mailto:Jdez8099.Hernandez@ttu.edu).

   a. **Cost of Attendance:** The cost of attendance reflected on Raiderlink includes the Fall ‘23, Spring ‘24, and Summer ‘24 terms. This is merely an estimated cost of attendance and not your actual bill. As stated above, the e-bill for Fall ‘23 should be received in July.

5. **Class registration:** The Office of Admissions will assign you to a section (the 1L class will be divided into three sections) and register you for your Fall semester classes in late-July and for your Spring semester classes later during the Fall semester. **NOTE:** Your section and class schedule is subject to change up until the middle of Orientation, so please wait to purchase your books. We will, of course, try to keep section/schedule changes to a minimum.

6. **Purchasing books:** Due to a possible change in your section/schedule, if you decide to purchase books before Orientation, we suggest that you purchase them from a source that allows you to easily return them for a full refund. Books may be purchased at the Texas Tech University Campus Bookstore in the Student Union Building, or at the Double T Bookstore at 3204 4th Street. Books may also be purchased online through Amazon, Chegg, or any other online seller/rental company. And sometimes our rising 2L and 3L students have books available on the [TTU Law Sales Facebook Group](#). Additional details about books will be sent after incoming students are assigned to sections.

7. **Parking:** After you have created your eRaider account, you need to register for parking. The [LAW STUDENT PAGE](#) shows the two law student parking lots. As a first-year student, you will probably have to purchase a permit for the Commuter West parking lot until there is room in Lot R21.

   a. Click on “My Parking Account” at the top of the Law Student Parking page to register your vehicle.
   b. Next, under Quick Links, select “Purchase a Permit.” If you can purchase a permit for Lot R21, do so. If not, Commuter West is right across the street from the law school.
   c. If you are unable to get into Lot R21, please call TTU Parking at (806)742-7275 to get added to the R21 Waitlist, BUT be sure to purchase for Commuter West in the meantime.

8. **Official Transcript:** For your permanent law school record, please request that the Registrar at your degree-granting college or university send an official copy of your final transcript to LSAC. Because an undergraduate degree is an ABA requirement for law school admission, please make sure that your degree notation is posted on your transcript, and that the LSAC receives the official transcript by **Friday, August 11, 2023.** If you are a 2023 summer grad, please contact us and we will work with you on this deadline. If LSAC has already received your final transcript (i.e. you graduated before May 2023), we likely already have your final transcript.
9. **Immunization records:** Texas Senate Bill 1107 (now TEC 51.9192) requires all students entering an institution of higher education (public and private) to either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination. If you are under the age of 22, Student Health Services also require a current Meningitis vaccine. **Please contact Student Health Services at (806) 743-2848 if you have any questions about this requirement.** Shot records should be submitted HERE, just scroll down to the link for Med+Proctor. If you attended TTU for undergrad, they should have your records, but please call Student Health Services to double check.

10. **Housing:** If you are interested in off-campus housing, please join our Class of 2026 Facebook page for updates and comments on apartment options and students looking for roommates. Our student generated Housing Guide can be accessed HERE. We recommend that you arrive in Lubbock before Orientation so you can settle in. **If you choose to arrive early, make sure you have confirmation in writing from your apartment or landlord that you will be allowed to move in early and the agreed upon date.**

11. **Declaration of Intention to Study Law:** The State Bar of Texas requires that all first-year students who intend to take the Texas bar examination file a Declaration of Intention to Study Law by October 1, 2023. Forms and supporting documentation requirements are available at the Texas Board of Law Examiners website. **More of this will be discussed during orientation, DO NOT WORRY ABOUT THE DECLARATION ITSELF AT THIS TIME!** Among the documents that are required for the Declaration is an **official copy of your birth certificate** – this takes time to acquire, so we encourage you to obtain this necessary documentation prior to the beginning of Orientation.

Currently the filing fee is $190.00, and this fee must accompany the Declaration form. The rules also require that all first-year law students submit a set of fingerprints with the Declaration form. A representative of the Texas Board of Law Examiners will hold a **mandatory meeting during Orientation or at another announced time.** The BLE representative will go over the Declaration of Intention to Study Law and will answer any questions about filing your Declaration. The Office for Student Life will go over on-campus fingerprinting options by your first mandatory extended orientation in September.

12. **Character & Fitness:** Each year, some members of the entering class fail to disclose, usually unintentionally, academic, legal, or military offenses as required by our application. The **failure to fully disclose an offense may carry significant penalties,** so consider the following information carefully to determine if it applies to you. The careful reading of the following could be the difference between a simple disclosure, and the Board of Law Examiners requesting an in-person hearing.

Omissions discovered before school starts can be remedied through a simple process within the Admissions Office. **After you matriculate, you must also go through the School of Law’s Honor Code process to determine if the omission constitutes a violation of our**
Honor Code, which can sometimes take as long as a semester to resolve. As you can imagine, it is best to resolve any issue you may have before or during Orientation.

Many of these omissions come to our attention because of the requirements of the State Board of Law Examiners and the Declaration of Intent to Study Law. The Board requires that students who intend to practice law in Texas report offenses shortly after beginning law school. Board employees then investigate each student and report any discrepancies between the offenses disclosed on the law school application and those which the Board discovers through the background check. Students with discrepancies usually face a hearing by the Board, as well as action by the School of Law. **It is usually not the act or crime itself, but the appearance of an attempt to hide it that creates a problem.**

The following is a review of what you were required to report to the law school on your application. **Do not rely on the advice of anyone else, even and including your lawyer or other attorney/judge friends, your undergrad’s Student Life office, or acquaintances.**

a. **Past Criminal Offenses**—The application requires disclosure of any time you have been “arrested, cited or ticketed for, convicted of an offense, placed on probation, granted deferred adjudication or any type of pretrial diversion, or charged with any violation of the law,” even if they occurred when you were a minor. This **includes anything other than minor traffic violations**, regardless of whether or not you actually appeared in court. For example, for some lesser crimes you may have simply received a citation and paid a fine; this is a conviction.

   i. **If you believe the charge has been subsequently expunged from your record, please ensure that you have the proper paperwork.** Every year we have students who have to later disclose because they mistakenly believed their incident was expunged rather than merely dismissed.

b. **Failure to appear charges**—You are required to report any Failure to Appear charges.

c. **Pending Criminal Offenses**—You are required to report any charges you currently have pending against you.

d. **New Criminal Convictions**—You must report any convictions that have happened since you submitted your application.

e. **Discharged Military Personnel**—Former members of the armed forces are required to report any kind of disciplinary proceedings that occurred during their service, not just simply their type of discharge.

f. **College/University Disciplinary Action**—This **does not refer only to academic discipline** or honor code violations, which must also be reported. You must also report non-academic discipline such as violations of dorm rules or university policies concerning alcohol.

   i. **Examples of things student later had to disclose:** Noise violation, violation of overnight guest rules, alcohol/drugs in dorm, etc. This is not an all-inclusive list.

Tips:

1. Search yourself on [https://www.texasfailuretoappear.com/](https://www.texasfailuretoappear.com/)
2. Reach out to your school’s Student Life office to see if you have **ANY** records.
3. A dismissal is not the same thing as an expunction.