July 2012

TO: New Students

FROM: Horace Anderson, Associate Dean for Academic Affairs

RE: First Assignments and Books

Welcome to the Law School! As the Associate Dean for Academic Affairs, I am responsible for all of the academic issues within the law school. I look forward to meeting all of you as you begin your training and development as lawyers.

The purpose of this memo is to explain to you why you will be receiving a Westlaw number in this packet. We are using an electronic classroom that is created by The West Education Network (TWEN). Through TWEN, you can access course syllabi and assignments and participate in class discussions electronically. In Law School, most professors make first assignments and syllabi available before the first day of class, because you are expected to be prepared to participate in class discussion on that first day. The normal way for you to access those assignments and syllabi is through TWEN.

I have attached more information about how to use TWEN. Please keep in mind that some professors may choose not to use TWEN, and you will have to get your assignment and syllabi from their staff assistants during Orientation week. In addition, some professors who are using TWEN may not post any information until the middle of August. If you have difficulty accessing TWEN, please contact Jack McNeill, Associate Director of the Law Library (914-422-4414, jmcneill@law.pace.edu), or the Reference Desk in the Library (914-422-4208, reference@law.pace.edu).

You are expected to purchase your books before the first day of classes so you can prepare your first assignment. You may find out what books your professors have assigned on-line at www.pacelaw.bncollege.com, through TWEN, or at our Bookstore in Aloysia Hall.

Once again, I look forward to meeting you, and please do not hesitate to contact me if you have any questions or concerns.