Cost of Attendance Adjustment Request for Laptop Purchase

Syracuse University College of Law requires all law students to own a laptop computer. You may need to utilize personal financial resources for the purchase of a computer before Orientation if you do not own a laptop computer or if your current laptop computer does not meet the required specifications (see reverse). Early educational loan disbursements are not available for the purchase of your computer before Orientation. All financial aid, including student loans, is disbursed at the beginning of each semester and will not be available to students until 5-10 business days after the first day of class.

The standard cost of attendance for the 2015-2016 academic year does not include the cost of purchasing a new laptop computer. However, personal expenses within the cost of attendance components have proven to vary from student to student and you may not need to borrow additional student loans in excess to cover the purchase of your computer. Students are strongly encouraged to minimize educational loan debt by utilizing personal resources and reducing expenses whenever possible.

The maximum one-time budget adjustment for the computer purchase is $2,000. To request a computer budget adjustment please complete the section below and attach receipts, as proof of purchase, to verify the cost you incurred to purchase a computer.

☐ I have purchased a new laptop computer and request a budget adjustment for the 2015-2016 academic year in the amount of $_______________________

(Please attach a scanned or copied receipt as proof of purchase to document your request)

Student Name: __________________________________________________________________
Syracuse University ID Number: ____________________________________________________
Email Address: __________________________________________________________________
Phone #: _______________________________________________________________________

Please mail this form to:
Syracuse Law Office of Financial Aid
Dineen Hall, Cole Suite 100
Syracuse, NY 13244

Or send this information via email to:
financialaid@law.syr.edu

Budget adjustment approvals are at the discretion of the Director of Financial Aid and, upon approval, will be reflected in your maximum loan eligibility. To qualify for a budget adjustment, computer purchases must be made by entering law students after June 1, 2015.

Please contact the College of Law Office of Financial Aid at (315) 443-1962 or via email at financialaid@law.syr.edu if you have questions regarding the budget.
The Information Technology and Support Services department provides computer and technical support for the College of Law students, faculty, and staff. And in addition, provides mail and photocopying services.

**Laptop Computer Requirement**
Syracuse University College of Law (COL) requires students to have a laptop computer and to keep it in good working order. Students often use laptops in the classroom and AirOrangeX, Syracuse University’s wireless network, is available throughout the COL. You will use your laptop heavily throughout your law school career.

While tablet devices are useful for law students, they do not meet the laptop computer requirement.

Many exams at the COL are computer-based. ExamSoft’s SofTest software is used for this process.

**Computer Skills**
Computer skills are essential in the legal profession. At the COL, you will receive training as a first year student in the web-based versions of Westlaw, Lexis, and Bloomberg research tools. You’ll also need to be familiar with Microsoft Office, which includes Word, Excel and PowerPoint, as well as internet browsers, and email.

**Recommended Laptop Configuration**
The Syracuse University Bookstore can provide you with laptop information, including minimum requirements. Any laptop, PC, or Intel-based Mac, purchased within the last two years, will satisfy the COL requirements.

As mentioned above, Microsoft Office is commonly used at the COL, with Microsoft Word being the most popular word processor. Versions of Office, 2007 or 2008 and later, work well in the COL environment.

**Supported Platforms**
Both PCs and Macs, including the latest operation systems (Windows 8 and Mavericks), are supported at the COL. Linux platforms are not supported at the COL.

**Use of Laptops in the Classrooms**
Laptops may be used anywhere in the COL. Electrical outlets for laptops are available in classrooms, and the law library. You should obtain approval from your professors regarding the use of a laptop during class time.

While we recognize that many students already use one or more commercial email accounts (i.e. Hotmail, Yahoo, Gmail), the University provided email system is our primary means for email communication with you. The COL uses Blackboard for course management, and your University-provided email address is the primary means of communicating with you electronically from Blackboard, as well as for many other purposes.