

COLLEGE OF LAW SERVICES

ACADEMIC ADVISING AND ASSISTANCE

During the fall semester, each student will have the opportunity to attend a small discussion section attached to one of his or her first-year courses. These sections, taught by top second and third-year students, help students review the material and provide general guidance on studying legal materials and in preparing for fall-semester exams. Also in the fall as part of our Academic Excellence Program, the College of Law sponsors outlining and test taking programs.

To help students plan their academic programs, the College of Law publishes comprehensive guides to law school courses and academic planning. These handbooks are available on the College of Law's web pages and are updated periodically. The handbooks explain the academic rules and provide descriptions of the College of Law courses. Students are urged to review and consult with these handbooks.

Course counseling sessions are presented each semester before early registration by the Student Services Office. The Student Services Office, as well as Dean Meyer and Dean Vermillion, are available to advise students individually on course selection. Faculty members are also excellent sources of information about both the courses they teach and general course selection.

ADMISSIONS AND FINANCIAL AID

The Office of Admissions and Financial Aid is the first stop for current students who have questions about their financial aid, including scholarships, federal student loans and information on private lenders. Programming is also offered throughout the year on topics such as debt management and loan consolidation. The office administers the College's short term loan programs designed to provide immediate funds for a student's emergency needs. To make an appointment to discuss any financial aid concerns email Pat Camp at pcamp@law.uiuc.edu, call 217- 244-6415 or stop in Room 201.

BOOKSTORE

The College of Law Bookstore is located in the basement of the College of Law. It stocks all required textbooks for law school courses in addition to supplemental study aids. It also carries a complete line of University of Illinois and College of Law merchandise.

CAREER PLANNING & PROFESSIONAL DEVELOPMENT

The Office of Career Planning and Professional Development is committed to helping students and alumni evaluate and plan their career paths and find satisfying employment. The Office works with students in one-on-one counseling sessions and offers a variety of educational programs and support services. Under a policy promulgated by the National Association of Law Placement, the Office may not meet with first year students until November 1st. Immediately following November 1st, the Office will host a number of programs directed to 1Ls and will encourage students to come in for individual counseling sessions.

CLASS ASSIGNMENT COURSE PAGES/FORUMS

Class assignments are available on the Course Pages at <https://www.law.uiuc.edu/intranet/courses>. Course information may also be located on the College of Law Forums page at <https://www.law.uiuc.edu/forums>.

COPY CENTER

The copy center is located in the basement of the law building. Duplicated materials for classes may be obtained from the copy center. There is a fee for some of the copied materials.

INFORMATION SERVICES AND COMPUTING

The Information Services Department (ISD) is dedicated to providing quality technical support and services to the College of Law community. The Help Desk assists students with computer configuration and troubleshooting. You can get

technical support by emailing your question to the Help Desk at help@law.illinois.edu or going to room 203.

A computer lab is located in the basement of the law building for student use. It includes 14 computers and several network access points. Wired network access points for notebook computers are located in the Library and classrooms. Wireless access is available in common areas and throughout most of the building.

LOCKERS

All students are assigned a locker in the basement of the law school for use in storing books and other belongings.

LOST AND FOUND

Check for lost and found items at the receptionist's desk in Room 202 and the Library front desk.

MAILBOXES

Each student and student organization is assigned a mailbox in the basement of the law building. The mailboxes should be checked daily for messages, as many official individual communications are made via the mailboxes or email. Students shall not have personal mail sent to the Law Building.

MAINTENANCE

Maintenance problems should be reported to the receptionist in the Dean's Suite.

MASTER CALENDAR AND ROOM RESERVATIONS

The College of Law maintains a Master Calendar on the web page for all College events. Room reservations for meetings and reservations for tables to be used in the Pavilion must be scheduled through the College's web page: <http://www.law.uiuc.edu/calendar/default.asp>.

NONDISCRIMINATION STATEMENT

The University has well established policies against sexual harassment and discrimination on the basis of sex, race, religion, sexual orientation, or other individual grounds. The Nondiscrimination Policy is provided at Orientation to all incoming students. To report

incidents of harassment, students should speak to Associate Dean Smith or Assistant Dean Vermillion. Students who wish to talk to someone outside the College of Law may contact the University's Dean of Students at 333-0050.

NOTARY SERVICE

The College of Law has several notary publics: Brenda Stevenson, Assistant to the Office of Development and Alumni Relations; Joetta Morgan, Receptionist in the Dean's Suite; and Shirley Shore, in Student Services located in the Dean's Suite. They will be happy to notarize documents free of charge.

STUDENT RECORDS OFFICE

The Student Records Office (Room 101) handles class registration, provides exam numbers, and maintains official student records, including grades and honors. Exam numbers are changed every semester. The Records Office will notify students when numbers are ready for distribution.

SMOKING

Smoking is not allowed in the Law Building. Smoking is permitted only in the designated smoking area located at the Southeast loading dock. Students may access this area through the corridor located next to Room D.

STUDENT ORGANIZATION OFFICES

Student organizations are assigned offices in the basement of the law building.

TV LOUNGE

A television is located inside the cafeteria on the first floor of the law building. Due to the generosity of a prior student, there is also a foosball table for your use.

VENDING MACHINES

Vending machines are located outside of the cafeteria and in the basement.