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New York Law School



Counselor

A newsletter for the New York Law School community

Volume 17, Number 1

August 19, 1996

WELCOME CLASSES OF 1999 AND 2000

Welcome to New York Law School. *Counselor* is a weekly newsletter created for students, faculty, and staff members. It contains news from the various administrative offices, including the Offices of Academic Affairs, Career Services, Financial Aid, Development and Public Affairs, and Student Services, as well as other information that may be of particular interest to the Law School community. The information in this special edition of *Counselor* should help familiarize first-year students with both the services available, and the general operation of New York Law School. Any students who wish to publicize information in *Counselor* should submit the information, in writing, to the Office of Student Services, fifth floor, A Building, by noon on Tuesday for the following Monday's edition.

Building hours are as follows:

DAYS OF THE WEEK	MENDIK LIBRARY	OTHER BUILDINGS
Mon. -Thurs.	8 a.m. - 11 p.m.	7:30 a.m. - 11 p.m.
Fri.	8 a.m. - 10 p.m.	7:30 a.m. - 10 p.m.
Sat. & Sun.	10 a.m. - 10 p.m.	10 a.m. - 10 p.m.

Some building entrances are not open during all building hours. Please refer to the following entrance schedule, and enter at 47 Worth Street to access 57 Worth Street and Mendik Library after other entrances have closed.

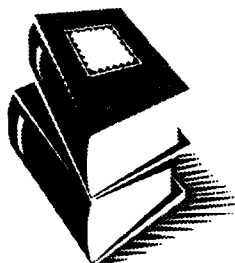
BULLETIN BOARDS:



The official bulletin boards containing information about special events, class assignments, room changes, and class cancellations are located on the first floor of B Building. Please check these boards regularly.

CLASS ASSIGNMENTS

Class assignments will be posted as they become available, on the bulletin boards on the first floor of B Building. Notices of class assignments are color coded by year and division. First-year Day Division classes are on blue paper and first-year Evening Division classes are on pink paper.



ENTRANCE	MON. - THURS.	FRI.	SAT. & SUN.
47 Worth St.	7:30am-11 pm	7:30am-10pm	10am-10pm
57 Worth St.	8am-6:30pm	8am-6:30pm	Closed
Mendik Library	8am-6pm	8am-6pm	Closed

Unless otherwise informed, all other doors are closed and should only be used to exit the buildings in an emergency.

BOOKSTORE HOURS

The New York Law School Bookstore is located in the lower level of B Building, adjacent to the lower level Student Lounge and student organization offices. During the regular academic year, the bookstore will be open for the purchase of books and supplies as follows:

Monday - Wednesday.....10 a.m. - 6:30 p.m.
 Thursday.....10 a.m. - 7:30 p.m.
 Friday.....10 a.m. - 3 p.m.

During the first two weeks of classes the bookstore will be open:

Wednesday, August 21
 & Thursday, August 22.....9 a.m. - 9 p.m.
 Friday, August 23.....9 a.m. - 6 p.m.
 Saturday, August 24.....10 a.m. - 4 p.m.
 Monday, August 26 -
 Thursday, August 29.....9 a.m. - 9 p.m.
 Friday, August 30.....9 a.m. - 5 p.m.
 Tuesday, September 3 -
 Thursday, September 5.....9 a.m. - 8 p.m.
 Friday, September 6.....9 a.m. - 4 p.m.

The bookstore accepts cash, checks (with student identification or, for entering students, two forms of identification), or **MASTERCARD**, **VISA**, **DISCOVER** or **AMERICAN EXPRESS** cards. If you have any questions, contact the manager of the bookstore at (212) 431-2315.

COMMUNITY ADVISING GROUPS

The Community Advising Group program (CAG) assigns all first-year students to an upperclass student advisor and a faculty advisor. The faculty advisor is the faculty member teaching your small-section class in the first semester. These advisors are available to discuss any concerns related to the first year of law school. You will be invited to meet informally with this professor during the semester.

You can expect to be contacted through your mailfolder by your upperclass advisor by the end of the second week of classes. If you do not hear from your advisor by then, please call Sally Harding in the Office of Student Services, (212) 431-2851.

COMPUTER ROOMS



In addition to the computers available in the Library, IBM compatible personal computers are available for student use in two computer rooms located in the lower level of the Student Center.



STUDENT MAILFOLDERS

Student mailfolders are located in the lower level of the Student Center. They are arranged alphabetically by last name and separated by Day and Evening Division. All first-year mailfolders will have a **pink tab**. **PLEASE CHECK YOUR MAILFOLDER REGULARLY**, so that you do not miss important notices or messages. Interoffice correspondence, messages, notice of events, newsletters, and so forth will be placed in these mailfolders on a regular basis. If you do not have a mailfolder, please contact Cheryl Shields in the Office of Student Services at ext. 2851.

LOCKER ASSIGNMENTS

Students can sign up for a locker during orientation or during the first week of class at the Office of Student Services, on the 5th floor of A Building, or by calling ext. 2851. There is no charge for lockers. However, you must receive a locker assignment before it is available for your use. Locks placed on unassigned lockers will be clipped and the contents of the locker removed. Students need to provide their own locks. Each student who requests a locker will be assigned only one locker initially. If after the fourth week of classes there are unassigned lockers, a student may request a second locker. No student will be assigned more than two lockers. Lockers must be emptied by the end of the summer session.

IDENTIFICATION CARDS

Every student must have a validated student identification card. Pictures for I.D. cards will be taken in the lower level of the Student Center, on Wednesday, August 21st and Thursday, August 22nd from 1p.m. to 6 p.m.

During the first week of classes, Monday, August 26th through Friday, August 30th, I.D. card photographs will be taken outside of the Copy Center (basement of A Building) from 2 p.m. to 7 p.m. After that, I.D. card photographs will be taken at that location every Wednesday from 2 p.m. to 6 p.m. Identification cards must be validated each semester at the Registrar's Office. The identification card must be presented to the security officers when entering the facilities, and all students and employees are encouraged to display it at all times.

FIRST-YEAR PICTURE BOOK

New York Law School will be compiling a picture book of all first-year students, using prints from the identification card photographs. It will be for internal use only and will be distributed to faculty, administrators, and first-year students. If you do not want to have your picture included, please contact Cheryl Shields in the Office of Student Services, fifth floor, A Building or call ext. 2851 by August 28th.

STUDENT CAFETERIA

The student cafeteria serves breakfast, lunch, and dinner. The cafeteria is open Monday through Thursday 8 a.m. to 8 p.m., and Friday 8 a.m. to 3 p.m.

DID YOU KNOW...

the Producer of the hit Hollywood movies "Platoon," "The Fugitive" and "Eraser" is a NYLS alumna?

His name is Arnold Kopelson
Class of '59

CLUB DAY

Club Day will be held on Tuesday, September 10th in the lower level of the Student Center. Representatives from NYLS student organizations will be available to give you information about the various organizations.



MEDICAL

EMERGENCIES

Please be sure that you have on file in the Office of the Registrar an updated Medical Emergency form. These forms are used for emergency purposes.

ACADEMIC AFFAIRS

The Office of Academic Affairs under the direction of Associate Dean Ellen Ryerson, exercises administrative responsibility for academic matters, including scheduling of courses and examinations, implementing academic rules, and providing academic advice to students. The Office offers individual consultations about course selection and other academic planning or problems and should also be contacted by students who have difficulties affecting their exam schedule.

Academic Affairs is located on the second floor of 57 Worth Street (A Building). The office telephone number is 431-2160.

Office of Academic Affairs

Monday - Thursday: 9 a.m. - 6 p.m.
Friday 9 a.m. - 5 p.m.

Evenings by appointment.

The members of the Academic Affairs office and their respective areas of student-related responsibility are:

- * **Director Stephen Goot:** The student-run law journals and the Moot Court Association; course scheduling; teaching evaluations; and liaison with adjunct faculty.
- * **Director Eileen Quinn:** General academic advising, including arrangements to make-up courses, exceptions to academic rules, leaves of absence, divisional transfers and withdrawals.
- * **Associate Director Cynthia Juco:** Examinations and exam accommodations; advising visiting and transfer students and foreign lawyers; programs for study abroad; joint degrees; and the Academic Catalog.

PARKING LOT & BICYCLE RACKS

The parking lot is open to faculty and staff from 7:30 a.m. to 11 p.m. Monday through Thursday, from 7:30 a.m. to 10 p.m. on Friday and from 10 a.m. to 10 p.m. Saturday and Sunday.

Unless otherwise informed, all students who present a validated photo identification card will be permitted to park in the lot from 10 a.m. to 10 p.m. on Saturdays and Sundays on a first come, first served basis.

The bicycle parking areas are located in the middle of the lot. One area is surrounded by a fence and the gate is secured by a combination lock. To obtain information about using this rack, contact the security officer at the 47 Worth Street lobby. There is also an open rack. You are advised to lock your bicycle to the racks at all times

STUDENT SERVICES STAFF

Helena Prigal, Director
Sally Harding, Associate Director
Cheryl Shields, Administrative Assistant



FINANCIAL AID

All entering students who are receiving federal student loans (Stafford, Perkins) must attend a loan counseling entrance interview. Entrance counseling sessions will be held during Orientation. Please refer to the Orientation program schedule for times and locations of the counseling sessions.

It is recommended that all entering students attend a counseling session to complete the required documents even if no loans have been granted for 1996-97. Attending a counseling session now will ensure that the release of future loan funds will not be delayed.

Students who have been awarded FEDERAL PERKINS LOANS are required to complete a promissory note and provide some personal data before loan proceeds can be dispersed. Promissory notes were mailed during the summer to eligible students with the Notice of Financial Aid. If you did not receive a promissory note or failed to return the executed note, please contact Toby White, Office of Financial Aid, immediately. Federal Perkins Loan proceeds are applied directly to your student account to cover tuition and housing charges.

The Office of Financial Aid is located on the fifth floor of 57 Worth Street (A Building), (212) 431-2828.

Financial Aid Office:

Monday - Thursday: 9 a.m. - 6 p.m.
Friday: 9 a.m. - 5 p.m.

Financial Aid Office Staff:

- * Director: Eileen F. Doyle
- * Assistant Director: Toby White
- * Counselor: Leslie Shannon
- * Administrative Assistant: Michele Achan

STUDENT HEALTH INSURANCE

The Office of Student Services has information on health insurance and dental insurance. Please contact Cheryl Shields in the Office of Student Services, fifth floor, A Building or call ext. 2851 for information and application forms.

RECYCLING

You can help maintain a clean and healthy Law School environment by placing all trash in the receptacles provided. Bottles, cans, newspapers and office paper should be placed in the recycling boxes located throughout the Law School.

CAREER SERVICES

Under the direction of Deborah Howard, the Office of Career Services provides career counseling to NYLS students and alumni. The Office also presents numerous educational programs, workshops and panels to teach students about employment opportunities and job search skills. Job listings and various informational guides, directories, and books are available in the Office's Resource Room. The Office of Career Services is located on the fifth floor of the B Building and has the following hours:

Office of Career Services:

Mon., Tues., Thurs.: 9 a.m. - 6 p.m.
Wednesday: 9 a.m. - 7 p.m.
(and by appointment until 8 p.m.)
Friday: 9 a.m. - 5 p.m.

Career Services Staff:

- * Director: Deborah Howard
- * Associate Director: Danielle Aptekar
- * Associate Director: Cynthia Wyatt
- * Associate Director: John L. Downer
- * Recruitment Support Coord.: Valerie Plummer
- * Resource Dev. Coordinator: Sally Ho
- * Alumni Liaison: Simonne Bouyea
- * Recruitment Assistant: Dennis Messina
- * Career Services Assistant: Delores King

OFFICE OF THE REGISTRAR

This office is responsible for maintaining student records, certifying attendance and good standing, processing grades, transcripts, registration forms, bar applications and VA forms.

All first year students, new transfer students, visitors and foreign lawyers are reminded to submit **Address Summary Sheets and Immunization Forms to the Office of the Registrar by Friday, August 30, 1996**, if this has not already been done.

Office hours are as follows:

Monday - Thursday: 10 a.m. - 7 p.m.
Friday: 10 a.m. - 5 p.m.

During the week of August 26th, the office will open at 9 a.m. and will have extended hours until 8 p.m. on Monday and Tuesday, August 26th and 27th.

Staff in Office of Registrar:

Geraldine Wenz: Registrar
Janet Keogan: Associate Registrar
Victor Figueroa: Examination/
Microfiche Coordinator
Traci Harris: Receptionist/
Administrative Assistant
John McNeill: Senior Records Assistant
Suzanne Tirado: Administrative Assistant
Calandra Walker: Senior Registration
Assistant
Sharon Walsh: Typist/Clerk



SECURITY & SAFETY

Personal Safety

Security officers are on duty during the hours the Law School is officially open. The main security desk is located near the entrance on the first floor of 47 Worth Street (C Building). There are also security officers in the lobbies of 57 Worth Street (A Building) and the Mendik Library.

An officer can be contacted at ext. 4184. Should an emergency arise, you can call security by dialing ext. 2123 from any campus telephone.

Personal safety is everyone's responsibility. The tips that follow are only a sample of the means you may take to help you maintain a safe and secure environment.

- 1) Notify security immediately if you see any suspicious persons, incidents or conditions.
- 2) Do not leave your personal articles unattended. Check that you have secured your locker before you leave the area.
- 3) Familiarize yourself with the neighborhood and the safest routes to public transportation. Maps of public transportation and local streets are available from the Office of Student Services.

When travelling to and from the Law School always travel with others and BE SURE TO...

● **MAINTAIN VISIBILITY.** Walk in the middle of the sidewalk away from any dark and hidden doorways, parked cars, subway entrances, and away from other locations where visibility may be impaired.

● **AVOID SHORT-CUTS AND DESERTED AREAS.** Walk on well lighted and busy streets where there are pedestrians and vehicular traffic. Stay alert. Walk briskly and confidently. Trust your intuition. If you feel uncomfortable, leave the area immediately.

● **USE CASH MACHINES ONLY DURING DAYLIGHT HOURS.** If you must use a machine at night, find one that is located near a busy intersection. Carry small amounts of cash and divide money between clothing pockets and a handbag or briefcase. Be aware of the people near you when using a pay telephone. Do not place a wallet, handbag or calling card on any exposed surface, including a shelf under the phone. Be especially careful in the use of bank and calling card account codes, to avoid being overheard or allowing the code to be seen.

● **AVOID DARK OR DESERTED PUBLIC TRANSPORTATION FACILITIES.** When waiting for a bus or train, wait at a busy stop where there are other people. Have your fare ready-- do not fumble or hunt for change at the last minute. Enter the subway at off hours waiting areas during non-rush

hours and in the evenings. When waiting for the train stand near the turnstile or the token booth and ride in the subway car with the train conductor.

● **AVOID OVERLOADING YOUR ARMS WITH PACKAGES OR OTHER ITEMS.** Handbags should be carried over the shoulder, close to the body. Wallets are safer in front pockets.

● **AVOID WEARING EXPENSIVE JEWELRY AND CLOTHES.** When possible wear comfortable clothing and dress casually. Avoid shoes and clothing that restrict mobility.

● **CALL FOR HELP.** If an uncomfortable situation confronts you, cross the street or change direction. Go to a well populated or lighted area where there are people. Do not ignore the person following you-- look back to acknowledge his/her presence. Do not hesitate to scream to attract assistance. Yell "FIRE." (It can be more effective in getting the attention of others.)

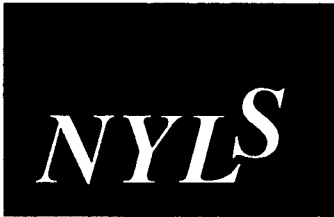
● **RELINQUISH PERSONAL PROPERTY TO AVOID PERSONAL INJURY.** Do not struggle to protect personal property. Relinquish wallets and handbags and note details about the person(s) that you could provide to the police.

First Aid Station

If you require non-emergency first aid assistance you should stop by the security desk, first floor, 47 Worth Street. The security officer on duty can provide assistance to you.

Lost & Found

The Lost & Found is located in the Office of Security & Safety, room AL2, lower level, 57 Worth Street. You may return all found items to any security officer or security personnel.



CALENDAR OF EVENTS

for the week of August 19, 1996

WEDNESDAY & THURSDAY, AUGUST 21 & 22

- Orientation for Incoming Students

SATURDAY, AUGUST 24

- Moot Court Froessel Training
9 a.m. - 5 p.m., Ernst Stiefel Reading Room

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FUTURE EVENTS

MONDAY, AUGUST 26

- Fall Semester Begins

MONDAY, SEPTEMBER 2

- School Closed for Labor Day Holiday

TUESDAY, SEPTEMBER 3

- Dean's Reception for First Year Students
5 p.m. - 7 p.m., Ernst Stiefel Reading Room

THURSDAY, SEPTEMBER 5 - THURSDAY, SEPTEMBER 12

- 20th Annual Charles W. Froessel Moot Court Competition
Call Moot Court Office at ext. 2175, for times and locations

FRIDAY, SEPTEMBER 6

- New York Law School Friday Film Series
1 p.m., Room B100, Followed by informal discussion