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Counselor, Orientation Issue, August 23, 1999

New York Law School



A newsletter for the New York Law School community Counselor

Orientation Issue

August 23, 1999

WELCOME CLASSES OF 2002 & 2003!

Welcome to New York Law School! *Counselor* is a weekly newsletter created to notify students, faculty, and staff of upcoming events and programs, and provides other useful information. It contains news from the Offices of Academic Affairs, Career Services, Financial Aid, Development and Public Affairs, Student Life, and other information of interest to the Law School community.

This special edition of *Counselor* should assist first-year students in becoming familiar with both the services available to them and the general operations of New York Law School.

Any student who wishes to publicize information in *Counselor* should submit the information in writing to the Office of Student Life, 5th floor, A Building by noon Monday for the next Monday's edition.

FROM THE OFFICE OF STUDENT LIFE

*For more information on the following, visit the
Office of Student Life (fifth floor, A Building) or call 431-2851.*

The Office of Student Life

The Office of Student Life provides services and programs designed to enhance the quality of student life. The Office oversees Orientation, student organizations and activities, coordinates student participation on faculty committees. It offers nonacademic counseling and serves as the administrative liaison to the Student Bar Association.

The Office also coordinates services to students with disabilities and the Academic Support Program.
Office hours are: Mon.-Thurs. 9 am-6 pm; Wed. 9 am-7 pm; and Fri. 9 am-5 pm.

THE OFFICE OF STUDENT LIFE STAFF

- ☐ Sally Harding, Director
- ☐ Cheryl Shields, Administrative Assistant

Student Organization Fair

Club Day will be held Thurs., Sept. 16, Student Center (C Building), lower level. Representatives from NYLS student organizations will provide information about their clubs.

Student mailfolders

Student mailfolders are located in the lower level of the Student Center, except for first-year Evening division student mailfolders, which are located on the 9th floor of A building. They are arranged alphabetically by last name and separated by Day and Evening Division. All first-year mailfolders have a gray tab. **IT IS IMPORTANT FOR YOU TO CHECK YOUR MAILFOLDER REGULARLY** so that you do not miss important notices or messages. If you do not have a mailfolder, contact Cheryl Shields, Student Life Office, 431-2851.

Community Advising Group makes connections

The Community Advising Group program (CAG) matches each first-year student with an upperclass student advisor and a faculty advisor. Your faculty advisor is your first semester small section professor. After classes begin, your student advisor will invite you to an informal meeting to discuss any concerns related to the first year of law school. If you do not hear from your student advisor by then, call Sally Harding, Office of Student Life, 431-2851.

Sign up to use a campus locker

All first-year students are assigned a locker. Lockers are available free of charge. However, students must provide their own locks. Locks placed on unassigned lockers will be clipped and the contents of the lockers will be removed. Students who request a locker will be assigned only one locker initially.

If after the fourth week of classes there are unassigned lockers, students may request a second locker. No student will be assigned more than two lockers. All lockers must be emptied by the end of the summer session. Contents left in lockers after that date will be discarded. The School is not responsible for the security of any items placed in lockers.

Student health insurance offered

The Office of Student Life provides students with health and dental insurance information at the kiosk outside the Office of Student Life, 5th floor, A Building.

The first-year picture book

New York Law School compiles a picture book of all first-year students, using prints from the identification card photographs. For internal use only, the book will be distributed to faculty, administrators, and first-year students. If you do not wish to have your picture included, contact Cheryl Shields, Student Life Office or call 431-2851 by August 31. □

NYLS Bookstore hours noted

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 open for the purchase of books and supplies, Mon-Wed. 10 am-6:30 pm, Thurs. 10 am-7 pm, and Fri. 10 am-3 pm.

Bookstore hours during the first two weeks of classes are: Mon.-Thurs., Aug. 23-26, 9 am-9 pm; Fri., Aug. 27, 9 am-6 pm; Sat., Aug. 28, 10 am-4 pm; Mon.-Thurs., Aug. 30-Sept. 2, 9 am-9 pm; Fri., Sept. 3, 9 am-5 pm; Tues.-Thurs., Sept. 7-9, 9 am-7 pm; Fri., Sept. 10, 9 am-4 pm.

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

Bulletin boards highlight campus news

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.

Student cafeteria

During the regular academic year, the student cafeteria, serving breakfast, lunch, and dinner, is open Mon.-Thurs. 8 am-8 pm, and Fri. 8 am-3 pm.

Identification cards required

Every student must have a validated student identification card, which must be shown to a security officer when entering the School. Pictures for I.D. cards will be taken during Orientation, Mon., Aug. 23, 8:30 am-6 pm., Tues., Aug. 24, 10 am-2 pm, and Wed., Aug. 25, 5-6 pm.

It is each student's responsibility to validate their card each semester at the Registrar's Office. Students and employees are encouraged to display their cards at all times.

Parking lot hours and rates

Students may use the parking lot on weekdays at a discounted rate of \$14 per day (\$8 after 3:30 pm). The lot is open: Mon.-Fri. 8 am-11 pm; Sat.-Sun. 10 am-10 pm. Students may park free of charge on weekends.

Bicycle parking guidelines

The bicycle parking area is located at the middle of the parking lot immediately west of 47 Worth St. This area is surrounded by a fence and the gate is secured by a combination lock.

You are advised to lock your bicycle to the rack and to secure the lock to the gate at all times.

For information about using this rack, contact the security officer in the C Building (47 Worth St.) lobby.

Lost & Found

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

Building hours

A schedule of opening and closing hours for each building will be posted in the lobbies of A and C Buildings. The main entrance (C Building), the A Building entrance, and the Mendik Library entrance are open the following hours:

	MAIN ENTRANCE*	A BUILDING	LIBRARY
Weekdays	7:30 ^{am} -11 ^{pm} *	8 ^{am} -6:30 ^{pm}	8 ^{am} -6 ^{pm} **
Fridays	7:30 ^{am} -10 ^{pm} *	8 ^{am} -6 ^{pm}	8 ^{am} -6 ^{pm} **
Weekends	10 ^{am} -10 ^{pm} *	closed	closed

* 47 Worth Street (C Building)

* closing time varies with academic calendar.

** after 6 pm, enter and exit the Library via the C Building entrance.

About security and personal safety

Security guards are on duty during the hours when the Law School is officially open. The main security desk is located on the first floor of C Building. There are also security officers in the lobbies of A Building and in the Mendik Library (240 Church St.).

Should an emergency arise, you can contact security by either of the following means:

□ Dial ext. 2123 on any campus phone (for emergencies only).

□ Press the key marked "EMERGENCY" on any campus phone.

If you require non-emergency first aid assistance, see the security officer on the first floor of C Building.

To help maintain a safe Law School environment, you are requested to take the following preventive steps:

- 1) Notify security immediately if you see any suspicious persons, incidents, or conditions.
- 2) Do not leave your personal articles unattended.
- 3) Get to know your fellow students. When possible, travel to and from the Law School with a group.
- 4) Familiarize yourself with the neighborhood and the safest routes to public transportation. Transportation and street maps are available from Student Life.

When traveling 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 dark doorways, parked cars, subway entrances, and other locations where visibility is impaired.
- **AVOID SHORT-CUTS** with few pedestrians and vehicular traffic. Stay alert. Trust your intuition. If you feel uncomfortable, leave the area immediately.

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

• **AVOID DARK OR DESERTED PUBLIC TRANSPORTATION FACILITIES.** Wait for a bus or train at a busy stop. Have your fare ready—do not hunt for change at the last minute. Avoid entering the subway at off hours and in the evenings. When waiting for the train stand near the token booth; ride in the subway car with the conductor.

• **AVOID OVERLOADING YOUR ARMS WITH PACKAGES.** 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 clothes 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. 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 attention.)

• **RELINQUISH PERSONAL PROPERTY TO AVOID 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.

• **PERSONAL SAFETY EDUCATION PROGRAMS** sponsored by the Office of Security and Safety, provide the community with a forum to discuss personal safety and security topics.

FROM THE OFFICE OF CAREER SERVICES

For more information on the following, visit the Office of Career Services (fifth floor, B Building) or call 431-2345.

About Career Services

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 job search skills and about employment opportunities. Job listings and various informational guides, directories, and books are available in the Career Services Resource Center. The Office of Career Services is located on the fifth floor of the B Building and is open Mon., Tue. and Thurs. 9 am-6 pm, Wed. 9 am-7 pm (by appointment until 8 pm), and Fri. 9 am-5 pm.

THE OFFICE OF CAREER SERVICES STAFF

- ☐ Danielle Aptekar, Associate Director
- ☐ Lissa Jean, Associate Director
- ☐ Adjua Starks, Associate Director
- ☐ Valerie Plummer, Recruitment Support Coordinator
- ☐ Simonne Bouyea, Alumni Liaison
- ☐ Jennifer Tan, Career Services Assistant

FROM THE OFFICE OF FINANCIAL AID

For more information on the following, visit the Office of Financial Aid (fifth floor, A Building) or call 431-2828.

Financial Aid information

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

All entering students should attend a counseling session to complete the required documents even if loans have not been awarded for 1999-2000 to ensure that the release of future loans 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 disbursed.

Promissory notes were mailed with the Notice of Financial Aid during the summer to eligible students. If you did not receive a promissory note or failed to return the executed note, immediately contact Toby White, Office of Financial Aid. Federal Perkins Loan proceeds are applied directly to your student account to cover tuition and housing charges.

The Office is open Mon.-Thurs. 9 am-6 pm and Fri. 9 am-5 pm, A Building (57 Worth St.), fifth floor for information call, 431-2828.

THE OFFICE OF FINANCIAL AID STAFF

- ☐ Eileen F. Doyle, Director
- ☐ Toby L. White, Assistant Director
- ☐ Leslie R. Shannon, Counselor
- ☐ Brenda Wilder, Financial Aid Assistant
- ☐ Suzanne V. Walsh, Work-Study Employment Coordinator

FROM THE OFFICE OF ACADEMIC AFFAIRS

For more information on the following, visit the Office of Academic Affairs (Second floor, A Building) or call 431-2860.

About 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 and problems and should be contacted by students who have difficulties with their exam schedule. Academic Affairs is on the second floor of A Building (57 Worth St.). The office telephone number is 431-2860. Office of Academic Affairs hours are Mon.-Thurs. 9 am-6 pm, Fri. 9 am-5 pm, and evenings by appointment.

THE OFFICE OF ACADEMIC AFFAIRS STAFF

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

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About Counselor

Counselor is published weekly when school is in session by the Office of Development and Public Affairs. The next issue of *Counselor* will be published Monday, August 30, 1999.

Students who wish to submit information to *Counselor* should write to the Office of Student Life, 5th floor, A bldg. by 12 pm Monday for the following Monday's edition. Faculty and staff should e-mail copy via dspalter@nysls.edu to Donna Spalter, assistant director of communications and public relations, by noon Tuesday for the next Monday's issue. Contact Ms. Spalter at 431-2187 with questions or to request an editorial schedule.

bmc

FROM THE OFFICE OF THE REGISTRAR

For more information on the following, visit the Office of The Registrar (Second floor, A Building) or call 431-2300.

About the Office of the Registrar

The Office of the Registrar is responsible for maintaining student records, certifying attendance and good standing, processing grades, transcripts, registration forms, bar applications and VA forms. Office hours are Mon.-Thurs. 10 am-7 pm, Fri. 10 am-5 pm. During the week of August 25, the Office will open at 9 am. On Mon. and Tues., Aug. 25-26, the Office will extend its hours until 8 pm.

OFFICE OF THE REGISTRAR'S STAFF

- ☐ Geraldine Wenz, Registrar
- ☐ Associate Registrar: (TBA)
- ☐ Traci Harris, Receptionist/Administrative Assistant
- ☐ John McNeill, Senior Records Assistant
- ☐ Suzanne Tirado, Administrative Assistant
- ☐ Yvonne Mitchell, Senior Registration Assistant
- ☐ Sharon Walsh, Typist/Clerk

FROM THE OFFICE OF DEVELOPMENT & PUBLIC AFFAIRS

For more information on the following, visit the Office of Development & Public Affairs (Seventh floor, 40 Worth St.) or call 431-2800.

About Development and Public Affairs

The Office of Development and Public Affairs is responsible for fundraising, external and internal communications, Commencement and other special events, and alumni relations and programs. The department publishes: *Counselor*, an internal newsletter for students, faculty, and staff; *In Brief*, the School's alumni magazine; and the School's Annual Report.

OFFICE OF DEVELOPMENT AND PUBLIC AFFAIRS STAFF

- ☐ Barbara Leshinsky, Associate Dean of Institutional Advancement
- ☐ Diana Leo, Senior Director of Development
- ☐ Laurie Dorf, Director of Alumni Affairs
- ☐ Yvonne Hudson, Director of Communications/Public Relations
- ☐ Gwen Greenberg, Assistant Director of Alumni Affairs
- ☐ Donna Spalter, Assistant Director of Communications/Public Relations
- ☐ Anni Luneau Assistant, Director of Research/Grants
- ☐ Suzanne Kufner, Fund Development Associate
- ☐ Edward Lora, Stewardship Associate
- ☐ Inez Gonzalez, Fund Development Assistant