

II. Administrative Offices

Office of Academic Services

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law.nyu.edu/academicservices

The Office of Academic Services provides J.D. students with a wide range of information encompassing academic requirements and regulations. Services include, but are not limited to, explaining policies to, and advising students on, course selection and registration procedures, degree requirements, dual degree programs, the Columbia/NYU Exchange Program, non-law courses, and examination rules and schedules. The Assistant Dean and the Directors offer individual counseling on academic matters to help students meet their academic goals and facilitate progress toward the degree.

The Office provides all students (J.D., LL.M., J.S.D., and Exchange) with the Year-Long Registration Guide, J.D. Academic Regulation and Requirements Guide, and Course Updates. These materials contain academic regulations, an overview of and instructions for registration, course options and information on examination numbers, preparation for graduation, financial compliance, and withdrawal and tuition refund schedule. The Office also oversees and coordinates the requests for Postponement of Examinations and Accommodations for Students with Disabilities.

Office of Career Services

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NYU's recruitment programs include a large on-campus interview program with more than 350 employers each August as well as additional programs in the fall and spring. The Office also participates in several consortia job fairs for specialized populations. The OCS also initiates a variety of marketing and outreach programs nationwide in order to facilitate opportunities for students in their desired geographic location.

The OCS offers tremendous support programs for students pursuing judicial clerkships and careers in law teaching. These comprehensive services ensure that students gain exposure to a wide variety of professional opportunities and have the tools with which to explore them.

Students' career exploration is supported by an extensive web-based career communication system comprised of email distribution of job listings tailored to students' practice and geographic interests, RSVP for employer and OCS events, and links to numerous employer research tools.

Office of Communications

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Editorial: (212) 998-6074
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Publicizing Your Event

The Office of Communications would like to assist you in spreading the word on the events that you work so hard to produce. Please send a quick email to the Office of Communications to let us know what you are planning. Send your note to: law.communications@nyu.edu

- For signs and flyers, use the templates available at: law.nyu.edu/communications/flyers
- At this time, the Web Calendar is the best way to give advance notice to your intended audience. Please submit your event directly through the Law School website at: <http://its.law.nyu.edu/cal/EventProcess/index.cfm>
- Don't forget to submit a notice to *The Docket*, available online and throughout campus. *The Docket* publicizes events up to 2 weeks in advance. (See submission details on page 40)
- If you book a photographer, please let us know. Since we publish photographs of events throughout the year in various Law School publications (website, magazine, brochures, pamphlets, etc.) we might be interested in sharing resources.

NYU School of Law Website

To post departmental Web content including information about your seminar, conference, event, etc., please visit the Project Management Office Portal at <http://its.law.nyu.edu/pmo> and log in with your NetID. Your content request will be assigned to a lead analyst, and you will be able to track the request's progress on-line.

Scrolling news items on homepage:

The managing editor in the Communications office facilitates news items that are scrolled on the Law School's homepage. If you have a request for an item to be scrolled on the homepage, please contact Atticus Gannaway at atticus.gannaway@nyu.edu or (212) 992.8924.

Office of Graduate Affairs

Barbara Landress, Director
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graduateaffairs@exchange.law.nyu.edu
law.nyu.edu/llmjsd/graduateaffairs

The Office of Graduate Affairs is responsible for academic advising for LL.M. and Exchange students and also supports these constituencies programmatically to make their experience intellectually stimulating and personally rewarding. We offer the following services and programs:

- Advice about registration procedures, course selection, academic and extracurricular opportunities, add/drop, completion of requirements, and requests for Optional Practical Training. We also serve as a resource for referrals to other members of the Law School and University communities who can help meet your needs. During the two-week Introduction to U.S. Law course and throughout Orientation, we are available to answer your questions about acclimating to the Law School and to New York City.
- The OGA organizes and facilitates events that provide LL.M. students with opportunities to interact with each other, their colleagues, faculty members, and New York legal institutions. Events include Global Receptions at the homes of faculty members, and workshops on topics of interest to LL.M. students. Through student representatives from the LL.M. Specializations, we facilitate a range of student-initiated programs that have included visits to the United Nations, federal district court, the New York Stock Exchange, and meetings with distinguished visitors and representatives of New York-based NGO's.

Office of Graduate Admissions

Timothy J. Stanne, Director
Wilf Hall, Room 118
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law.nyu.edu/llmjsd/graduateadmissions

The Office of Graduate Admissions administers the admissions process for the advanced degrees, certificates and diplomas offered by the Law School, including the Master of Laws (LL.M.), the Executive Master of Laws (E-LL.M.), the Doctor of Juridical Science (J.S.D.), and the Advanced Professional Certificate in Taxation. Current J.D. students are first eligible to apply to any LL.M. degree, or the Advanced Professional Certificate in Taxation, during their 3L year, including application to the J.D.-LL.M. in Taxation as well as the J.D.-LL.M. in International Law. Current full-time LL.M. students may apply to the J.S.D. program, or may apply for a second LL.M. degree, during their year at NYU. Most scholarships available for the LL.M. program are administered by the Office of Graduate Admissions. However, students interested in the Tax Policy Fellowship should contact the Graduate Tax Program, and those interested in funding available for the J.D.-LL.M. in International Law should inquire with the Institute for International Law & Justice. For more information regarding the graduate law programs offered by NYU, please visit the Office of Graduate Admissions website, accessible from law.nyu.edu/llmjsd/graduateadmissions.

Office of Graduate Tax Law

Joshua D. Blank, Faculty Director, Graduate Tax Program
H. David Rosenbloom, Faculty Director, International Tax Program
John Stephens, Director, Graduate Tax Program
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law.taxprograms@nyu.edu
law.nyu.edu/tax

This office is responsible for the administration of the LL.M. in Taxation Program, the J.D./LL.M. in Taxation Program, and the LL.M. in International Taxation Program. This office counsels students in the Graduate Tax Program with respect to academic and student life concerns, including course selection and scheduling, degree requirements, and school rules and regulations. Professor Rust counsels students in the International Taxation Program.

Hauser Global Law School Program

Kevin Davis, Vice Dean for Global Affairs
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law.global@nyu.edu
law.nyu.edu/global

The Hauser Global Law School Program office handles all matters relating to the Global Program, including the Global Law Faculty and their courses, the visits of Distinguished Global Fellows and the Global Visitors program. The office is also responsible for the selection of Hauser LL.M. Scholars and Hauser Research Scholars, a group of exceptional international lawyers and scholars, some of whom study at NYU for an advanced degree and others who undertake research during their period of residency. The Hauser Global Law School Program sponsors numerous academic forums, lectures, conferences and colloquia, and is dedicated to integrating international and U.S. students in the Law School. The Law School's study abroad programs are administered through the Hauser office (for additional information about the exchange program, see law.nyu.edu/global/intlprograms/studyabroadprograms/index.htm)

Office of Information and Technology Services

Tolga Ergunay, Assistant Dean
for Information and Technology and Chief Information Officer
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Student Support Office
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law.helpdesk@nyu.edu

Classroom activities can have multimedia components, making the most of the Smart Classroom technology. Class web pages extend the learning beyond the classroom. A computer lab is located in the Law Library and email workstations are available throughout the School of Law. There are also web-based services available only to law students. Students apply for journals and/or clinics online. In addition, all exams (whether in-class or take-home) are taken on laptops. In-class exams can be uploaded to the server after completion of an exam. Take-home exams are uploaded to the server within a specific time frame.

Every student is required to have a laptop with wireless access to the Internet for academic purposes. It is equally important for students to have some type of data storage device (CD or DVD writable, zip drive or USB key) for backing up and archiving data. ITS will assist in configuring students' laptops to connect to the Internet using a variety of options available at the School of Law. (Please note that the ITS department does not provide or arrange repair services for student-owned machines.)

For specific information about the services provided, see the ITS Handbook available in the Information and Technology Services office or visit our website at law.nyu.edu/technology/laptops

Office of International Students and Scholars (OISS)

Dr. David B. Austell, Assistant Vice President / Director, Office of Global Services
561 La Guardia Place, 1st Floor
Telephone: (212) 998-4720
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nyu.edu/oiss
intl.students.scholars@nyu.edu

The Office for International Students and Scholars (OISS) coordinates services for the University's international students, scholars, and faculty. It assists students from other countries with all matters of special concern to them and serves as a referral source to other University departments. The OISS staff provides documentation and advisory services to international students in matters concerning U.S. immigration law and regulations and a variety of other nonacademic matters, such as programming, events and activities.

The OISS is the University's liaison to the U.S. Department of Homeland Security (DHS) and the U.S. Department of State.

All international students are required by law to do the following:

- Complete immigration check-in with OISS upon arrival;
- Register on a full-time basis every semester. J.D. and LL.M. students must register for a minimum of 12 credits each semester;
- Notify OISS of any change in their academic program, address or enrollment status.

All questions regarding one's status as an international student or exchange visitor in the United States should be addressed to this office. Office hours are Monday-Friday (9am-5pm).

Law Library

Radu D. Popa, Assistant Dean for Library Services & Director of the Law Library
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lawlibrary@nyu.edu
law.nyu.edu/library

The New York University Law Library provides extensive information resources and research services. Our main commitment is to support faculty and student research in a functional, user-friendly, and comfortable environment. NYU Law Library has highly trained librarians and staff always ready to provide high-caliber service.

Our collections have historically been regarded as among the deepest research collections not only in the country but also in the world. We make every effort to continue in this tradition, keeping pace with the ever-changing nature of legal and interdisciplinary research.

In order to maintain our position of predominance in the global legal academic field, we are committed to staying on the forefront of technological change, as the ways in which people conduct research evolve continuously.

The Public Interest Law Center

Denise Tomasini-Joshi, Assistant Dean for Public Interest Law
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pilc.info@nyu.edu
law.nyu.edu/publicinterestlawcenter

The Public Interest Law Center (PILC) is the focal point for public service activities at New York University School of Law. PILC provides inspiration and resources so that every NYU student can incorporate public service into his or her career, whether as a full-time vocation or through *pro bono* work. PILC's three counselors, all public interest lawyers, meet with students one-on-one to provide advice on every aspect of public service: summer internships, academic year volunteer opportunities, and permanent jobs. PILC is here to serve you, whether you are someone who has never volunteered or who has done extensive community service.

One of PILC's missions is to educate students about the exciting world of public service law, where lawyers work on the most complex and important legal issues of our time. To do this, PILC sponsors numerous programs including:

- The Leaders in Public Interest Series, which features lawyers, usually NYU alums, on Mondays at 6:00 p.m.,
- Weekly Student Advisor pizza lunches on various public interest topics,
- The PILC Summer Funding Program guarantees grants to all J.D. students who fulfill program requirements,
- The Public Interest Legal Career Fair, which brings more than 200 employers to NYU for interviews and information tables, and
- Community-building and social events.

Office of Records and Registration

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law.registration@nyu.edu
law.nyu.edu/recordsandregistration

The Office of Records and Registration (Records Office) handles a variety of student issues ranging from registration to graduation. It is a repository for and ensures the confidentiality of students' permanent records. This office serves as a liaison between NYU School of Law and the University for updating and maintaining students' official records.

The office handles the following areas of concern for our law students:

- * Registration/Use of Albert/ABRA
- * Loan Deferrals
- * Retention of Records and Grading
- * Student Requests for Official Transcripts
- * Administration of Examinations/Student Exam Survival Guide
- * Enrollment and Various Types of Certifications
- * Certification for State Bar Examinations and Supervision of Handwriting Samples
- * Graduation
- * Continuing Legal Education Credit (CLE)

Forms are available in the Records Office, FH 400 and on the Law School's website. The office maintains an open door policy and is available to students for advice in the above areas between the hours of 9:00 a.m. and 5:00 p.m.

Office of Residence Services

Nancy Mah Chau, Director
Mercer Residence
Telephone: (212) 998-6510
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law.reslife@nyu.edu
law.nyu.edu/housing

The Department of Residence Services strives to provide an environment that supports your studies at the New York University School of Law through well-maintained facilities and community-enhancing activities. We work to create an atmosphere for all students where learning is fostered, diversity is embraced, and mutual respect for all members of the community is cultivated.

The Department of Residence Services maintains two offices to meet the needs of the NYU School of Law community. The main office, the Office of Residential Life, is located on the first floor in 240 Mercer Street. This office should be contacted for most housing-related issues. Personnel from this office can be reached via email at law.reslife@nyu.edu or by phone at (212) 998-6510. Housing facility and maintenance issues should be directed to the Office of Facilities Services, located on the mezzanine level of D'Agostino Hall or by phone at (212) 998-6508.

The Office of Residential Life also offers guidance and advisement to law students looking for housing in the private sector. For further information about the Department of Residence Services and residential living at NYU School of Law (academic year and summer), review our website at law.nyu.edu/housing

Office of Student Affairs

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law.nyu.edu/students/studentaffairs

The Office of Student Affairs is committed to promoting the quality of life in our community.

- We offer the following services: counseling (academic and non-academic), tutoring, evaluating matriculation requests (leaves of absence, withdrawals and visiting status), and arranging for special accommodations. If we are not able to meet your needs, we will tap into the network of resources throughout the university to assist you.
- We facilitate opportunities to interact with the dean and faculty. Throughout the year, Dean Revesz will hold Town Hall meetings and lunch opportunities to give you a chance to be heard. Additionally, we sponsor first year faculty lunches that allow faculty members to interact informally with small groups of students.
- We also oversee student journals, coordinate school-wide and intra-group activities, match students to student organizations in a mentoring program, and organize workshops. Together with the SBA, student groups and other administrators, we organize programs that keep our community vibrant, intellectually engaging, and socially dynamic.

Office of Student Financial Services

Joel Schoenecker, Director
Kate Smith, Assistant Director
Tim Barnum, Assistant Director
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The Office of Student Financial Services is a partner with students to arrange financing for their legal education. In addition to administering NYU School of Law scholarship, grant, and fellowship programs, the Office is responsible for the Loan Repayment Assistance Program (LRAP) for JD graduates. The Office also serves as students' principal source of information on federal and private loan programs, debt management strategies, credit counseling, loan repayment, as well as outside funding opportunities.

Legal education is costly and financial decisions should be made with long-term strategies in mind. The Office seeks to educate students, as well as alumni, about the financial aid process and how to thoughtfully manage law school debt. Workshops are scheduled throughout the year on topics such as budgeting, financial planning, loan consolidation, LRAP, and traditional entrance and exit counseling.

The staff is available to assist in resolving problems with lenders, guarantors, and federal or state agencies. As your liaison to the Office of the NYU Bursar and the main University's Office of Financial Aid, we encourage you to contact us first with concerns about your bill, payments, or your financial aid.