

A photograph of a magnolia tree in full bloom with numerous pink flowers, set against a brick building and a stone courtyard. The tree's branches are covered in dense clusters of pink buds and open flowers. In the background, a red brick building with several windows is visible, and a stone courtyard with a wooden bench is partially seen. The overall scene is bright and colorful, capturing the spring season.

**Student  
Life  
Guide  
2015-16**

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**Welcome from  
the Office of  
Student Affairs**

**Office of Student Affairs**  
**Furman Hall**  
**245 Sullivan Street, Suite 474**  
**New York, NY 10012**  
**212-998-6658**  
[law.studentaffairs@nyu.edu](mailto:law.studentaffairs@nyu.edu)

Welcome to NYU School of Law! This Student Life Guide is a compilation of information to help you access resources that will allow you to get the most out of your law school experience. You also should familiarize yourself with the Academic Policies Guide published by the office of Academic Services.

The Office of Student Affairs is the front door to the Law School, committed to empowering and developing balanced individuals. We are also catalysts for growth, dedicated to fostering and inspiring genuine community and fun.

We are a community that respects its members and celebrates their achievements. We also realize that being a law student is very challenging and, at times, daunting. Our office provides support and assistance throughout your time here. From individual advising to community events, you can count on us as partners.

Our services include:

- Advising on academic enrichment, adjustment to law school, and stress management
- Assisting with personal or family issues (e.g., illness or bereavement)
- Connecting students with University services where appropriate (e.g., counseling, center for disabilities, and health services)
- Sponsoring programs to promote your health and wellness
- Serving as administrative and event planning liaison to SBA and other student groups
- Creating opportunities to connect you with the greater law school community
- Coordinating NYU Law's signature events (e.g., Orientation, Family Day, Fall Ball, Spring Fling, Deans' Cup, Barristers' Ball, and Convocation)

Once again, we welcome you and wish you the very best at NYU School of Law!

# Connect and Communicate

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## COMMUNICATION

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## NYUHome Account

**You must activate your NYU School of Law e-mail account.** You may forward mail from your NYUHome account to another e-mail account or from another e-mail account to your NYUHome account. The Law School often sends important e-mails to particular students or groups of students. These will be sent to your NYUHome account. It is your responsibility to make sure this account is activated.

→ **Activate your NYU School of Law email account at:**  
[start.nyu.edu](http://start.nyu.edu)

## Student Contact Information

**Students are required to log on to Albert**, the University's registration and student information system, to provide and keep current all contact information including address, phone numbers, and any other biographical information requested. Failure to provide this information could delay our ability to contact you in the event of emergency or to certify students for local bar examinations.

→ **Log on to Albert at:**  
[home.nyu.edu/academics](http://home.nyu.edu/academics)

## ABRA and Registration

**Registration is a two-part process: the bidding period and the add/drop period.** An automated bidding algorithm enrolls students in courses based on the number of points bid for courses and a fixed set of criteria described in the Year-Long Registration Guide. Registering for the entire year during the summer requires careful planning and attention to dates, deadlines, and bidding selections as well as the results of the bidding cycles.

→ **Register via ABRA at:**  
[abra.law.nyu.edu/abra](http://abra.law.nyu.edu/abra)

## Symplicity

**Symplicity Career Services Manager (CSM) enhances how information is shared between students and employers.** CSM provides a wide variety of resources, including job postings, announcements, informational workshops, reporting functions, and mentoring opportunities for NYU School of Law students and alumni.

→ **Register via Symplicity CSM at:**  
[law-nyu-csm.symplicity.com/students/](http://law-nyu-csm.symplicity.com/students/)

We hope that you will take advantage of the many exciting opportunities available to you both inside and outside of the classroom. Below is a list of the many outlets utilized to announce important events and opportunities to our Law School community.

## COMMUNICATE WITH FELLOW STUDENTS

### **NYU Law Classifieds - Coming Soon**

NYU Law Classifieds will be a new platform that will enhance the methods in which students and alumni can exchange various types of information (e.g., announcements, activities, goods, services, etc.). This new site will likely launch in early Fall semester. Stay tuned for additional information!

### **Student Group Listservs**

Student groups generally communicate with their members through listservs. To join listservs of interest to you, log into NYUHome. Under the "Lists" tab, click on the hyperlink that says "Browse and Subscribe to an NYU List." You can also join student listservs by contacting student group leaders directly. For an in-depth list of our current student groups, please refer to page 31 of this guide.

## COMMUNICATE WITH ADMINISTRATORS

### ***The Docket***

*The Docket* is a weekly email that you will receive each Monday. *The Docket* contains communications from the various Law School administrative offices. It is extremely important that you diligently read this weekly missive as it contains information about important deadlines and upcoming events throughout the Law School. The full *Docket* can also be found at [blogs.law.nyu.edu/docket](https://blogs.law.nyu.edu/docket).

### **Various Departmental Emails/Announcements**

Although we strongly encourage all administrators to communicate via *The Docket* instead of mass emails, from time to time administrative emails may be necessary, particularly when targeted to a subset of the student population.

## COMMUNICATE WITH THE LAW COMMUNITY

### **The Law School Calendar**

The Law School Calendar at [its.law.nyu.edu/eventcalendar](https://its.law.nyu.edu/eventcalendar) is an online schedule of events and activities taking place at the Law School. You may view events by date or by category (e.g., academic calendar, housing, students, global, etc.). You may also submit events to the calendar. Students can view this online calendar on the flat screens in the various student lounges.

**Events This Week at NYU Law** is a complement to *The Docket* and lists all events for that particular week automatically drawn from the Law School Calendar.

### **The Law School Magazine**

NYU School of Law's annual magazine, published each fall, has in-depth features on notable alumni or faculty members, academic areas, and pressing issues of our time. The magazine also publishes scholarly excerpts and news-length stories on the Law School's faculty, scholarship, programs, students, alumni, news, and events. The editorial staff welcomes story ideas and news. Please email [law.magazine@nyu.edu](mailto:law.magazine@nyu.edu).

## How to Find Us

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# NYU Law Offices

## OFFICE OF ACADEMIC SERVICES

Michelle L. Kirkland, Assistant Dean for Academic Services and Records and Registration

Amy Chu, Senior Director

Paula Bailey, Associate Director

Furman Hall, Suite 400

Telephone: (212) 998-6020

[law.acadservices@nyu.edu](mailto:law.acadservices@nyu.edu)

[law.nyu.edu/academicservices/index.htm](http://law.nyu.edu/academicservices/index.htm)

The Office of Academic Services provides JD 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 (JD, LLM, JSD, and Exchange) with the Year-Long Registration Guide, JD 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.

The Office publishes an [Academic Policies Guide](#) that describes the policies and rules that will ordinarily govern academic and student life at New York University School of Law. Students must read this guide and familiarize themselves with the procedures outlined pertaining to the following:

- Class Attendance and Residence Requirements
- Grading System and Examinations
- Student Files and Records
- Freedom in the Classroom and Freedom of the Press
- Disciplinary Procedures
- University and Federal Policies and Procedures
- University Policies on Bias, Harassment, and Discrimination

## OFFICE OF ADMISSIONS

Ken Kleinrock, Associate Dean for Admissions  
Wilf Hall  
Telephone: (212) 998-6060  
[law.moreinfo@nyu.edu](mailto:law.moreinfo@nyu.edu)  
[law.nyu.edu/admissions/jdadmissions](http://law.nyu.edu/admissions/jdadmissions)

The Office of JD Admissions administers the admissions, recruitment, and enrollment process for JD, transfer, and visiting third year students. The Admissions team is committed to enrolling a student body from a broad spectrum of society, with the strongest combination of qualifications and the greatest potential to contribute to the diversity and vitality of the Law School community. The office is responsible for recruitment outreach to build a talented and dynamic applicant pool. The office administers a wide range of post-admissions recruitment programs and provides administrative support and training to the Law School's student groups to promote their recruitment efforts. The Law School strives to provide access to the finest legal education to members of groups underrepresented in the legal profession.

## OFFICE OF CAREER SERVICES (OCS)

Irene Dorzback, Associate Dean for Career Services  
Clara Solomon, Director of Counseling and Career Development (LLM Contact)  
Furman Hall, Suite 430  
Telephone: (212) 998-6090  
[law.careers@nyu.edu](mailto:law.careers@nyu.edu)  
[law.nyu.edu/careerservices](http://law.nyu.edu/careerservices)

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 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

David Niedenthal, Director of Creative Services  
Michael Orey, Media Manager  
D'Agostino Hall, 2nd Floor  
Design: (212) 998-6107  
Editorial: (212) 998-6074  
[law.communications@nyu.edu](mailto:law.communications@nyu.edu)  
[law.nyu.edu/communications](http://law.nyu.edu/communications)

The Office of Communications offers design, production, and print services for all internal and external publications of New York University School of Law, including brochures, invitations, booklets, newsletters, and posters. In addition, Communications also publishes *The Docket* and *NYU: The Law School Magazine* and manages design and content for the NYU School of Law website.

## OFFICE OF THE DEAN

Trevor Morrison, Dean  
Vanderbilt Hall, Room 406  
Telephone: (212) 998-6000  
[trevor.morrison@nyu.edu](mailto:trevor.morrison@nyu.edu)

The dean is responsible for the administration of the Law School, including academic programs, admissions, financial management, operations, communications, development and alumni relations, and the various centers and institutes. The dean is also head of the faculty and an ex-officio member of the Law School Foundation Board of Trustees. He encourages students to e-mail him with any questions or concerns or to make an appointment to see him in his office by contacting his assistant, Ken Seagreaves, at [ken.seagreaves@nyu.edu](mailto:ken.seagreaves@nyu.edu). Throughout the academic year, the dean holds roundtable discussions with prominent guests who have used their law degrees in a variety of non-traditional ways. Notices for roundtables are sent by email, as well as posted in *The Docket* and on the NYU School of Law online calendar. The Dean's Office will also direct you, depending on your need, to the appropriate administrative or program office.

## OFFICE OF DEVELOPMENT AND ALUMNI RELATIONS

Sue Anderson, Director of Alumni Relations  
D'Agostino Hall, 2nd Floor  
Telephone: (212) 998-6410  
[law.alumni@nyu.edu](mailto:law.alumni@nyu.edu)  
[law.nyu.edu/alumni](http://law.nyu.edu/alumni)

The offices of Development and Alumni Relations provide a wide variety of services to both our alumni community and our current students. The office helps reconnect our alumni with the Law School through various features and events and focuses on ways to increase engagement with current students. Student groups frequently work with these offices when requesting certain speakers or panelists for an event. Additionally, when student groups wish to solicit financial support from firms, this office helps coordinate these efforts to secure funding. When students graduate, they are entered into an ever-growing alumni community with perks such as Class Notes, the NYU Law Alumni Online Community, and various Law School events including Reunion.

## OFFICE OF GRADUATE ADMISSIONS

Timothy J. Stanne, Assistant Dean for Graduate Admissions  
Wilf Hall, Room 118  
Telephone: (212) 998-6060  
[law.grad.moreinfo@nyu.edu](mailto:law.grad.moreinfo@nyu.edu)  
[law.nyu.edu/lmjds/graduateadmissions](http://law.nyu.edu/lmjds/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 (LLM), the Executive Master of Laws (E-LLM), the Doctor of Juridical Science (JSD), and the Advanced Professional Certificate in Taxation. Current JD students are first eligible to apply to any LLM degree, or the Advanced Professional Certificate in Taxation, during their 3L year, including application to the JD-LLM in Taxation as well as the JD-LLM in International Law. Current full-time LLM students may apply to the JSD program, or may apply for a second LLM degree, during their year at NYU. Most scholarships available for the LLM 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 JD-LLM 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 at [law.nyu.edu/lmjds/graduateadmissions](http://law.nyu.edu/lmjds/graduateadmissions).

## OFFICE OF GRADUATE AFFAIRS (OGA)

Barbara Landress, Director  
Lourdes Olvera-Marshall, Associate Director  
Furman Hall, Suite 340  
Telephone: (212) 998-6015  
[law.graduateaffairs@nyu.edu](mailto:law.graduateaffairs@nyu.edu)  
[law.nyu.edu/graduateaffairs/index.htm](http://law.nyu.edu/graduateaffairs/index.htm)

The Office of Graduate Affairs is responsible for academic advising for LLM and Exchange students and supports these constituencies programmatically to make their experience intellectually stimulating and personally rewarding. The office provides 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. The office also serves 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 US 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 LLM 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 LLM students. Through student representatives from the LLM Specializations, the office facilitates 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 NGOs.

## GRADUATE TAX OFFICE

Joshua D. Blank, Faculty Director, Graduate Tax Program  
H. David Rosenbloom, Director, International Tax Program  
John Stephens, Director, Graduate Tax Program  
Furman Hall, Room 344  
Telephone: (212) 998-6394  
[law.taxprograms@nyu.edu](mailto:law.taxprograms@nyu.edu)  
[law.nyu.edu/tax/index.htm](http://law.nyu.edu/tax/index.htm)

This office oversees the following degree and certificate programs: the LLM in Taxation (full-time and part-time), the JD/LLM in Taxation, the LLM in International Taxation, the Executive LLM in Taxation, and the Advanced Professional Certificate Programs in Taxation. The office provides counseling on academic concerns, including course selection, degree requirements, and school rules and regulations.

## HAUSER GLOBAL LAW SCHOOL PROGRAM

Kevin Davis, Vice Dean for Global Affairs and Beller Family Professor of Business Law  
Un Kyung Park, Director, Global Visitors Programs  
Furman Hall, Suite 340  
Telephone: (212) 998-6691  
[lawglobal@exchange.law.nyu.edu](mailto:lawglobal@exchange.law.nyu.edu)  
[nyulawglobal.org](http://nyulawglobal.org)

NYU's unique Hauser Global Law School, founded in 1994 by Rita and Gustave Hauser, has moved the School of Law beyond the traditional study of comparative and international law to the systematic examination of transnational issues and the development of new ways to train 21st-century lawyers. The Hauser program incorporates non-US and transnational legal perspectives throughout the Law School's curriculum, promotes scholarship on comparative and global law, and brings the world's leading faculty, postdoctoral scholars and graduate law students to NYU to teach and study side by side with their American counterparts. By exchanging ideas and developing lasting relationships that transcend national boundaries, the Program has allowed for the creation of a broad and dynamic network of scholars throughout the world, one that can influence the future of legal education. The Hauser Global Law School Program ensures that all NYU students are exposed to a wide range of global legal issues through their participation in Law School life. The grounding and knowledge provided by the Program serve law students extremely well, whatever their chosen career fields.

## HOSPITALITY AND FOOD SERVICES

Bruce White, Director of Hospitality and Food Services  
Maria Micale, Manager of Hospitality and Food Services  
D'Agostino Hall, Mezzanine  
[specialevents@exchange.law.nyu.edu](mailto:specialevents@exchange.law.nyu.edu)  
[law.nyu.edu/hospitality](http://law.nyu.edu/hospitality)

New York University School of Law is proud of its reputation for hosting quality events. The Office of Hospitality and Food Services prides itself in preparing excellent cuisine and in using only the finest quality ingredients from local purveyors. Additionally, this office provides room set-up, catering, audio/visual equipment, and other services available to make each event of high quality. Student groups utilize the various services provided by this office when planning most events or programs. For larger events, the Assistant Director for Student Activities in the Office of Student Affairs serves as the liaison between student groups and Hospitality and Food Services, assisting with issues such as event space suggestions, deadlines, or budgetary restrictions.

The Event Management System (EMS) is an online space booking system that allows student groups to reserve spaces and place their events on the online NYU Law Calendar. EMS can be accessed by visiting: [its.law.nyu.edu/ems/index.cfm?fuseaction=home.login](http://its.law.nyu.edu/ems/index.cfm?fuseaction=home.login)

## OFFICE OF INFORMATION AND TECHNOLOGY SERVICES (ITS)

Tolga Ergunay, Associate Dean for Innovation and Chief Information Officer  
Vanderbilt Hall, B09  
ITS Helpdesk - Vanderbilt Hall, Room 211  
Telephone: (212) 998-8183  
[law.helpdesk@nyu.edu](mailto:law.helpdesk@nyu.edu)  
[nyu.edu/technology/index.htm](http://nyu.edu/technology/index.htm)

The goal at ITS is to provide comprehensive solutions and support for computing, teaching, media, and networking technologies to the NYU Law community. A computer lab is located in the Law Library and email workstations are available throughout the School of Law. Nevertheless, 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.) In addition, all exams (whether in-class or take-home) are taken on laptops.

## LAW LIBRARY

Radu D. Popa, Assistant Dean for Library Services & Director of the Law Library  
Vanderbilt Hall, Room 102  
Telephone: (212) 998-6320  
[lawlibrary@nyu.edu](mailto:lawlibrary@nyu.edu)  
[law.nyu.edu/library](http://law.nyu.edu/library)

The New York University Law Library provides extensive information resources and research services. 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 nation, 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.

## **PUBLIC INTEREST LAW CENTER (PILC)**

Rachel Peckerman, Associate Director  
Furman Hall, Suite 430  
Telephone: (212) 998-6686  
[pilc.info@nyu.edu](mailto:pilc.info@nyu.edu)  
[law.nyu.edu/publicinterestlawcenter/index.htm](http://law.nyu.edu/publicinterestlawcenter/index.htm)

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 her or his 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 alumni), 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 JD students who fulfill program requirements
- "The LLM Public Interest Job Search" for students to learn more about resources at NYU and get practical tips on resumes, cover letters, informational interviews, networking, and more
- The Public Interest Legal Career Fair, which brings more than 200 employers to NYU for interviews and information tables
- Community-building and social events

## **OFFICE OF RECORDS AND REGISTRATION**

Michelle L. Kirkland, Assistant Dean for Academic Services and Records and Registration  
Kevin Anterline, Manager, Office of Records & Registration  
Ann-Margaret Joseph, Supervisor, Registration & Recording  
Furman Hall, Suite 400  
Telephone: (212) 998-6040  
[law.registration@nyu.edu](mailto:law.registration@nyu.edu)  
[law.nyu.edu/recordsandregistration](http://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 Deferments
- 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 9:00 a.m. and 5:00 p.m.

## OPERATIONS AND FACILITIES

Lillian Zalta, Assistant Dean for Operations and Administrative Services  
110 West 3rd Street, 1st Floor  
Telephone: (212) 995-3234  
[law.nyu.edu/operations/facilities](http://law.nyu.edu/operations/facilities)

Facilities Services is responsible for supporting a quality experience through effective and timely maintenance, repair, improvement, and cleaning of school buildings, building-systems, utilities, and equipment. Anything affecting the comfortable use of NYU School of Law facilities (academic and residence halls) can be reported via online service/work request systems.

### **Academic Buildings**

Vanderbilt Hall, Furman Hall, Wilf Hall, and 22 Washington Square North  
All members of the NYU Law community who would like to report a problem in an academic building may submit a Work Request online via the FIX System.

### **Residence Halls**

Mercer Residence, D'Agostino Hall, 130 MacDougal Street, and 230 Sullivan Street  
In the event of a facilities emergency (i.e. flooding, no heat, etc.) please contact the Front Desk.

For urgent requests (i.e. water leak, heat outage, etc.) outside of regular business hours, please contact the Front Desk/Public Safety Officer located in the building lobby or call the Department of Public Safety at (212) 998-2222.

## OFFICE OF RESIDENTIAL SERVICES

Nancy Mah Chau, Director  
Mercer Residence, 240 Mercer Street  
Telephone: (212) 998-6510  
[law.reslife@nyu.edu](mailto:law.reslife@nyu.edu)  
[law.nyu.edu/housing](http://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. 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.

## OFFICE OF STUDENT AFFAIRS

Jason Belk, Dean of Students  
Sarah Bowman, Assistant Director for Student Activities  
Tracee Nwafor, Assistant Director for Student Affairs  
Furman Hall, Suite 474  
Telephone: (212) 998-6658  
[law.studentaffairs@nyu.edu](mailto:law.studentaffairs@nyu.edu)  
[law.nyu.edu/studentaffairs](http://law.nyu.edu/studentaffairs)

The Office of Student Affairs is committed to promoting the quality of life in our community. The office offers 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 the office is not able to meet your needs, it will tap into the network of resources throughout the university to assist you. The Office of Student Affairs facilitates opportunities to interact with the dean and faculty. Additionally, it oversees student journals, coordinates school-wide and intra-group activities, matches students to alumni in a mentoring program, and organizes workshops. Together with the SBA, student groups, and other administrators, the office organizes programs that keep the Law School community vibrant, intellectually engaged, and socially dynamic.

## OFFICE OF STUDENT FINANCIAL SERVICES

Joel Schoenecker, Director  
Tim Barnum, Associate Director  
Hah-neef Mack, Assistant Director  
Clara Perez, Financial Aid Counselor  
Avery Klotsche, LRAP Counselor  
Furman Hall, Suite 474  
Telephone: (212) 998-6050  
[law.finaid@nyu.edu](mailto:law.finaid@nyu.edu)  
[law.nyu.edu/financialaid](http://law.nyu.edu/financialaid)

The Office of Student Financial Services partners 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, and outside funding opportunities.

The Office seeks to educate students and 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.

## OFFICES OF THE VICE DEAN

Kevin Davis, Vice Dean  
Vanderbilt Hall, Room 335  
Telephone: (212) 992-8843  
[davisk@exchange.law.nyu.edu](mailto:davisk@exchange.law.nyu.edu)

Jeannie Forrest, Vice Dean  
22 Washington Square North, 302  
Telephone: (212) 998-6424  
[jeannie.forrest@nyu.edu](mailto:jeannie.forrest@nyu.edu)

Randy Hertz, Vice Dean  
Furman Hall, Room 626  
Telephone: (212) 998-6434  
[randy.hertz@nyu.edu](mailto:randy.hertz@nyu.edu)

Daryl Levinson, Vice Dean  
Vanderbilt Hall, Room 505  
Telephone: (212) 998-6613  
[daryl.levinson@nyu.edu](mailto:daryl.levinson@nyu.edu)

The Vice Deans are responsible for the administration and development of the academic and student affairs programs for both the JD and Graduate Divisions.

Kevin Davis has responsibility for international activities, including foreign visitors, opportunities to study abroad, and foreign internships. He is also the Chair of the Graduate Division.

Jeannie Forrest has responsibility for developing and promoting leadership initiatives at the Law School and for cultivating synergies among student services offices. She provides oversight for Hospitality and Food Services and Development and Alumni Relations.

Randy Hertz has responsibility for all matters relating to the curriculum, student discipline, and the requirements of the American Bar Association, the New York Court of Appeals, and the New York State Regents.

Daryl Levinson has responsibility for curating the various activities that enrich the Law School's intellectual life, including colloquia, workshops, the Forum, symposia, and major conferences. He also serves as an ex officio member of the Academic Personnel Committee in order to add to the long-term strategic thinking around visiting, joint, and full-time faculty appointments.

# University Offices

## NYUCARD CENTER

NYUCard Center  
7 Washington Place (Corner of Mercer Street), Ground Floor  
New York, NY 10003  
Telephone: (212) 443-2273  
[nyucard@nyu.edu](mailto:nyucard@nyu.edu)  
[nyu.edu/nyucard](http://nyu.edu/nyucard)

The NYUCard is a must for all NYU students, faculty, administration, and staff members. The NYUCard should be carried at all times while on campus. The card entitles you to various privileges and potential uses on campus. Your NYUCard entitles you to a discount in the NYU Bookstore and allows you to access NYU buildings, campus transportation, and computer centers located throughout campus. Lost or stolen cards should be reported immediately to the NYUCard Center.

## CENTER FOR MULTICULTURAL EDUCATION AND PROGRAMS (CMEP)

Center for Multicultural Education and Programs  
Kimmel Center for University Life  
60 Washington Square South, Suite 806  
New York, NY 10012  
Telephone: (212) 998-4343  
[cmepe@nyu.edu](mailto:cmepe@nyu.edu)  
[nyu.edu/life/student-life/diversity-at-nyu/multicultural-educationandprograms.html](http://nyu.edu/life/student-life/diversity-at-nyu/multicultural-educationandprograms.html)

In the words of New York University President John Sexton, “diversity is indispensable to NYU’s pursuit of excellence.” Playing a crucial role in advancing this vision, The NYU Center for Multicultural Education and Programs (NYU CMEP) produces intentional and sustained educational initiatives and campus-wide programs in the areas of diversity and social justice. Through collaborations with a broad range of students, faculty, administrators, and community partners, NYU CMEP’s efforts are designed to make an institutional impact in enhancing intercultural awareness and to offer compelling ways to explore the complex intersections of gender, national origin, religion, sexual orientation, socioeconomic class, race, ethnicity, and disability status.

Furthermore, NYU CMEP is committed to providing academic and personal support to diverse students that fosters the highest achievement. To accomplish these goals and develop the most effective pedagogy and curriculum in the field, NYU CMEP looks to national models, research, and assessment that will measure desired outcomes.

## CENTER FOR SPIRITUAL LIFE

Center for Spiritual Life  
238 Thompson Street, 4th Floor  
New York, NY 10012  
Telephone: (212) 998-4959  
[spiritual.life@nyu.edu](mailto:spiritual.life@nyu.edu)  
[nyu.edu/life/student-life/diversity-at-nyu/spiritual-life.html](http://nyu.edu/life/student-life/diversity-at-nyu/spiritual-life.html)

The Center for Spiritual Life includes chaplains, educators, and international leaders from over forty faith traditions committed to furthering students' ability to find their spiritual home at NYU. They connect students to relevant clubs and organizations within the University and around the world, develop new academic opportunities, facilitate innovative Faith Zone trainings for the NYU community, and host mindfulness-focused programs throughout the year. Meditation rooms are available.

Below, you will find information about the major religious centers on our campus. Visit [nyu.edu/life/student-life/diversity-at-nyu/spiritual-life.html](http://nyu.edu/life/student-life/diversity-at-nyu/spiritual-life.html) for more information about the various organizations and student clubs that focus on faith, religion, and spirituality.

### **Catholic Center at NYU**

[catholiccenternyu.org](http://catholiccenternyu.org)

As the home of Catholic activities at New York University, the Catholic Center at NYU serves the approximately 18,000 Roman Catholic students at the university and is administered by the Order of Friars Preachers in partnership with the Church of St. Joseph. Inside the center is the Blessed John Henry Cardinal Newman Chapel, chaplains' offices, student organization offices, and an array of meeting spaces including a student common room. Students and faculty are encouraged to maintain the sacramental life and to explore the various student organizations that offer formation and fellowship.

### **The Bronfman Center at NYU**

[bronfmancenter.org](http://bronfmancenter.org)

Also known as Hillel at NYU, the Edgar M. Bronfman Center for Jewish Student Life engages one of the largest and most creative Jewish student populations in the United States. The Bronfman Center is home to dozens of student groups and hundreds of innovative programs and projects. In the heart of Greenwich Village, the Bronfman Center taps into the energy of New York City to create open and pluralistic communities where students learn, celebrate, and explore their identities and Jewish life. Through our fellowship model, students can engage in semester-long educational tracks that immerse students in contemporary Jewish education, connect them to a new and exciting social network, and introduce them to the extraordinary variety and diversity of Jewish life at NYU.

### **The Islamic Center at NYU**

[icnyu.org](http://icnyu.org)

The Islamic Center at NYU caters to a wide and growing audience, reaching not only Muslims in New York City but also individuals from other communities. The Islamic Center at NYU is dedicated to fostering a sense of awareness, activism, and scholarship amongst the Muslim community both on and off campus. Unlike most university-based Muslim organizations that are student-run, the Islamic Center at NYU is overseen by the Office of the Muslim Chaplain, established to meet the needs of its growing membership. Our vision at the Islamic Center is to provide a space for a pluralistic future on and off-campus for American Muslims. We hope that the Islamic Center at NYU will become a spiritual and intellectual crossroads of Islam and America, creating a deep and diverse community of ambitions and resources.

## NYU DENTAL FACULTY PRACTICE

NYU Dental Faculty Practice  
726 Broadway, Suite 350  
New York, NY 10003  
Telephone: (212) 443-1300  
[nyu.edu/dental/facultypractice/index.html](http://nyu.edu/dental/facultypractice/index.html)

The Stu-Dent plan offered by NYU College of Dentistry provides quality, hassle-free dental services to restore and maintain your teeth and gums – at a time in your life when it is critical to do so. We provide treatment at convenient times and in a convenient location, making it easy and economical to fit dental care into your busy schedule. NYU students enrolled in the Stu-Dent Plan will be treated by graduating D.D.S. and dental hygiene students, overseen by licensed dental faculty members, in our state-of-the-art NYU Dental Faculty Practice. The following dental services are covered by Stu-Dent:

### *Diagnostic Care*

- Semiannual oral examinations
- X-rays needed to support Stu-Dent services

### *Restorative Treatment*

- Routine amalgams (silver fillings)
- Routine composites (tooth-colored fillings)

### *Preventive Care*

- Semiannual prophylaxes (cleanings)
- Sealants
- Oral hygiene instruction

### **Eligibility**

Stu-Dent membership is open to full and part-time NYU students as well as their partners and dependent children.

## OFFICE OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION

Office of Equal Opportunity  
726 Broadway, 719-721  
New York, NY 10003  
Telephone: (212) 998-2375  
[equal.opportunity@nyu.edu](mailto:equal.opportunity@nyu.edu)  
[nyu.edu/about/policies-guidelines-compliance/equal-opportunity.html](http://nyu.edu/about/policies-guidelines-compliance/equal-opportunity.html)

New York University's Office of Equal Opportunity (OEO) is responsible for advancing and monitoring the University's equal opportunity and affirmative action policies, procedures, and programs. It does so by making known the University's commitment to these policies and by carrying out utilization analyses for minority and women relative to national baseline data. Analyses, carried out with respect to recruitment, promotion, and departures, are used to identify areas of focus for future improvement. The mission of the Office of Equal Opportunity is to promote and support the University's commitment to creating and fostering an inclusive and diverse community of faculty, administrators, staff, and students.

New York University is committed to maintaining an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Accordingly, the University is committed to enforcing this Non-Discrimination and Anti-Harassment Policy and Complaint Procedures at all levels in order to create an environment free from discrimination, harassment, retaliation, and/or sexual assault. Discrimination or harassment based on race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status, or any other legally prohibited basis is unlawful and undermines the character and purpose of the University. Such discrimination or harassment violates University policy and will not be tolerated.

## FITNESS FACILITIES

### **Jerome S. Coles Sports Center**

181 Mercer Street

New York, NY 10012

Telephone: (212) 998-2020

[gonyuathletics.com/sports/2011/12/6/Coles\\_1206110241.aspx?path=coles](http://gonyuathletics.com/sports/2011/12/6/Coles_1206110241.aspx?path=coles)

The Coles Sports Center accommodates a wide range of individual and group recreational sports and fitness activities, including over 140 different courses at various skill levels serving over 10,000 participants, as well as club sports and an intramural program enjoyed by approximately 3,500 students. The facility also serves as home for many of the Violets' varsity intercollegiate athletic programs.

Located at 181 Mercer Street between Bleecker and Houston Streets, the Sports Center covers 142,000 square feet and has five levels:

- Roof level includes a 1/6-mile, three-lane running track; six tennis courts; and two batting cages.
- Lobby level is the main entrance to the facility and has a lounge and balcony overlooking the natatorium and field house courts, Exercise Prescription Room, Exercise Prescription Annex, dance studio, and conference room.
- Squash level has five squash courts, one racquetball court, and Coles Rocks - over 1,000 square feet of bouldering walls.
- Natatorium level has a 25-meter, six-lane recreational pool; a diving well with two one-meter diving boards and one three-meter diving board; saunas; fencing salle; aerobic fitness room; and aerobic fitness annex.
- Field House level has five multipurpose courts (basketball, volleyball, tennis, badminton), four racquetball courts, Mini Gym, wrestling room, and weight training room.

### **Palladium Athletic Facility**

140 East 14th Street

New York, NY 10003

Telephone: (212) 992-8500

[gonyuathletics.com/sports/2011/12/1/Palladium\\_1201112947.aspx?path=palladium](http://gonyuathletics.com/sports/2011/12/1/Palladium_1201112947.aspx?path=palladium)

The Palladium Athletic Facility (PAF) is the latest in cutting-edge sports complexes designed to feel like a private health club. Some of the highlights include a 3,140-square-foot weight room complete with free weights, plate-loaded machines, and selectorized machines. On the lower level is a 3,433-square-foot aerobic fitness room dedicated to cardio equipment, including stairsteppers, treadmills, elliptical trainers, and exercycles. Each machine is outfitted with personal TV consoles that patrons can plug their own headphones into and choose from 35 TV stations and 5 radio stations. From this environment, one can move to the 30-foot-high climbing center that spans the two floors between the exercise room and the weight room. Existing separately from the two rooms is a group cycling room perfect for classes or general use.

The main gym can be used for either volleyball or basketball. As a regulation-sized basketball court housing six baskets, it is suitable for both half- and full-court play. The auxiliary gym is outfitted with a high-tech sound system, rowing machines, and progressive fitness equipment, such as exercise balls and body bars, making it the perfect haven for recreation classes. Each cardio machine is outfitted with consoles that patrons can plug their own headphones into and receive audio from 8 TV stations. In addition, it has a half-sized basketball court that can be used when recreation classes are not in session.

## HEALTH PROMOTION OFFICE (HPO)

Health Promotion Office  
726 Broadway, 3rd and 4th Floors  
New York, NY 10003  
Telephone: (212) 443-1234  
[health.promotion@nyu.edu](mailto:health.promotion@nyu.edu)  
[nyu.edu/life/safety-health-wellness/student-health-center/services/health-promotion.html](http://nyu.edu/life/safety-health-wellness/student-health-center/services/health-promotion.html)

The Health Promotion Office (HPO) at SHC produces dynamic educational programs, health information, peer training, and campus events to enhance personal, academic, and career success. An accessible team of professional and student health educators design, deliver, and evaluate diverse wellness programming, provide health consultations, and serve as referral sources to additional support for vital student health issues.

HPO works to empower students to make informed decisions by providing the campus community with accessible, accurate information and compassionate services that foster personal health, academic success, and community wellness.

We acknowledge that students are adults who can and will make their own decisions regarding their health. Given that understanding, we strive to create an environment in which students feel listened to and respected.

## OFFICE OF INTERNATIONAL IMMIGRATION SERVICES

Sarah Moser, International Student Advisor (Liaison to the Law School)  
561 LaGuardia Place, 1st Floor  
New York, NY 10012  
Telephone: (212) 998-4720  
[sarah.moser@nyu.edu](mailto:sarah.moser@nyu.edu)  
[nyu.edu/global/international-immigration-services.html](http://nyu.edu/global/international-immigration-services.html)

The Office of Global Services (OGS) 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 OGS maintains an extensive website with helpful information for students with F-1 and J-1 visas including information on taxes, employment, and programs of interest to international students.

The OGS is the University's liaison to the US Department of Homeland Security and the US Department of State, and its staff provides documentation and advisory services to international students in matters concerning US immigration law and regulations. All international students are required by law to do the following:

- Complete immigration check-in with OGS upon arrival;
- Register on a full-time basis every semester. LLM students must register for the equivalent of at least 10 Law School credits each semester;
- Notify OGS of any change in their academic program, address, or enrollment status.

## **LGBTQ STUDENT CENTER**

NYU Lesbian, Gay, Bisexual, Transgender, and Queer Student Center  
Kimmel Center for University Life  
60 Washington Square South, Suite 602  
New York, NY 10012

Telephone: (212) 998-4424

[lgbtq.student.center@nyu.edu](mailto:lgbtq.student.center@nyu.edu)

[nyu.edu/life/student-life/diversity-at-nyu/lesbian-gay-bisexual-transgender-and-queer-student-center.html](http://nyu.edu/life/student-life/diversity-at-nyu/lesbian-gay-bisexual-transgender-and-queer-student-center.html)

The New York University Lesbian, Gay, Bisexual, Transgender, and Queer Student Center creates a welcoming environment for all University students and faculty interested in developing their understanding of LGBTQ issues. Support services, resources, programs, advocacy, training, education, and consultation are provided to members of the NYU community. With its services, programs, and resources, the NYU LGBTQ Student Center exists to create campus environments that are inclusive and supportive of student diversity in the areas of sexual orientation and gender identity and expression.

The center offers a number of opportunities to help build personal communities and support by connecting students with other members of the NYU community as well as providing information on what New York City has to offer in terms of LGBTQ services. The NYU LGBTQ Student Center is a place where students can meet, discuss, learn, and voice the LGBTQ issues they encounter on a daily basis. For faculty and staff, the center is a great resource for ensuring all University services and events are inclusive and supportive of the LGBTQ community. As an institution that fosters and encourages diversity, NYU is committed to supporting the LGBTQ community, and the center is the liaison dedicated to this endeavor and the voice of the NYU LGBTQ network.

## **MOSES CENTER FOR STUDENTS WITH DISABILITIES**

Henry and Lucy Moses Center for Students with Disabilities

726 Broadway, 2nd Floor

Telephone and TTY: (212) 998-4980

[mosescsd@nyu.edu](mailto:mosescsd@nyu.edu)

[nyu.edu/csd](http://nyu.edu/csd)

The University provides an array of services for students with disabilities through the Moses Center. General services provided include testing accommodations, adaptive computer equipment, sign language interpreters, and readers. To request accommodations, students must submit documentation to the Moses Center. The Moses Center evaluates the documentation, determines what reasonable accommodation is appropriate, and reports this finding to the Law School. In order to preserve anonymity in grading, students should not discuss accommodations with the instructor in a course. Students may contact the Moses Center directly or more information.

## **PUBLIC SAFETY**

NYU Public Safety

7 Washington Place (Corner of Mercer Street), Ground Floor

New York, NY 10003

Telephone: (212) 998-2222

[nyu.edu/public.safety](http://nyu.edu/public.safety)

The NYU Department of Public Safety provides emergency help and information on a 24-hour basis. If you need assistance, call (212) 998-2222 or ask a Department of Public Safety guard on patrol around NYU. The Department of Public Safety has a radio-equipped patrol car that cruises the campus 24 hours a day. Look for the white car with the amber light that says "New York University Public Safety" in purple lettering on the side.

## STUDENT HEALTH CENTER (SHC)

NYU Student Health Center  
726 Broadway, 3rd and 4th Floors  
New York, NY 10003  
[health.center@nyu.edu](mailto:health.center@nyu.edu)  
[nyu.edu/shc](http://nyu.edu/shc)

General Information: (212) 443-1000  
Allergy, Immunology & Travel Medicine: (212) 443-1188  
Counseling and Wellness Services: (212) 998-4780  
Nurse Info Line: (212) 443-1120  
Optometry Services: (212) 443-1260

Physical Therapy: (212) 443-1080  
Primary Care: (212) 443-1122  
Specialty Care: (212) 443-1144  
Urgent Care: (212) 443-1000  
Women's Health Services: (212) 443-1166

All matriculated students may use the Student Health Center whether enrolled in an NYU-sponsored Student Health Insurance Plan or maintaining alternate health insurance coverage. No student will be denied services. The multidisciplinary staff of board-certified physicians and highly trained clinicians provide confidential, comprehensive health and wellness services for routine and acute medical care, counseling and wellness services, and health education.

SHC offers routine and walk-in primary care and women's health services at either no cost or at very reduced cost. There are fees for some procedures performed at the SHC. These fees will be billed to the student or her/his insurance company. Students may be billed for deductibles, co-insurance or fees not covered by insurance. A Sample of Services Chart with a list of free and billable services can be found at [www.nyu.edu/shc/about](http://www.nyu.edu/shc/about). Please visit the SHC Web site for hours of operation and additional information about each of our services.

## STUDENT HEALTH INSURANCE SERVICES

Student Health Insurance Services  
726 Broadway, Suite 346  
New York, NY 10003  
Telephone: (212) 443-1020  
[health.insurance@nyu.edu](mailto:health.insurance@nyu.edu)  
[nyu.edu/health/insurance](http://nyu.edu/health/insurance)

The high cost of healthcare in the United States presents a potentially serious financial risk to students. Therefore, NYU requires that all students registered in degree-granting programs maintain health insurance. Most students are automatically enrolled in either the Basic Plan or the Comprehensive Plan as part of the course registration process, but have the option of upgrading or downgrading their coverage. Students who maintain alternate health insurance coverage that meets the University's waiver criteria may waive these plans entirely.

All matriculated NYU students have access to care at the Student Health Center (SHC), 726 Broadway, New York, NY whether they are enrolled in an NYU Student Health Insurance Plan or maintaining alternate health insurance coverage.

## WELLNESS EXCHANGE

Wellness Exchange  
726 Broadway, Suite 471  
New York, NY 10003  
Telephone: (212) 998-4780  
Wellness Exchange 24/7 Hotline: (212) 443-9999  
[wellness.exchange@nyu.edu](mailto:wellness.exchange@nyu.edu)  
[nyu.edu/life/safety-health-wellness/wellness-exchange.html](http://nyu.edu/life/safety-health-wellness/wellness-exchange.html)

The Wellness Exchange is your key to accessing the University's extensive health and mental health resources designed to address your needs. You can call a private hotline (212-443-9999), available 24 hours a day, seven days a week, which will put you in touch with a professional who can help to address day-to-day challenges as well as other health-related concerns. These might include:

- Homesickness
- Stress
- Anxiety
- Alcohol or drugs
- Eating concerns
- Academic anxieties
- Roommate and friendship problems
- Family problems
- Depression
- Suicidal thoughts
- Sexual concerns

Appointments are usually available within a few days. Students who need to be seen sooner should come to the Wellness Exchange walk-in clinic, 726 Broadway, Suite 402. In case of an emergency during office hours, please tell the receptionist that you need to be seen right away. For other emergencies, please see our [\*In Case of Emergency\*](#) guide on the back cover.

# Law Resources and Services

*The following list of resources will be useful to you during your academic pursuits. While this list contains many of our supporting services, it is not comprehensive. You can find many other targeted services by visiting our website at [law.nyu.edu](http://law.nyu.edu).*

## ACADEMIC SUPPORT AND TUTORING SERVICES

Office of Student Affairs, Academic Support and Tutoring Services  
Furman Hall, Suite 474  
Telephone: (212) 998-6658  
[law.studentaffairs@nyu.edu](mailto:law.studentaffairs@nyu.edu)  
[law.nyu.edu/studentaffairs/academicenrichment/index.htm](http://law.nyu.edu/studentaffairs/academicenrichment/index.htm)

The Office of Student Affairs offers a tutoring program for students who are struggling academically or who have missed a substantial amount of class time because of illness or other personal problems.

- Our free, confidential tutoring service is open to JD and Graduate students who have demonstrated need for tutoring.
- These sessions are designed to assist students who are experiencing specific difficulties in a particular subject, but we can sometimes assist with general skills such as exam-taking or outlining.
- Tutors are fellow students who have demonstrated academic excellence in the area(s) they tutor, and whenever possible, students are assigned to tutors who had the same professor for the course being tutored.
- Tutoring takes place at mutually convenient times, usually 2-3 hours per week.
- Due to the limited number of available tutors, students may request tutoring for a maximum of two courses.

Please note: because we rely on student volunteers to act as tutors, we may not be able to assign a tutor in every case. We will make every effort to do so. Requests for tutors in more advanced classes can be difficult to fulfill. If a tutor is not available, we encourage you to speak with your professor and her or his teaching assistant about your specific difficulties.

In addition, the Office of Student Affairs coordinates programs and workshops designed to help you succeed in your studies and enhance your academic skillsets. These programs cover topics such as study skills, time management, and exam preparation. If you have questions regarding tutoring or academic support, please contact Tracee Nwafor, Assistant Director for Student Affairs, at (212) 998-6295 or [tracee.nwafor@nyu.edu](mailto:tracee.nwafor@nyu.edu).

## LAW LOCKERS

Law Lockers

General and Medical Inquiries: Furman Hall, Suite 474

Telephone: (212) 998-6658

Technical and Operational Inquiries: Furman Hall, LC20

Telephone: (212) 995-3234

[law.lockers@nyu.edu](mailto:law.lockers@nyu.edu)

All full-time commuting students can be assigned a locker in the Law School. Your locker will be assigned for the academic school year and **cancelled at some point during the summer**. The specific start and end date will be emailed to you during the open lottery period (late August). Each locker area will be equipped with step stools for easy access to lockers in the upper rows. Please note that locker assignments cannot and will not be changed.

We have reserved a small number of lockers for students with *documented* medical conditions. If you are a student and have such a condition, you may request a locker even if you were not originally assigned one. You will also be able to change your locker assignment if a new one would be more accessible to you for your condition. Please bring your documentation to the Office of Student Affairs, Furman Hall, Suite 474.

## PROMINENCE FUND

Office of Student Affairs Prominence Fund

Furman Hall, Suite 474

Telephone: (212) 998-6658

[law.studentaffairs@nyu.edu](mailto:law.studentaffairs@nyu.edu)

[law.nyu.edu/students/studentaffairs/studentgroupsandstudentactivityfunding/prominencefund/index.htm](http://law.nyu.edu/students/studentaffairs/studentgroupsandstudentactivityfunding/prominencefund/index.htm)

The Office of Student Affairs has created the Prominence Fund to help supplement the expenses of SBA-recognized student groups and individual students in connection with certain important activities. The creation of this Fund stems from the recognition that the efforts of our students have a great impact on the outside community's perception of the Law School.

The Prominence Fund aids student groups in two ways. First, it supplements expenses connected with sending representatives to conferences. Second, it supplements expenses connected with participation in moot court-type competitions. Prominence Fund monies will only be available to students who are presenting papers, participating in a panel or workshop, playing a substantial role at a conference, or competing in a moot court.\*

The fund will cover a percentage of the cost of travel, lodging, and registration. Food costs will not be covered. Once funding is approved, students are expected to make the initial outlay of money for the activity and then submit receipts and proof of travel for reimbursement.\*\*

Students who accept funding must agree to make a full report to their group/organization upon their return and must submit a written report on the Conference/Competition to the Office of Student Affairs at the time that receipts are submitted.

### **How To Apply For Prominence Funding:**

Submit the following information to Sarah Bowman, Director for Student Activities, in Furman Hall, Suite 474 or in a Microsoft Word attachment to [law.studentaffairs@nyu.edu](mailto:law.studentaffairs@nyu.edu):

1. Name of group or individual(s) requesting funding
2. Name, NetID, and N# of student contact
3. Title, date(s), location of event
4. Full description of event
5. Names, NetIDs, and N#s of students requesting funding

6. Proposed ways that information gathered at the conference/competition will be reported to the NYU School of Law community
7. Proposed budget including itemized expenses for travel, hotel, and registration, and a total budget request (food costs will not be reimbursed)
8. List other sources and amounts of funding

**For Reimbursement:**

Please submit original receipts only and proof of travel (boarding pass, ticket stub, etc.) with your request. Internet itineraries will not be accepted. Remember to submit your written report when submitting original receipts and proof of travel.

*\*If you are requesting funding for a competition, you must verify with Sarah Bowman at [sarah.bowman@nyu.edu](mailto:sarah.bowman@nyu.edu) to make sure the Law School's Moot Court Board is not already participating.*

*\*\*Reimbursements are subject to federal income tax withholding.*

**Get Involved**

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## Student/Faculty Committees

### STUDENT/FACULTY COMMITTEES

Each year, students are appointed by the Board of Governors of the SBA, the Dean, and faculty to serve on the various Student/Faculty Committees. Unless otherwise noted, students are full voting members of the committees, and Student Representatives are appointed to one-year terms. Student Representatives are expected to attend the meetings of the Faculty Committees and to work closely with the SBA to act in the best interest of students. Student Representatives are also required to report to the SBA Board of Governors on a regular basis regarding the status of the committee and any actions taken by the committee.

The following are brief descriptions of some of the various Student/Faculty Committees. Most of these committees have included two student members.

**Admissions Committee:** This committee sets general admissions policy and evaluates a small subset of applications that are referred by the Associate Dean for Admissions for further evaluation. The great majority of applications are evaluated solely by Admissions Office professionals. The committee will meet as needed, usually 2-3 times per year, and most of this committee's work takes place in the spring. Membership is limited to third-year students.

**Budget Advisory Committee:** This committee advises the Dean on budget priorities for the upcoming fiscal year. Students hold advisory [non-voting] positions on this committee and meet annually with the full committee.

**Convocation Committee:** This committee participates in selection of student Convocation Speakers.

**Curriculum and Adjunct Appointments Committee:** This committee addresses course subjects offered, teaching methods, and graduation requirements. It approves the addition and deletion of courses in the curriculum. The committee also recommends new adjunct faculty appointments to the faculty, and convenes up to twice each academic year.

**Diversity Working Group Committee:** This committee examines policy issues to promote diversity at the Law School. One Student Representative is chosen by the SBA, and one Student Representative is chosen by the ALSA Selection Board comprised of representatives from APALSA, BALSAs, CoLR, LaLSA, Law Women, MELSA, OUTLaw, and SALSA. The committee is convened at the invitation of the chair.

**Executive Committee:** This committee is composed of faculty, students, and administrators and rules on student petitions regarding grades and other academic matters. It also reviews academic policies, suggests changes in policy to the faculty, and awards graduation prizes. The committee does not review faculty members' academic judgment about the quality of student work or the appropriate grade for the work. The faculty members of the committee also conduct investigations of allegations of violations of the disciplinary rules. The committee convenes on an ad hoc basis with rolling communications electronically. The committee also meets several times in the spring semester to select the recipients of graduation prizes.

## Student/Faculty Committees

**Personnel Committee (Lawyering):** This committee recommends candidates for Lawyering Instructor appointments. Students participate in interviews of candidates over approximately six days in November, December, and January.

**Personnel Committee (Academic):** This committee recommends academic faculty appointments, promotions, and tenure. Students hold advisory (non-voting) positions on this committee to provide input on entry-level faculty candidates on an ad hoc basis.

**Career Services:** This committee discusses and guides the policy of all career services offices. The committee meets once per semester or as convened by the chair.

**Preparation for Academic Careers Committee:** This committee supports students interested in academic careers. Students hold advisory (non-voting) positions on this committee.

**Symposium Funding Committee:** This committee considers applications from student organizations to fund symposia. Work centers primarily on spring semester applications and involves 3-6 meetings.

## Student Bar Association (SBA) Groups

### STUDENT BAR ASSOCIATION (SBA) GROUPS

The Student Bar Association is the student government of the JD and Graduate programs at NYU School of Law. Its governing body is the Board of Governors, which consists of six executive officers (president, vice president, treasurer, secretary, student senator, and social chair), the student senator, four representatives from each of the first-, second-, and third-year classes, a 2L transfer representative, and three LLM representatives. The executive officers and the student senator are elected by all full-time students, while the class representatives are chosen by their respective classes. All full-time students are automatically members of SBA and are eligible to serve as at-large members on its Standing Committees: Finance, Social, Student Groups, and Rules. These committees, which are either provided for in the SBA Constitution or established by the President, deal with numerous aspects of student affairs. These committees and the Board of Governors bear responsibility for the general operation of student affairs.

The Board's activities include:

- Representing student concerns to the faculty and administration
- Sponsoring a variety of educational, social, and cultural events
- Serving as the central administration for the funded student organizations
- Appointing and coordinating student membership on Student/Faculty committees
- Co-sponsoring events with student organizations

## List of Student Groups and Organizations

### LIST OF STUDENT GROUPS AND ORGANIZATIONS

All non-publishing student organizations are chartered with and receive their financial assistance from the Student Bar Association. The SBA's most important function, however, is to serve as student representative in their relations with the faculty and administration. Following is a list of the 2015-16 SBA Student Organizations at NYU School of Law.

*Groups with an asterisk (\*) are involved in the Student Group Mentoring Initiative for 1L students and anyone interested. More information about these groups is provided on pages 34-37. For a more comprehensive list of these groups and organizations please visit: [law.nyu.edu/studentorganizations](http://law.nyu.edu/studentorganizations) or [law.nyu.edu/students/studentbarassociation](http://law.nyu.edu/students/studentbarassociation)*

- \*African Law Association
- Alternative Breaks
- American Civil Liberties Union
- American Constitution Society
- Anti-Trafficking Advocacy Coalition (ATAC)
- Art Law Society
- \*Asia Law Society
- \*Asian-Pacific American Law Students Association (APALSA)
- \*Black Allied Law Students Association (BALSA)
- Christian Legal Fellowship
- Class Gift Campaign
- Coalition on Law & Representation (CoLR)
- Competition, Public Policy, and Development Society
- Deans' Cup
- Defenders Collective
- Domestic Violence Advocacy Project (DVAP)
- Education Law and Policy Society
- English as a Second Language
- Environmental Law Society (ELS)
- \*Federalist Society
- Food Law
- Health Law and Policy Society (HLPS)
- High School Law Institute (HSLI)
- HIV Law Society
- Immigrant Rights Project
- Intellectual Property & Entertainment Law Society (IPELS)
- International Arbitration Association (IAA)
- International Law Society (ILS)
- Iraqi Refugee Assistance Project (IRAP)
- JD/MBA Association
- Japanese Law Society
- \*Jewish Law Students Association
- Jurisprudence and Philosophy Group (JPG)
- \*Latino Law Students Association (LaLSA)
- \*Law and Business Association
- Law and Film Society (LaFS)
- Law and Government Society
- \*Law and Religion Society

## List of Student Groups and Organizations

Law and Social Entrepreneurship Association (LSEA)  
Law Revue  
Law Students for Economic Justice (LawSEJ)  
Law Students for Human Rights (LSHR)  
Law Students for Reproductive Justice  
\*Law Students of Catan  
\*Law Women  
Learned Foot  
Legal Outreach  
Mental Health Law Association (MHLA)  
Middle Eastern Law Students Association (MELSA)  
\*Muslim Law Students Association  
National Lawyers Guild (NLG)  
\*NYU Law Democrats  
NYU Law Immigrants Rights Project (IRP)  
NYU Mediation Organization (NMO)  
Older Wiser Law Students (OWLS)  
Open Meditation and Yoga Association (OM)  
\*OUTLaw  
Prisoners' Rights & Education Project (PREP)  
Public Interest Law Foundation (PILF)  
Public Service Auction  
\*Real Estate & Urban Policy Forum  
\*Recent College Graduate Mentors  
Research, Education & Advocacy to Combat Homelessness (REACH)  
Running from the Law  
Students for the Education and Representation of Veterans (SERV)  
\*South Asian Law Students Association (SALSA)  
Student Animal Legal Defense Fund (SALDF)  
Student Bar Association (SBA)  
Student Lawyer Athletic Program (SLAP)  
Substantial Performance  
\*Supreme Court Reading Group (SCRG)  
Suspension Representation Project (SRP)  
Transfer Student Committee  
Trial Advocacy Society  
Unemployment Action Center (UAC)  
West Coast Connection (WCC)  
\*Women of Color Collective (WoCC)

## Student Group Mentoring Initiative

### STUDENT GROUP MENTORING INITIATIVE

#### **African Law Association**

Peter Egziabher [phe211@nyu.edu](mailto:phe211@nyu.edu)

Ajani Husbands [abh399@nyu.edu](mailto:abh399@nyu.edu)

#### **Asia Law Society**

Joan Kim [jk5024@nyu.edu](mailto:jk5024@nyu.edu)

Kexin Zheng [kz725@nyu.edu](mailto:kz725@nyu.edu)

Mentorship sign up: [als.nyu@gmail.com](mailto:als.nyu@gmail.com)

Connects students with students. Interested students will be paired with 2Ls who spent their 1L summer in Asia and 3Ls who either spent or split their summer in Asia.

#### **Asian-Pacific Law Students Association**

Sarah Hsu [sah649@nyu.edu](mailto:sah649@nyu.edu)

Stephanie Kim [sjk441@nyu.edu](mailto:sjk441@nyu.edu)

#### **Black Allied Law Students Association (BALSA)**

Mitchell Brown [mdb550@nyu.edu](mailto:mdb550@nyu.edu)

Connects students with students (BALSA members also have access to teachers, alums, etc. through our programming). The goal of our mentor program is to connect BALSA 1Ls with BALSA 2L/3L mentors who can help them navigate their first year. Our hope is that the mentoring extends beyond the student's first year. Only active BALSA members are allowed to participate in our mentorship program.

#### **Federalist Society**

Greg Arutiunov [gab319@nyu.edu](mailto:gab319@nyu.edu)

Max Raskin [mir232@nyu.edu](mailto:mir232@nyu.edu)

Mentorship sign-up: [nyu-federalist-society-group@nyu.edu](mailto:nyu-federalist-society-group@nyu.edu)

#### **Jewish Law Students Association**

Lauren Balter [lib230@nyu.edu](mailto:lib230@nyu.edu)

Hannah Efron [hee221@nyu.edu](mailto:hee221@nyu.edu)

Mentorship sign-up: [nyujlsa18@gmail.com](mailto:nyujlsa18@gmail.com)

#### **Latino Law Students Association (LaLSA)**

Alicia Nieves & Desiree Baca

[lalsaexec@gmail.com](mailto:lalsaexec@gmail.com)

Connects students with students and potentially alumni mentors. The Latino/a Law Students Association seeks to help students adjust to the demands of law school by offering programs that promote professional and academic development and by providing a network of friends made up of students and alumni. Our mentorship program is designed to support you in your daily life as a student, whether you are looking for general advice, study tips, or someone to share your feelings and concerns with. We look forward to welcoming you to the LaLSA family!

#### **Law & Business Association**

Lisa Okragly [lo597@nyu.edu](mailto:lo597@nyu.edu)

## Student Group Mentoring Initiative

### **Law & Religion Society**

Sarah Julian [sjj322@nyu.edu](mailto:sjj322@nyu.edu)

Elizabeth Yazgi [eay212@nyu.edu](mailto:eay212@nyu.edu)

### **Law Students of Catan**

Manuel Antunes [mja484@nyu.edu](mailto:mja484@nyu.edu)

### **Law Women**

Co-Chairs: Riane Harper and Jessica Moldovan

*Contact 1L Outreach Chairs to sign up:*

Joan Kim [jk5024@nyu.edu](mailto:jk5024@nyu.edu) & Christine Sifferman [cas885@nyu.edu](mailto:cas885@nyu.edu)

The Law Women 1L Mentor Match Program matches incoming 1L students with 2L and 3L student mentors. The Law Women Alumnae Mentor Match Program matches 1L, 2L, and 3L students with alumnae mentors. Law Women hosts a Mentor Match party in the fall where mentors and mentees can meet and get to know each other, and encourages mentor and mentee pairs to build relationships throughout the year through one-on-one meet-ups, emails, and attending Law Women functions together. Mentors are matched with mentees based on common legal and personal interests. The Law Women Alumnae Mentor Match Program strives to provide real-life advice on conducting a job search, interviewing, career planning and more.

### **Muslim Law Students Association**

Asmaa Awad-Farid [aaf345@nyu.edu](mailto:aaf345@nyu.edu)

### **NYU Law Democrats**

David Cohen [dzc206@nyu.edu](mailto:dzc206@nyu.edu)

Grace Leeper [gel240@nyu.edu](mailto:gel240@nyu.edu)

### **OUTLaw**

Co-Chairs: Russell Silver-Fagan & Eliza Vasconcellos

*To sign up, contact:*

Robert Rosengarten [rr2797@nyu.edu](mailto:rr2797@nyu.edu) & Amy Zimmerman [acz258@nyu.edu](mailto:acz258@nyu.edu)

Connects students with students. OUTLaw is one of the Law School's largest student groups. It reaches all segments of the student body, including LGBTQ-identified students and allies. Our mentorship program will match you up with someone with whom you share something in common to share tips about life at NYU Law as well as ideas about how to burst the Law School bubble.

### **Real Estate and Urban Policy Forum**

Adam Hanau [abh380@nyu.edu](mailto:abh380@nyu.edu)

Dan Katz [dsk364@nyu.edu](mailto:dsk364@nyu.edu)

### **Recent College Graduate Mentors (RCGM)**

Heather Garvey [hmg309@nyu.edu](mailto:hmg309@nyu.edu)

RCGM will establish a forum for mentorship, outreach, and direct service related to incoming first-year students who are joining NYU Law straight from college or university. Additionally, RCGM aims to build a network for future straight-through students that will connect them to student organizations and career opportunities in both the public and private sectors. RCGM will focus on facilitating an easier transition to law school for the straight-through student and advance its mission through speakers, social events, community service, and other activities.

## Student Group Mentoring Initiative

### **South Asian Law Students Association (SALSA)**

Mohammad Islam [mai270@nyu.edu](mailto:mai270@nyu.edu)

Alysha Sekhon [ajs1058@nyu.edu](mailto:ajs1058@nyu.edu)

Connects 1Ls with 2L and 3L students, as well as professors. The SALSA Mentor Program introduces new South Asian 1Ls to second- and third-year students who can help them adjust to law school and share advice about school, careers, or anything else. SALSA also connects students with professors who share their interests.

### **Supreme Court Reading Group**

Gabriel Panek [gp959@nyu.edu](mailto:gp959@nyu.edu)

### **Women of Color Collective (WoCC)**

Elisa Cariño [emc465@nyu.edu](mailto:emc465@nyu.edu)

Isabelle Foley [iyf204@nyu.edu](mailto:iyf204@nyu.edu)

Connects students and professional mentors.

## Student Group Publicity and Posting Policies

# STUDENT GROUP PUBLICITY AND POSTING POLICIES

### The Office of Student Affairs Weekly Docket Postings

*The Docket* is a weekly email that you will receive each Monday. *The Docket* contains communications from the various Law School administrative offices. It is extremely important that you diligently read this weekly missive as it contains information on upcoming events throughout the Law School as well as important deadlines. The full *Docket* can also be found at [blogs.law.nyu.edu/docket](https://blogs.law.nyu.edu/docket).

Posting in the *Docket*: Following your Law School calendar entry submission, please email the Office of Student Affairs at [law.studentaffairs@nyu.edu](mailto:law.studentaffairs@nyu.edu) with your calendar link. You **MUST** submit a calendar link to be considered for the *Docket*. Submissions must be received **TWO WEEKS BEFORE** the scheduled event in order to be published in the *Docket*.

**Events This Week at NYU Law** is a complement to *The Docket* and lists all events for that particular week automatically drawn from the Law School Calendar.

### Displaying Posters

Many NYU School of Law student groups publicize events with posters. Posters to be displayed in the lobbies of law school buildings must be:

- Posted on the Law School Calendar at: [its.law.nyu.edu/ems/index.cfm?fuseaction=home.login](https://its.law.nyu.edu/ems/index.cfm?fuseaction=home.login)
- A substantial event (e.g. lectures, panels, etc.)
- Vertical in orientation
- Flat-mounted to foam board or gatorfoam (at least 1/4" thick)
- No smaller than 11"x17"
- No larger than 24"x36"
- Displayed on lobby poster ledges
- Approved by the Assistant Director for Student Activities in the Office of Student Affairs (FH 474) prior to printing in the form of a PDF

### E-Signs

In addition to poster advertising, student groups may also publicize major events on the lobby screens in Vanderbilt Hall and Furman Hall. E-signs for student group events are administered through the Office of Student Affairs. To ensure there is enough time to create your slide and incorporate it into the queue, you must submit the following information by email to [tracee.nwafor@nyu.edu](mailto:tracee.nwafor@nyu.edu) at least **TWO WEEKS BEFORE** your scheduled event:

- Sponsoring group name
- Date
- Time
- Location
- Title
- Brief description of event (speaker name if applicable)
- Contact information
- Link to law school calendar posting

## Law Journals and the Moot Court Board

### LAW JOURNALS AND THE MOOT COURT BOARD

NYU School of Law sponsors publications that base selection of their staff on scholarship and a writing competition. Staff members are matched to a journal or Moot Court Board during the summer following their first year of Law School. Specific details of the selection process will be distributed to first-year students at the end of the spring semester and to incoming transfer students just before the beginning of the fall semester. Third-year editors may receive credit for their work on a publication during the year they serve. Graduate students are also eligible to participate on certain journals; while they do not receive academic credit for journal work, they can have membership on a journal noted on their transcript. JD and graduate students can also write notes for journals, but must register for Directed Research in order to earn academic credit for the note.

#### Student Journals & Publications

[Annual Survey of American Law](#)

[Environmental Law Journal](#)

[Journal of Intellectual Property & Entertainment Law](#)

[Journal of International Law & Politics](#)

[Journal of Law & Business](#)

[Journal of Law & Liberty](#)

[Journal of Legislation & Public Policy](#)

[Law Review](#)

[Moot Court Board](#)

[Review of Law & Social Change](#)

For more information about the specific journals and the staff selection process, please [law.nyu.edu/journals/index.htm](http://law.nyu.edu/journals/index.htm)

# Neighborhood Eats

## American 1849

183 Bleecker Street

## Bareburger

Burgers, Organic  
535 LaGuardia Place

## Blue Note Jazz Club

131 W 3rd Street

## Cosi

Sandwiches/Subs, Soups  
53 E 8th Street

## Jane

100 W Houston Street

## Joy Burger Bar

361 6th Street

## Le Poisson Rouge

Gastropub  
158 Bleecker Street

## McDonald's

Fast Food  
136 W 3rd Street

## Noho Star

International  
330 Lafayette Street

## North Square

Pub Food  
103 Waverly Place

## Peanut Butter & Co

240 Sullivan Street

## Shade

American, Crepes  
241 Sullivan Street

## Silver Spurs

490 LaGuardia Place

## Slide

Burgers, Breakfast/Brunch  
174 Bleecker Street

## Sticky's Finger Joint

31 W 8th Street

## Strip House

Seafood, Steakhouse  
13 E 12th Street

## Thunder Jackson's

Burgers, Steakhouse  
169 Bleecker Street

## Village Lantern

Pub Food  
167 Bleecker Street

## Asian

### Beyond Thai Kitchen

Thai  
133 W 3rd Street

### Boyd Thai Restaurant

Thai  
210 Thompson Street

### Charlie Mom

Chinese  
464 6th Avenue

### Dojo

Japanese  
14 W 4th Street

### Dumpling Kingdom

Chinese, Noodle Shop  
227 Sullivan Street

### Galanga

Thai  
149 W 4th Street

### Ramen Takumi

Japanese  
1 University Place

### Saigon Market

Vietnamese  
93 University Place

### Soho Sushi

Japanese  
231 Sullivan Street

### Spice

Thai  
39 E 13th Street

## Uncle Ted's

Chinese  
163 Bleecker Street

## Caribbean and Spanish

### Agozar

Cuban, Pub Food  
324 Bowery Street

### Cafe Español

Spanish, Tapas  
172 Bleecker Street

### Cuba

Cuban  
222 Thompson Street

### Favela Cubana

Brazilian, Cuban, Latin American  
543 LaGuardia Place

### Golden Krust

Caribbean  
47 W 14th Street

### Miss Lily's Bake Shop & Melvin's Juice Box

Caribbean, Sandwiches/Subs, Smoothies  
130/132 W Houston Street

### Negril Village

Caribbean, Latin American  
70 W 3rd Street

## Indian

### Curry Kitchen

40 W 8th Street

### NY Dosas - Food Cart

Vegetarian, Indian  
In Washington Square Park near  
corners of Sullivan Street and  
Washington Square South

### Masala Times

194 Bleecker Street

### Thelewala

112 Macdougall Street

### Curry Kitchen

40 W 8th Street

## Italian

### **Artichoke Basille's Pizza**

Pizza  
111 Macdougall Street

### **Ben's Pizza**

Pizza, Sandwiches/Subs  
123 Macdougall Street

### **Caffe Reggio**

119 Macdougall Street

### **Due Amici Cafe**

504 LaGuardia Place

### **Joe's Pizza**

7 Carmine Street

### **John's of Bleecker Street**

278 Bleecker Street

### **La Lanterna di Vittorio**

129 Macdougall Street

### **OTTO Enoteca e Pizzeria**

1 5th Avenue

### **Perla**

Italian-American  
24 Minetta Lane

### **Tre Giovani**

548 LaGuardia Place

### **Vapiano**

113 University Place

## Kosher

### **Maoz**

Vegetarian  
59 E 8th Street

### **Olympic Pita Express**

Greek, Mediterranean  
21 E 12th Street

### **Sacred Chow**

Gluten-Free, Vegan, Vegetarian  
227 Sullivan Street

## Mediterranean and Middle Eastern

### **Mamoun's Falafel**

Mediterranean, Middle Eastern  
119 Macdougall Street

### **Taim**

Fast Food, Middle Eastern  
222 Waverly Place

### **Turkiss**

Fast Food, Middle Eastern, Turkish  
104 Macdougall Street

## Mexican

### **El Cantinero**

86 University Place

### **Chipotle Mexican Grill**

Fast Food  
55 E 8th Street

### **Choza Taqueria**

Fast Food  
124 Macdougall Street

### **Dorado Tacos**

Fast Food  
28 E 12th Street

### **Dos Toros Taqueria**

Fast Food  
11 Carmine Street

### **Molcajete Taqueria**

494 LaGuardia Place

### **Panchito's**

105 MacDougall Street

### **Tortaria**

Sandwiches/Subs  
94 University Place

## Vegetarian/Vegan

### **Little Atlas Cafe**

Vegetarian  
6 West 4th Street

### **Red Bamboo**

Vegetarian, Vegan  
140 W 4th Street

### **Rockin' Raw**

Gluten-Free, American  
171 Sullivan Street

### **Souen**

Vegetarian, Japanese  
28 E 13th Street

### **Quantum Leap**

Vegetarian, Vegan  
226 Thompson Street

### **Vegetarian's Paradise 2**

Vegetarian, Asian  
144 W 4th Street

## Dessert/Baked Goods

### **Amy's Bread**

250 Bleecker Street

### **Baked By Melissa**

7 E 14th Street

## Georgetown Cupcake

111 Mercer Street

### **Grom**

233 Bleecker Street

### **Haagen-Dazs**

55 E 8th Street

### **Insomnia Cookies**

116 Macdougall Street

### **Magnolia Bakery**

401 Bleecker Street

### **Molly's Cupcakes**

228 Bleecker Street

### **OatMeals**

Breakfast/Dessert  
120 W 3rd Street

### **Once Upon A Tart**

135 Sullivan Street

# Frequently Asked Questions

## ATTENDANCE VERIFICATION FORMS

*Q: Where do I submit a form from my employer (or other source) seeking verification of attendance at the Law School?*

A: The form to verify Law School attendance can be sent directly to the Office of Records and Registration or to the University Registrar Office. The student has the choice to pick up the form or to have it sent directly to the employer.

## CAREER SERVICES/PILC

*Q: I am a 1L; when I will learn more about the job search?*

A: NALP (the National Association for Legal Professionals) guidelines prohibit first-year students from meeting with career services professionals regarding the summer job search before October 15th to allow students to focus their attention on their academic work during their first few months of school. The guidelines also mandate that employers may not consider first-year students' applications for employment prior to December 1. Both Career Services and PILC will offer extensive support during your search. Look out for notices of meetings and other opportunities.

## DISABILITY (LONG- AND SHORT-TERM)

*Q: If I have a long-term disability and need to obtain information about accommodations, where should I go?*

A: New York University complies with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, which prohibits organizations from preventing an otherwise qualified individual with a disability access to or participation in their services, programs, and activities. Anyone with a disability should visit or call the Henry and Lucy Moses Center at New York University. The Moses Center is qualified to assess the nature of the request and, if appropriate, will recommend accommodations.

*Q: What is the procedure?*

A: New law students who have a disability are strongly encouraged to make an appointment and register at the Moses Center before the fall semester classes begin. The Moses Center will discuss policies and procedures as well as establish an appropriate accommodation plan. Afterwards, the Moses Center will work with Academic Services (if the accommodation is exam-related) or Student Affairs to determine the plan. You will need to contact the Moses Center each semester to update your plan.

*Q: How do I contact the Moses Center?*

A: Henry and Lucy Moses Center for Students with Disabilities  
726 Broadway, 2nd Floor  
New York, NY 10003  
Telephone: (212) 998-4980  
[mosescsd@nyu.edu](mailto:mosescsd@nyu.edu)  
[nyu.edu/csd](http://nyu.edu/csd)

*Q: Is there a deadline to register at the Moses Center?*

A: Students (new and continuing) should register no later than the end of the third week of classes for each semester. A student's failure to register at the Moses Center on a timely basis may result in forfeiting an accommodation request for the semester.

*Q: If I experience unanticipated illness (physical or mental) during the semester and need assistance, what should I do?*

A: Contact the Office of Student Affairs as soon as possible for information and assistance. We will also work with you to devise a plan to manage your studies and will contact your professors (provided you submit medical documentation). Depending on the nature of the illness, it may be appropriate to refer you to either the Moses Center or Counseling Services.

*Q: If I need an accommodation during the exam period and I have a Disability Verification Letter from the Moses Center, what should I do?*

A: All students with disabilities who need accommodations must register with the Moses Center for Students with Disabilities to provide appropriate verification of their disabilities. Students who require special exam accommodations also must submit a request for each of their exams via Exam Reporter ([examreporter.law.nyu.edu/](http://examreporter.law.nyu.edu/)). If you have any further questions about postponement requests, contact the Office of Academic Services.

*Q: Should I talk with my professor about my need for accommodations?*

A: In order to preserve anonymity in grading, students are asked not to discuss accommodations with the instructor in a course. If your question pertains to an exam accommodation and you have been in touch with the Moses Center, contact the Office of Academic Services. If you are not sure what actions to take or you simply want to discuss your situation, contact the Office of Student Affairs.

## FINANCIAL ARREARS

*Q: Can I register if I am in financial arrears?*

A: Students may not be registered unless they have made full payment for all outstanding balances (tuition, fees, housing, etc.). Returned payment for insufficient funds or other declined payments will result in de-registration if not remedied within four business days. Students remain permanently ineligible to register for courses in any semester if, at the close of the add-drop period for that semester, they are in arrears for a prior semester. Any student in financial arrears for the Fall semester on October 31 will be dropped from all spring courses.

*Q: Can I graduate if I have a financial obligation to the University?*

A: It is the student's responsibility to make sure all accounts are cleared. A student who, at the time of graduation, is financially obligated to the University for tuition, housing (including summer housing after the final semester), library use (lost books or library fines of \$60.00 or more), or other services will have a "Hold/Stop" placed on their account, will not be certified for state bar examinations, and will not have official transcripts or a diploma issued until all arrears have been paid.

*Q: What if I am in financial arrears at the time of graduation?*

A: A student who, at the time of graduation, is financially obligated to the Bursar for tuition, housing (including summer housing after the final semester), any NYU library or other departments will have a 'STOP' placed on their account and will not be certified for state bar examinations, have official transcripts issued, or have a diploma issued until all arrears have been paid. It is the student's responsibility to make sure all accounts are cleared prior to June 10 since the deadline for some state Bars is July 1 and time is needed to process paperwork.

## GRADUATION REQUIREMENTS

*Q: What are the requirements for graduation?*

A: Degrees from New York University School of Law are awarded in May, September, and January. In order for students to be eligible for the JD, LL.M., or JSD degree and sit for the appropriate bar examination, they must have completed all graduation requirements and submitted all required forms in a timely fashion. It is the student's responsibility to place her or his name on the degree list by applying for graduation using ALBERT. Instructions can be found on the University Registrar's website. Please ensure that your address and phone number are current. This application ensures that you are on the degree list and that you receive all mailings relevant to graduation. Students who do not apply for graduation will not have their name printed in the Convocation Program and will not be processed for degree clearance.

Fall 2015 Candidates (January 2016)  
Spring 2016 Candidates (May 2016)  
Summer 2016 Candidates (September 2016)

Apply between June 22 and October 2  
Apply between October 6 and February 6  
Apply between February 9 and June 19

*Q: Will the Law School tell me if I am not meeting program requirements?*

A: It is the student's responsibility to meet all program and graduation requirements. Completion of requirements includes having a grade recorded for every course for which the student has registered. All students must complete incomplete work from prior semesters no later than May 1 of their final semester. Students graduating in other semesters should contact the appropriate program office for the deadline. Students must complete all work from their final semester by the last day of the exam period for that semester. Students who have not met all graduation requirements, including satisfying all financial obligations, WILL NOT be certified for the Bar examination.

*Q: How do I apply for graduation?*

A: It is the student's responsibility to place his or her name on the degree list by applying for graduation using Albert. Instructions can be found on the University Registrar's website. Students who do not apply for graduation will not have their name printed in the Convocation program and will not be processed for degree clearance.

*Q: How will I receive my diploma?*

A: The processing and mailing of diplomas is handled by the University Registrar. The diploma will be sent to the permanent address as provided by the student on Albert. The diploma cannot be re-issued if you would like your name to appear differently after it has been printed. A recipient of a May degree can expect to receive this diploma by mail in September.

## **LEAVE OF ABSENCE & WITHDRAWAL**

*Q: How do I obtain a leave of absence? How long can the leave of absence last?*

A: Leave may be obtained for one or two semesters, with the permission of the Dean of Students (Furman Hall, 474). In order to be considered for a leave of absence, you must have completed at least one semester of law school, submitted a petition explaining the basis for your request, and completed the form here: [law.nyu.edu/students/studentaffairs/leaveofabsenceandwithdrawals](http://law.nyu.edu/students/studentaffairs/leaveofabsenceandwithdrawals)

*Q: If I want to extend the leave of absence beyond two semesters, is that possible?*

A: You must submit a petition to the Dean of Students, which will be forwarded to the Executive Committee. Please note that a leave of absence does not extend the five year period allotted for obtaining the degree. If you are an LLM student and need the degree to qualify to take the New York Bar Exam, the LLM program must be completed within 24 months of matriculation.

*Q: When is the Executive Committee's permission required for a student to return to the Law School after being on leave?*

A: Students who take a leave when not in good standing, fail to return to the Law School upon expiration of their leave of absence, or fail to maintain matriculation by interrupting their course of study without first obtaining a leave of absence may be readmitted to the Law School only by special action of the Executive Committee.

*Q: Do I have any obligations while on leave to ensure my ability to return?*

A: Students on leave of absence are charged mandatory maintenance of matriculation and services fees. These fees not only maintain your relationship with the University while you are away, but will also ensure that you continue to have access to university buildings and emergency room health coverage. The University Bursar's Office will issue you a bill for maintaining matriculation fees each semester. These fees must be paid in order to register for courses.

*Q: What must be done in order to return after being on leave?*

A: Students who take a leave while in good standing may rejoin the Law School subject to the regulations when they reenter, provided that they have previously applied for and received a leave of absence from the Dean of Students or the Executive Committee. It will be the student's responsibility to comply with all registration requirements during the semester prior to their return to the Law School. It is the student's responsibility to check their NYU email for updates on how to return from their leave of absence. In order to return you must state your intent to return, provide your University ID and NetID, and ensure all outstanding fees have been paid. Students on a medical leave must be evaluated by a clinician at Counseling and Behavioral Health Services at least 7-10 days before the date you plan to register.

*Q: Can I be readmitted after withdrawing from the NYU Law School?*

A: JD students who withdraw from the Law School (as opposed to taking a leave of absence) are not eligible for readmission. LLM students may re-apply through the Graduate Admissions Office.

*Q: Can I receive a refund after I withdraw?*

A: A student requesting a refund should write to the Office of Student Affairs, explaining the reasons for the request, indicating all courses to be dropped, and providing all necessary supporting documentation. Registration does not carry with it the right to a refund of tuition in cases of withdrawal. A request for refund of tuition must be made by letter, fax, or email. The date of receipt by the Law School of the request, not the last date of attendance in class, is considered the official date of the student's withdrawal. For more information, go to [nyu.edu/bursar/tuition.fees](http://nyu.edu/bursar/tuition.fees). For the refund schedule, visit [nyu.edu/bursar/refunds/index.html](http://nyu.edu/bursar/refunds/index.html).

## LIBRARY SERVICES

*Q: How do I borrow books from the Law Library?*

A: Library patrons must register at the circulation desk to activate the barcode imprinted on their student ID. All books are charged out at the circulation desk in the sub-basement of the library. Please wait at the desk to make sure that the books are charged in again before you leave. ([law.nyu.edu/library/libraryservices/circulation](http://law.nyu.edu/library/libraryservices/circulation))

*Q: How can I locate library material?*

A: All material in the library may be located by using JULIUS, the library's online catalogue.

*Q: How long may I keep checked out material?*

A: Most books are in the open stacks and may be borrowed for up to four weeks. Books charged out for four weeks may be renewed once over the phone and a second time in person if no one else has put a hold on them. Reserve materials may be borrowed on a two-hour basis during the day. Many reserve materials may be taken out overnight from 10:00 p.m. to 10:00 a.m.

*Q: Are there penalties for returning materials after the due date?*

A: Failure to return books or to pay fines in a timely fashion may result in delayed issuance of grades, transcripts, or diplomas and the inability to renew registration or to obtain certification for the bar examination.

## STATE BAR EXAMINATIONS

*Q: What do I do to find out about bar examination application requirements?*

A: Consult the bar examination office for the city of your choice. The Office of Records and Registration also has some information on State Bar Exams. However, it is the student's responsibility to obtain applications and updated information. Check the website here for more information: [americanbar.org/groups/legal\\_education/resources/bar\\_admissions.html](http://americanbar.org/groups/legal_education/resources/bar_admissions.html)

*Q: Does the Law School have any information about the New York Bar Exam?*

A: Copies of the rules of the New York State Court of Appeals, containing complete details on admission to the bar, bar examination, required legal education, and the Character Committee, are available in the Office of Academic Services (FH 400) and the Office of Records and Registration (FH 400). The application forms for the New York State Bar Examination may be obtained from the New York State Board of Law Examiners at [nybarexam.org](http://nybarexam.org).

*Q: What is the process to acquire certifications from the Law School in order to complete my application for the Bar Exam?*

A: If your state requires certification from the Law School, submit the necessary document to the Office of Records and Registration. In New York, the Office of Records and Registration is responsible for filling out the Certificate of Attendance upon request and mailing it to Albany. The handwriting sample is to be written by the applicant in the Office of Records and Registration and then signed by the Registrar. The State Board of Law Examiners imposes strict deadlines for applications to take the Bar Exam. Students who do not adhere to the deadline will not be able to sit for the Bar Exam.

*Q: I will be moving to a temporary address while I study for the Bar Exam, should I provide the address to the Law School?*

A: Yes, it is the student's responsibility to make sure that all contact information (e.g., address, phone number) is updated with the Office of Records and Registration up to the date of the Bar Exam.

## STUDENT FILES

Q: *What happens to my admission materials after I submit them?*

A: Materials submitted by an applicant as part of the admissions process become the property of NYU School of Law. Student files are maintained by the Office of Academic Services (FH 400) and by the Records Office (FH 400). Students may have access upon request to materials in their files in accordance with the terms of Public Law 93-380 as amended. Transcripts issued by another educational institution are not released to or photocopied for students, nor are they released to or photocopied for other institutions. It is advisable for JD students to maintain among their personal papers copies of their undergraduate transcripts for use when needed. For LLM students, it is advisable to maintain among their personal papers copies of their law school transcripts (and translations, if applicable) for use when needed.

Q: *I changed my address, what should I do?*

A: The Office of Records and Registration (as well as university offices such as the Bursar's Office) must be able to access current address and other contact information to send important registration information, transcripts, and other materials to students and to contact students when necessary. Students are required to update all contact information on Albert ([albert.nyu.edu](http://albert.nyu.edu)).

Q: *I am only changing my address for the summer, should I update the Law School's records?*

A: Summer address changes can be made in Albert. Students are able to change their address multiple times in the system. Graduating students should make sure their address is updated by the last day of spring classes.

## TRANSCRIPTS

Q: *How do I request a transcript?*

A: Requests for official transcripts require the signature of the student or alumnus requesting the transcript. A transcript may be requested in writing by either completing the form available in the Records Office, by faxing a signed letter to (212) 995-4523, or by email to [law.registration@nyu.edu](mailto:law.registration@nyu.edu) with a PDF attachment including the information below. You may also send a signed letter to the Office of Records and Registration, 245 Sullivan Street, Suite 400, New York, NY 10012.

You must include all of the following information:

1. Social Security or Student ID Number
2. Current name (and any name under which you attended NYU)
3. Current address
4. Date of birth
5. School of the university attended and for which you are requesting the transcript
6. Dates of attendance
7. Date of graduation
8. Full name & address of the person or institution to which the transcript is to be sent

Q: *How many transcripts can I request per semester?*

A: The limit for official transcripts issued to a student is three. A request for more than three transcripts requires the full name and address of the college, university, prospective employer, or scholarship agency to which the transcripts will be sent. You can indicate in your request if you would like us to forward the transcripts to your home address, but we still require the name and address of each institution. There is no charge for academic transcripts.

Q: *How do I obtain an unofficial transcript?*

A: Unofficial transcripts are available at [home.nyu.edu](http://home.nyu.edu) by using your NetID and password. Generally, a NetID is discontinued if not used after a month's time for security purposes, but it can be reactivated online. You can find the NetID assigned to you by visiting the NYU homepage and submitting your University ID (begins with "N") and date of birth. University IDs are displayed on official transcripts, student ID cards, or by submitting a formal signed request to the address above or to [law.registration@nyu.edu](mailto:law.registration@nyu.edu). For more information regarding NetIDs and passwords, please visit [nyu.edu/its/netid/](http://nyu.edu/its/netid/).

## VETERANS' BENEFITS

*Q: I am entitled to veterans' benefits. Who should I contact?*

A: The Office of Records and Registration will submit your VA form 22-1999 (enrollment certification) on request to the VA once you are enrolled in classes and have been billed by the Bursar. If you are a new student or have not requested benefits before, Records and Registration needs a copy of your current Certificate of Eligibility from the VA with your request. If you are a continuing student who has already submitted the copy, please notify Records and Registration before the beginning of the semester that you want to be certified for the coming semester. Since the rules regarding veterans' benefits are subject to change, you should visit the US Department of Veterans Affairs website at [VA Website](#). The University also offers resources to veterans. Information may be found at [University Registrar Resources](#).

## VISITING STUDENT STATUS

*Q: Can I study at another ABA-approved law school?*

A: NYU School of Law JD students who wish to be visiting students at another ABA-approved law school must be third year students and request permission from the Office of Student Affairs, FH 474. Such permission is granted only in rare cases when there are compelling personal circumstances. NYU students spending their third year elsewhere must comply with all NYU School of Law graduation requirements. It is highly recommended that students complete all required coursework (Professional Responsibility, Constitutional Law, Substantial Writing Requirement) before visiting away.

If permission is granted to visit away, NYU School of Law will transfer up to 15 credits per semester towards the JD degree for coursework in which a grade of "C" or higher is earned. The specific number of credits accepted and course equivalencies will be determined by the Office of Academic Services. Students must submit a list of proposed courses to the Office of Academic Services prior to finalizing registration. In some cases a course description and/or syllabus will also be required to determine course content. For more information, email Academic Services at [acadservices@exchange.law.nyu.edu](mailto:acadservices@exchange.law.nyu.edu).

## WELLNESS

*Q: There are times when I am struggling academically and personally. Sometimes I wonder whether I should stay in law school. With whom can I discuss these matters?*

A: There are many people at the Law School to whom you can turn to discuss these personal issues. We recommend that you begin with the Office of Student Affairs. The staff in that office has a great deal of experience working with students on academic, personal, and career concerns. In addition, they will be able to connect you with a wide array of Law School and University resources to help you work through any difficulties you may be experiencing.

*Q: At times, I wonder whether I should speak to a professional counselor. If so, how would I go about finding someone?*

A: The University's Counseling Services are available to you. With over thirty clinicians, they offer a broad range of expertise to support your needs and have worked with both our JD and LLM students. Additionally, we have clinicians that are specifically designated to work with law students. To schedule an appointment, call (212) 998-4780. If you want to walk in without an appointment, go to the Wellness Center located in the Student Health Center at 726 Broadway (3rd and 4th floors). They are open Monday-Thursday, 8:00 a.m. to 8:00 p.m. and Fridays-Saturdays 10:00 a.m. to 6:00 p.m. (the Center is closed on Sunday). The Wellness Center also offers a 24-hour hotline at (212) 443-9999.

*Q: Something has happened in my personal or family life that is impacting my ability to fully engage with my work. Is there someone I should tell?*

A: Administrators in the Office of Student Affairs are available to meet with students dealing with illness, family emergencies, grief, or any other life experience that merits attention. If appropriate, we will work with you to find resources, communicate with faculty, and assist with exam accommodations.

*Q: I am managing a condition that I think deserves a reasonable accommodation during the exam period. What should I do?*

A: Anyone with a disability should contact the Henry and Lucy Moses Center for Students with Disabilities at New York University. They are located on the second floor at 726 Broadway. Call (212) 998-4980 or visit [nyu.edu/csd/](http://nyu.edu/csd/). Once you have registered with the Moses Center, they will work with the Law School's Office of Academic Services to determine the reasonable accommodations.

If you do not have a long-term disability but find yourself dealing with a temporary concern, contact the Office of Student Affairs at (212) 998-6658. They will be able to further advise you on appropriate next steps.



**OFFICE OF STUDENT AFFAIRS**

New York University School of Law  
245 Sullivan Street, Suite 474  
New York, NY 10012

# In Case of Emergency

**NYU Public Safety**

(212) 998-2222

**Emergencies and After-Hours Crisis Response**

For information about how to get help for medical, mental health, and dental emergencies as well as help with urgent needs when the Student Health Center is closed, please visit

[nyu.edu/shc/about/emergencies.html](https://nyu.edu/shc/about/emergencies.html)

**Sexual Assault**

(212) 998-4780

University Counseling Service

**Wellness Exchange 24-Hour Hotline**

Puts students in touch with professionals who can help them address a broad range of challenges and concerns

(212) 443-9999

**New York City Police Department,  
6th Precinct (West Village)**

911 or (212) 741-4811

233 West 10th Street  
(between Bleecker and Hudson Streets)

**New York City Police Department,  
9th Precinct (East Village)**

911 or (212) 477-7811

321 East 5th Street  
(between 1st and 2nd Avenues)

**New York City Government Information and Services**

311

[nyc.gov/311](https://nyc.gov/311)

**New York City Human Rights Commission**

(212) 306-7500

**New York City Transit Police**

(718) 694-4050

**Poison Control Center**

(212) 764-7667 (spells "P-O-I-S-O-N-S")

**Safe Horizon Crime Victims Hotline**

(800) 621-4673

Safe Horizon is an independent, not-for-profit organization that provides practical services, counseling, and courtroom assistance to help victims cope with crime and its aftermath.

[safehorizon.org](https://safehorizon.org)

**Samaritans Suicide Hotline**

(212) 673-3000

The Samaritans is a non-profit, non-religious volunteer organization that provides support to individuals and groups that are in crisis, have lost someone to suicide, or are feeling suicidal.

**Substance Abuse Hotline** (New York State Office of Alcoholism and Substance Abuse Services)

(800) 522-5353

**Beth Israel Hospital**

First Avenue at 16th Street  
ER Telephone: (212) 420-2840  
[wehealnewyork.org](https://wehealnewyork.org)

**NYU Langone Medical Center – Tisch Hospital**

First Avenue at 33rd Street  
ER Telephone: (212) 263-5550  
[med.nyu.edu](https://med.nyu.edu)

**New York Downtown Hospital**

170 William Street (enter at Gold St)  
ER Telephone: (212) 312-5000  
[downtownhospital.org](https://downtownhospital.org)

**New York Eye and Ear Infirmary**

310 East 14th Street (at 2nd Ave)  
ER Telephone: (212) 979-4000  
[nyee.edu](https://nyee.edu)