January 18, 2016

**THIS WEEK**

**IBAB Visit: Attention 3Ls:** A representative from the Illinois Board of Admissions will be here to discuss the application process and take your questions concerning the July 2016 Bar Examination. The presentation will be at noon on Wednesday, January 20, in the Riley Auditorium.

**Course Withdrawal Deadline:** To avoid a W on your transcript and an obligation to pay at least partial tuition, you must withdraw from courses by **Friday, January 22.** All requests to withdraw must be submitted to Julie Mahoney-Krzyzek in Room 285 (jmahoney@niu.edu) n time for her to process the withdrawal by the 22nd. Withdrawals cannot be completed by individuals on MyNIU after the first week of classes.

**PLANNING AHEAD**

**Public Interest Law Society:** If you are interested in learning how to help with the PILS Auction in order to earn an Outreach Assistantship this summer, please join us for a brief informational meeting on **Wednesday, January 25, at noon in Room 188.**

**Phi Alpha Delta:** PAD will be hosting its annual Chili Cook-off on **Wednesday, January 27, in the Marshall Gallery from 11:00 a.m. – 1:00 p.m.** For $5 you can try each of the chilis and cast a vote for your favorite. The top three winners will each receive a prize. If you are interested in submitting a chili, please let Melissa Dunn or Monique Perkins know by no later than Monday, January 25.
Welcome back everyone! We hope that you had a restorative break and are having a great start to your spring term. Please let us know if there is anything that we can do to make your studying and research more comfortable in the law library. We always look forward to assisting you with any research requests at the reference desk. You should never hesitate to email us or stop by if you are struggling with a research issue or sources while conducting research this term. Below are several new updates that we’d like to bring to your attention for the Spring 2016 semester:

- Enjoy our “Mindfulness and the Law” display at the entrance of the law library or virtually (http://niu.beta.libguides.com/lawlibdisplays) when you need a break from your studying in January.

- Email us! The law library also has a virtual reference service. Please email your questions to lawreference@niu.edu, and a reference librarian will promptly reply to your research requests during our regular reference hours.

- Please enjoy the current books alcove, popular reading collection, and the new periodicals display as you enter the law library. We offer comfortable seating near the books and journals, so you may peruse recent issues at your leisure. Happy reading!

We look forward to assisting all of you with your research endeavors. I wish you a productive and prosperous 2016!

~ Professor Kuehl

Law Library Brown Bag Series: The law library will be offering brown bag sessions throughout the spring semester. Grab your lunch and come by Room 173 at noon for a session on some of the great resources available to you through the library. The first two sessions are:

January 21st – CALI – learn how it can enhance your study strategies.
January 28th – BloombergLaw – Litigation and docket materials, transactional resources and much more – come see what else BloombergLaw has to offer.

If you have any questions about the series please contact Professor Clarke at tclarke@niu.edu.
OFFICE OF BUDGET AND RECORDS

May 2016 Graduates:

- If you have not done so already, please email Julie Mahoney-Krzyzek (jmahoney@niu.edu) ASAP to set up an appointment to complete your Statement of Candidacy. This is your first step in applying for graduation, and must be complete between January 19 and February 19, 2016. The second step of the process will be to apply online. This must be done between February 22 and February 29, 2016.

Reimbursement Process:

- **Purchases:** For purchases on behalf of NIU College of Law events, **expenses must be approved by Office of Budget & Records before purchase is made.** NIU Accounting reimbursement procedures change occasionally, so to ensure your reimbursement will be able to be processed, please contact us even if you have prior permission of faculty or staff member.

- **Travel:** For reimbursement for travel on behalf of NIU College of Law, you will **need the approval of the Dean before the travel** occurs. You must also see Julie (SP285) or Christina (SP280A2) **before** travel occurs to ensure that your reimbursement will be processed with appropriate required documentation.

OFFICE OF ADMISSIONS AND FINANCIAL AID

**Information Regarding Scholarships and Writing Competitions.** Each year, there are a number of opportunities for students to obtain additional financial assistance to help pay for the costs of attending law school. In particular, many scholarships and writing competition prizes are available, and the number of students applying for many of them is often low (increasing the chances of success for individual applicants). For a list of these scholarship and writing competitions, see the file that is being e-mailed along-side this week’s edition of the *Docket* and is made available in separate copies on tables on the first and second floor of the law school. **Do not miss the many opportunities available this spring, as indicated in those listings.** If you have any questions, please contact the Office of Admissions and Financial Aid at 815-753-8595 or lawadm@niu.edu or stop by Room 151.

OTHER ADMINISTRATIVE ANNOUNCEMENTS

**College of Law and University Communications:** All students are reminded that official communications from the College of Law and the university are sent to students’ Z e-mail numbers. Be
sure to check daily for those communications and arrange to have them automatically transfer to your personal e-mail account, if appropriate to ensure prompt attention to official notices and requests. *Please note that you are responsible for the contents of these official communications whether or not you have read them, and failure to read and respond promptly may lead to adverse consequences.*

**Winter Weather Alerts:** Winter closing information is available on the university web site and is updated as weather conditions change. The university urges all students, faculty and staff to use caution and personal judgment in their travels to and from campus during winter months and to dress appropriately for protection from cold temperatures and wind.

The university also provides detailed (and often entertaining) weather forecasts from university meteorologist, Gilbert Sebenste, on a regular basis during the semester. To see what information is available and subscribe for regular weather updates by e-mail, you should go to http://weather.admin.niu.edu/contact/subscribe.shtml.

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The *Docket* is published every Monday by Associate Dean Kathleen Coles