THIS WEEK

Delta Theta Phi and Public Interest Law Society: Delta and PILS will be holding an informational meeting on Wednesday, September 2, at noon in Room 188. Come to learn more about these student organizations and enjoy the free food!

Latino Law Students Association: Bienvenidos 1Ls to NIU College of Law! LLSA is seeking two 1L Representatives. Anyone interested should submit a paragraph to niu.latino.lawyers@gmail.com by 6:00 p.m. on Thursday, September 3. The paragraph should tell us a little bit about yourself, why you are interested in being a 1L Representative, and how you can contribute to LLSA. Please, make sure to provide your section number with your paragraph. Afterward, come join us as LLSA will be sponsoring Bar Review at Molly’s Eatery and Drinkery, 9:00 p.m., 1000 W. Lincoln Highway, DeKalb, IL.

RESEARCH ASSISTANTS NEEDED

Research Assistant Opening: Professor Heidi Kuehl is seeking an RA (with full tuition waiver) for the fall and spring terms to assist with law faculty research projects. Please email Professor Kuehl at hkuehl@niu.edu if you are interested. Interviews will be conducted with interested candidates in the next week or two.

Clinic Research Assistant Needed. Wendy Vaughn, Clinical Associate Professor, seeks a full-time Research Assistant for 2015-2016. The Research Assistant will
receive a full-tuition waiver for academic year 2015-2016. The Research Assistant will not be required to come to the clinic in Rockford. Meetings regarding research assignments will be arranged with Professor Vaughn on Mondays on campus, or at other agreed upon times.

To apply please send the following materials to Professor Vaughn at wvaughn@niu.edu, or fax to 815-962-9984:

- a cover letter,
- resume, and
- an unofficial transcript

In order to expedite the application process and the tuition waiver, please apply as soon as possible. A decision will be made on a rolling basis as applications are received.

OFFICE OF BUDGET AND RECORDS:

Office Locations:

- Christina L. Raguse
  Director Office Budget & Records
  Room: SP281A2 (in Student Affairs Suite)
  Email: craguse@niu.edu
  Phone: 815-753-6580

- Julie Mahoney-Krzyzek
  Office Manager
  Room SP285 (across from elevator)
  Email: jmahoney@niu.edu
  Phone: 815-753-1620

Lockers:

- If you currently have a locker, that locker will be yours the entire time you are enrolled as a student here in the College of Law. No locker exchanges will be made without verification of medical necessity.
- If you do not have a locker and would like one, you must email your request to Julie Mahoney-Krzyzek jmahoney@niu.edu. A locker will be assigned to you.
- If a locker that is not registered with our office is found to have a lock on it, the lock will be cut off and contents removed. Replacing any locks that have to be cut off for this purpose will be your responsibility.

Mailboxes:

- New mailboxes have been created for all students. These are found in the Law Library
- These are for correspondence only. Do not put books, DVDs, clothing, etc. in them. There simply is not enough room for extra items, and it is very hard on the hanging files.
- If you had books, etc. in them over the summer, you can pick the items up in SP285
- Please check your mailbox regularly and do not let items accumulate.

Email:

- The NIU Z-Email address is the official email for all students. You are responsible for all notices and other communications sent to that address regardless of whether or not you
Please check your Z-email frequently to ensure receipt of all official notices, especially if you have forwarded the Z-email to another address. Communications do not always forward as expected and can be lost, dumped into trash or blocked.

**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.

**CAREER OPPORTUNITIES & PROFESSIONAL DEVELOPMENT**

This year’s Graduate Assistants in the Career Opportunities & Professional Development Office are Rikkilee Moser, 3L and Christine Beaderstadt, 2L. They will be available to help you with your resumes and cover letters. Stop in to see them if you want to learn more about the benefits of being involved in PILS. Need to meet with the GAs or with Greg? Visit Office Manager Becky Leneau in Room 280 to set up an appointment.

**Attention all 1Ls!** You will be assigned a mandatory orientation time, based on your class schedule, to familiarize you with our resources and services. We look forward to meeting each one of you! Keep a lookout for that information in your mailbox.

This office also publishes "Career Corner," a weekly newsletter that lists jobs, internships, career advice, upcoming seminars, and other networking opportunities. The newsletter arrives through your email, usually on Mondays (on Tuesdays on a few occasions). Be sure to read it as there is a plethora of information and links at your fingertips — all to assist you in your educational and career goals (and hopefully to make your life a little less stressful). Be sure to calendar those events and adhere to the deadlines listed in this newsletter to avoid missing out on that opportunity!

**OFFICE OF ADMISSIONS AND FINANCIAL AID:**

*Hello and welcome to NIU Law Class of 2018!* I want to introduce myself. My name is John McWard, and I am a 2L and the Graduate Assistant for the Office of Admissions and Financial Aid for the College of Law. Originally from Springfield, Illinois, I ventured to the Chicago suburbs to play soccer at North Central College and graduated from there in 2014. If you ever want to talk or have any questions about the first year of law school, please come by the Office of Admissions or stop me in the hallway between
Further, I wanted to extend another welcome. Each year, NIU Law brings in a group of talented individuals from all walks of life to diversify and strengthen our NIU Law student body. I am very glad you are a part of the Class of 2018.

With that being said, I am looking for motivated and passionate first-year students who are interested in becoming student ambassadors for NIU Law. As a Student Ambassador, you will be a representative of NIU Law.

Your first goal as a Student Ambassador is to share your story with us. We will ask you a series of questions (three) during a personal one-on-one interview, and you will have your photograph taken. Further, both your story and photograph will be published on NIU Law’s website under Class of 2018 Profiles.

Please see our Class of 2017 Profiles on the NIU Law website for examples and respond by either coming into the Office of Admissions or by emailing me at jmeward1@niu.edu by no later than September 1, 2015 if this is something of interest to you!

Sincerely,

John H. McWard
Graduate Assistant for the Office of Admissions and Financial Aid

**LAW LIBRARY**

What's new this Fall? Lots!

*Space and Collection Changes:* Over the summer, the law library staff — assisted by NIU carpenters, painters, carpet-layers, janitorial staff and a host of others — have worked hard to give the library a fresh new look with improved floor plans, collection layouts, collaborative and quiet study areas, service points, and more. Changes include:

- New carpet throughout the library
- New tables and chairs that can be easily moved for collaborative work
- New portable whiteboards
- Enlarged study carrels in the South Wing
- New informal seating areas near the entrance and in the North Wing
- New artwork from the NIU Art Museum’s collections
- Combined Circulation & Reference desks for "one stop shopping"
New browseable reserves collection: popular study aids and other materials are now out on open shelves instead of kept behind the Circulation Desk.
The top 20 U.S. law reviews & practitioner journals are also out on open shelves for easier browsing.
IICLEs, the Illinois Practice Series, and Nutshells have their own designated areas instead of being scattered throughout the collection.
Foreign, international and comparative law materials are now all in the North Wing.
Most large federal sets are now in the North Wing.
The South Wing is now designated a Quiet Study area.
And last but not least, there is a new (mobile-friendly!) website.

Please stop by the library to check out all the changes! We’ll look forward to seeing everyone throughout the Fall 2015 term.

**Changes in Law Library Hours:** In response to increasing traffic from students during the morning hours, the law library will now be open at 7:30 a.m. (Monday-Friday). The full listing of revised hours is on the law library’s website.

**One-Card Access:** Having trouble accessing the law library with your OneCard (after 6:00 p.m.)? Please contact Professor Clarke (tclarke@niu.edu) to report your OneCard issue, and she will work on getting it fixed.

Enjoy the start to your fall term and just let the law librarians and staff know if there is anything that we might do to make your studying more comfortable or to assist with your research! ~ Prof. Kuehl

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