

## Part V: Other Policies and Information

### A. Communications to Students

The law school administration communicates reminders and updates to students throughout the academic year and summer. The majority of communications from law school administration are sent by e-mail to the all-student list serve to ensure notice and efficient delivery. Students may also receive communications from the law school administration via the student mail folders. Further, the law school website is regularly updated with important law school news, events, policies, and other information. Students are responsible for regularly monitoring their school e-mail, mail folder, law school website, and other channels of communication and, in turn, heeding the information therein.

### B. Change of Name/Address/Phone

Any changes in your name, address, or telephone number must be reported to the Registrar's Office. Information about student addresses is listed on the Office of the Registrar site: <http://registrar.iupui.edu/address.html>. OneStart is the easiest method to change any of your *addresses or telephone numbers*. The web address for OneStart is <https://onestart.iu.edu>. Any changes to your *name* must be done by completing a "Change of Name/Birthdate/Student ID Number" card.

The law school website also maintains a student directory on the Student Intranet (<https://indylaw.indiana.edu/net/students/>). Information is pulled from campus systems each semester, so changes you make with the registrar should appear the following semester. You may, however, enter the law school student directory at any time on your own and make any needed modifications to your listing. If you wish, you may also choose to keep that information private.

### C. Emergency Preparedness Information

In the event of an accident, injury or serious illness where an ambulance may be needed, call 911. Give the emergency dispatcher as much information as possible.

In the event of fire, explosion or smoke in the law school building (Inlow Hall), pull the nearest fire alarm and then call 911. Make a point of knowing where fire alarms are in the parts of the building you occupy. When a fire alarm sounds, evacuate the building by the nearest safe route. Do not use the elevators.

Yellow emergency telephones are located on every floor of Inlow Hall, in parking areas, and near the courtyard at California Street. These emergency phones provide free access to request any type of emergency assistance.

Additional resources and phone numbers are listed below for your reference:

- **Emergency Medical Service (IUPUI campus):** 9-911
- **Police/Fire:** 911
- **IUPUI Office of Emergency Preparedness:** (317) 274-8152
- **IUPUI Environmental Health & Safety:** (317) 274-2005
- **Non-emergency/off-campus calls to IUPUI Police:** (317) 274-7911
- **Campus Facility Services/Utility Failure:** (317) 278-1900
- **Radiation Safety:** (317) 274-4797
- **Safety Escort:** (317) 274-SAFE (7233)
- **Current Campus Status/Emergency Weather Closing Info:** (317) 278-1600
- **Indiana University Emergency Preparedness site** - Further information and all-campus notices related to the IUPUI campus' emergency preparedness plan may be found here:  
<http://www.iupui.edu/~prepared/>

#### **D. Indiana Judges and Lawyers Assistance Program (JLAP)**

JLAP offers help to law students, judges, and attorneys, who experience physical or mental disabilities that result from disease, chemical dependency, mental health problems, or age, which may impair these individuals' ability to study or practice in a competent and professional manner. Help varies with an individual's needs or a particular case, but ranges from information and referral to assistance with organization of an intervention. In addition, JLAP provides education to the bench and bar on relevant issues.

Because of the sensitive nature of addiction and psychological problems, law students, attorneys, or judges who need help -- or want to assist someone else who might need help -- are often reluctant to seek assistance. Recognizing this concern, and in order to foster early and confidential contact, the Indiana Supreme Court authorized the creation of JLAP with the passage of Rule 31 of the Indiana Rules on Admission to the Bar and Discipline of Attorneys.

JLAP's office telephone is: (317) 833-0370; e-mail is [tharrell@courts.state.in.us](mailto:tharrell@courts.state.in.us). The JLAP website is found here: <http://www.in.gov/judiciary/ijlap>.

#### **E. Indiana Coalition Against Domestic Violence**

The Indiana Coalition Against Domestic Violence (ICADV) is committed to the elimination of domestic violence through: providing public awareness and education; advocating for systemic and societal change; influencing public policy and allocation of resources; educating and strengthening coalition members; and, promoting the availability of quality comprehensive services. If you or another

student you know is in need of assistance, please contact the ICADV. The organization's contact information is below.

24-hour Hotline: (800) 332-7385 The ICADV website may be found here:  
<http://www.violenceresource.org>

#### **F. Lockers**

A student who wants a locker should choose an empty locker, put a lock on it, and report his or her locker number to Therese Kamm, the law school receptionist, whose desk is in the law school atrium. The student must also give the receptionist the combination or an extra key.

#### **G. Lost and Found**

See Therese Kamm, the receptionist, in the law school atrium. In the evening, see the library front desk.

#### **H. Mail Folders**

Mail folders for all students are located in the student area near the north doors of Inlow Hall. Mail folders are used for communications from faculty, administration, and other students. Please do not put books or other heavy objects in the folders. The Office of Student Affairs provides assistance if problems occur concerning mail folders. Every student should check his or her mail folder on a regular basis.

#### **I. *Constructive Notice* Newsletter**

The law school publishes an electronic newsletter with information of upcoming events. Student organizations should submit information to Therese Kamm, the school's receptionist.

#### **J. Telephone Messages**

Telephone messages cannot be personally delivered. The receptionist (317) 274-8523) will make every effort to place messages in student mail folders.

#### **K. Telephone Numbers and Office Hours, Student Services**

Office of Professional Development, room 115, (317) 274-2484  
Chasity Q. Thompson, Assistant Dean  
9:00 a.m. – 5:30 p.m. Monday, Wednesday, Thursday  
9:00 a.m. – 6:00 p.m. Tuesday  
9:00 a.m. – 5:00 p.m. Friday

Office of Admissions, room 121, (317) 274-2459  
Patricia Kinney, Director of Admissions  
8:30 a.m. – 5:00 p.m. Monday through Friday

Office of Student Affairs, room 119, (317) 278-5560  
Matthew Banker, Assistant Dean; and Regina Bennett,  
Administrative Assistant  
9:00 a.m. – 5:30 p.m. Monday, Wednesday, Thursday  
9:00 a.m. – 7:00 p.m. Tuesday  
9:00 a.m. – 5:00 p.m. Friday

Office of the Recorder, room 119C, (317) 274-2423  
Susan Agnew, Assistant Director for Student Services; and LuAnn  
Holman, Records Assistant  
8:30 a.m. – 5:30 p.m. Monday, Wednesday, Thursday  
8:30 a.m. – 6:00 p.m. Tuesday  
8:30 a.m. – 5:00 p.m. Friday