

The Office of International Law and Policy will issue Administrative Memos throughout the term. Please consult Dean Lazar or the OILP staff if you have any questions about information and instructions in the memos.

1. INTRODUCING LAUREN REINHALTER

Lauren Reinhalter is the new Office Coordinator, Jr. in the OILP office. She will be assisting Dean Lazar and Hilary, so please feel free to contact her with any questions you may have. She is available at 312-906-5134 or lreinhalter@kentlaw.edu

2. EXAM ISSUES

Chicago-Kent College of Law provides limited accommodation for non-US law students who are studying in English for the first time, whether they are studying as LL.M. students or as Exchange students. The accommodation consists of the following measures:

- a) Extra time on exams, but only if the student did not take their first law degree in English. LL.M. and Exchange students will have their exams rescheduled for 8:30 am each morning unless you hold a law degree that was taught in English, in which case you will take your exams with the J.D. students.
- b) LLM students are permitted the use of a **paper** English/other language dictionary in all exams, including closed book exams. **Laptop or other electronic dictionaries as well as legal dictionaries (e.g. Black's law dictionary) are forbidden under all circumstances.**
- c) Students who wish to take their exams on a laptop can do so and still qualify for extra time. However, students who wish to use a Chicago-Kent computer in a computer lab for their exam will not qualify for extra time.

All your exams have been rescheduled for 8:30 AM. Please log-in to Web for Students (icon is located in the bottom of your Webmail) to view your updated exam schedule.

We will assume that you intend to take your exams on your own laptop. If you prefer to handwrite your exams, you may change the method by logging into your [Webmail account](#), click on the Web for Students icon, and navigate to the Exam Method Registration form. The form will be available beginning November 5; the deadline for submitting an exam method request is **Friday, November 13, at 5:00 pm.**

If you prefer to take one or more exams on a lab computer, you will need to notify Hilary Waldron no later than Friday, November 13. Please be specific in your

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email to Hilary and tell her exactly what you prefer and give her the exam title and scheduled time. Please remember that if you choose to take an exam on a lab computer, you will NOT receive any extra time.

3. ACTIVITY FEE

All LL.M.s and exchange students have recently been charged a \$65 activity fee to their student account. Due to unforeseen circumstances, this fee has only just been charged to student accounts instead at of the beginning of the semester with your other fees.

This fee is used to finance student organizations, activities and events around the law school. All J.D. students are also charged this fee and there are no waivers available. This fee is assessed each semester. You can pay the fee at the Bursar's Office or through the my.iit.edu portal.

4. THANKSGIVING AT IIT

Each year the International Center at the Illinois Institute of Technology matches international students with IIT faculty, staff, and student families to host Thanksgiving dinner. If you're interested in this program, please visit: <http://www.iit.edu/~internat/ThanksGiving.php>

5. TRAVEL SIGNATURES

If you are planning to travel outside of the U.S., you are required by SEVIS to have a travel signature. To obtain a travel signature on your I-20, please bring your I-20 to the International Center. The International Center recommends that you bring your I-20 to them at least one week in advance. Please bear in mind that the end of the semester can be very busy and we advise that you get your travel signature **NOW**. The International Center has advising hours at the Downtown Campus on Thursdays from 9:00am-4pm in room 656. To make an appointment, please call 312-567-3680.

A travel signature is valid for 12 months; however, we strongly advise that you obtain a new signature if the previous travel signature is more than 6 months old. For more information on travel, please see:

http://www.iit.edu/~internat/forms/Travel_Handout_F1.pdf.

6. HOLIDAY AND EXAM BUILDING HOURS

For the upcoming Thanksgiving holiday and final exam period, the building and library will operate under the following hours:

THANKSGIVING BUILDING HOURS

Wednesday, Nov. 25 7:15 am - 10:30 pm

Thursday, Nov. 26 CLOSED

Friday, Nov. 27 CLOSED

Saturday, Nov. 28 8:00 am - 6:00 pm

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THANKSGIVING LIBRARY HOURS

Wednesday, Nov. 25 8:00 am - 8:00 pm

Thursday, Nov. 26 CLOSED

Friday, Nov. 27 CLOSED

Saturday, Nov. 28 9:00 am - 5:00 pm

*Regular Fall building hours and library hours will be in effect from SUNDAY, NOVEMBER 29, thru FRIDAY, DECEMBER 4.

*Beginning SATURDAY, DECEMBER 5 thru MONDAY, DECEMBER 21, the library and building hours will be extended to accommodate students during the exam period. The hours are as follows:

FINAL EXAM BUILDING HOURS

Sunday 9:30 am - 11:15 pm

Monday-Thursday 7:15 am - 11:15 pm

(Thursday, 12/10 only, building open to 11:30 pm)

Friday 7:15 am - 11:00 pm

Saturday 7:30 am - 10:15 pm

FINAL EXAM LIBRARY HOURS

Sunday 10:00 am - 11:00 pm

Monday-Thursday 8:00 am - 11:00 pm

(Thursday, 12/10 only, library open to 11:15 pm)

Friday 8:00 am - 10:00 pm

Saturday 9:00 am - 10:00 pm

7. YOUR PROFILES

You will be receiving an email this week to check the updated draft of your profile through TWEN. Please check it and send any comments, questions or changes to Lauren Reinhalter by Monday, November 30.

If you have not submitted a profile—it's not too late. Please send a draft, using the directions provided in your orientation binder, to Lauren as soon as possible.

8. STAY CONNECTED TO THE OILP!

LLM Connect was deactivated at the end of October, where can you stay connected?
On the Chicago-Kent International LL.M. Programs Facebook Fan Page

How do you join?

1.) Join Facebook, at www.facebook.com

2.) Under the search box in the upper right-hand side of your profile, search for:
Chicago-Kent International LL.M. Programs

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3.) Become a fan and join!

Once you join, you will be able to connect with both current Chicago-Kent international LL.M. students and recent alums!

9. MISS A MEMO?

You can always find past administrative memos online here:

<http://www.kentlaw.edu/international/news/adminmemos.html>