Alumni Records. Name and address records are maintained in the Office of the Dean. Please advise the Dean's Office of any change of address, even after graduation. Student records and transcripts are maintained by the Law School Registrar.

Bulletin Boards and Notices. Official notices concerning classes, assignments, law school regulations, and other current matters relating to law school activities may be distributed through any one or more of a variety of means, including bulletin boards, the law school website, and email messages.

Student bar notices, university events notices, student personal notices concerning items for sale or housing, and other miscellaneous items are posted on the bulletin boards by Room 109 or on the law school website.

Telephone messages or personal messages may be placed in the student's message box.

Under no circumstances are notices to be taped to any wooden surface, display case, door, window, or wall. Custodial Services and Building Maintenance have been instructed by the Central Administration to remove such notices.

Students may place notices of meetings or other current matters on a bulletin board or on the law school website. Special event posters should be coordinated with the Assistant Dean for CLE and Special Events.

Campus Emergencies and Class Cancellations. The University maintains an Emergency Alert Notification System that sends messages about campus emergencies and class cancellations due to weather to students who have registered their telephone numbers. Visit the following website to register for notification: https://appserv.itts.ttu.edu/EmergencyAlert/

Certification of Enrollment. Students needing certification of enrollment for financial aid purposes or other reasons should bring forms to the Law School Registrar's office to be completed.

Changes of Names, Addresses, or Phone Numbers. Any student who wants a name change on his or her student record should pick up a name change form at the front counter in the Administration Suite. Full legal names are used on records and will be changed only for reasons of marriage, divorce, or legal name change. A copy of a court order for legal name change will be required.
Students are responsible for keeping their addresses and emergency contact information current in MyTech (https://raiderlink.ttu.edu).

**Committee Assignments.** Several committees of the law school have students appointed by the SBA to serve with faculty members (curriculum, rules, honors and awards, etc.). Students will be notified by the chairperson of the committee of their assignment and are expected to be in attendance at each meeting and vote on all matters requiring recommendation by the committee.

**Complaints.** Students with complaints about the law school or the actions of any administrator, faculty member, staff member, or other student should follow the appropriate procedure below.

**Grades:** Students should contact the Associate Dean for Academic Affairs. If the student decides to appeal a grade, he or she must follow the procedures detailed in Texas Tech Operating Policy and Procedure 34.03.

**Sexual Harassment:** A student with a complaint concerning sexual harassment by a faculty member, staff member, or other student should contact the Associate Dean for Student Affairs and Diversity. If the complaint concerns the Associate Dean, the student should contact the Assistant Dean for Administration.

**Program of Legal Education or Possible Lack of Compliance with ABA Standards for Approval of Law Schools:** Students with these concerns should file a complaint with the Associate Dean for Academic Affairs in writing or by using the system found on MyTechLaw. If the complaint is submitted in hard copy, it must be signed by the student. The complaint must identify the problem in sufficient detail to permit the Associate Dean to investigate the matter, including the specific accreditation standard at issue. The ABA Standards for the Approval of Law Schools can be accessed on the ABA=s webpage, located at: http://www.americanbar.org/groups/legal_education/resources/standards.html.

The statement must also include the student=s contact information, including name, home and email addresses, and phone number.

Within three weeks after a complaint is received, the Associate Dean will advise the student of any action the School of Law is taking to address the matter or to further investigate. The decision of the Associate Dean is final.

**Computer and Audio Visual Equipment.** Texas Tech University law students with valid Texas Tech University ID cards may check out AV and Computer equipment from the Circulation Desk at the Law Library. Equipment available includes TV monitors, laptop computers, portable laptop/computer projectors, screens, document cameras, microphones, headphones, power cords for laptops and other similar equipment. *Students are responsible for providing their own media (i.e. video tapes, DVDs, etc.)*

Pickup and return must occur when the Law Library is open, and strict time limits are enforced to insure availability to all students. Students are responsible for the security of the AV and computer equipment and are also responsible for any damage or loss that occurs this equipment during the time while they have it checked out.
AV equipment may be reserved ahead of time by putting in a request on the calendar at the Circulation Desk. All requests for AV equipment will be based on availability, as well as the priority of the request. If there is a conflict, the first priority is always for classroom use.

**Computer Research Services.** Computers are available for student use in each of the student carrels as well as the computer lab in the library. Instructional classes are held each year to acquaint students with their operation. Training on LEXIS, WESTLAW, and LOISLAW is conducted during both fall and spring semesters of the first-year Legal Practice course. Other sessions are offered by the library and by vendor representatives.

**Faculty Evaluations.** Students are asked at the end of each academic period to complete a written faculty evaluation on forms provided for each course enrolled. The evaluations are not read by the professor until after final grades for the course have been reported to the Law School Registrar.

**Faculty Meetings.** Notices of faculty meetings are posted on the law school website with the agenda for the meeting. Students are welcome to attend any of the open portions of these meetings. Upon majority vote of the faculty present, students are permitted to address the faculty on any matter. The Chair shall regulate the privilege of speaking to allow representative diversity of student remarks consistent with the time available for the meeting and the state of the agenda. Although it is not mandatory that students give advance notice of their intent to address the faculty, the courtesy of advance notice is requested so that students’ request to address the faculty can be placed on the agenda.

**Food, Drinks, and Smoking.** Food and drinks are available at Sam's Place located in the law school and from the vending machines in the Commons. Any students losing money in the machines or finding a machine is malfunctioning should let the Receptionist know. Food and drinks are *not permitted* in the Courtrooms. Smoking and the use of smokeless tobacco or products that simulate tobacco use are not permitted in the law school building or within 15 feet of certain entrances.

**Grievances Other than Grades.** Students who have grievances other than grades that they would like brought to the attention of the faculty should address their problems to an associate dean. Students who wish to file a formal complaint about the law school’s program of legal education or another matter that might suggest that the school does not comply with ABA Standards may use the complaint system found on MyTechLaw.

**Honors and Awards.** Many of the awards for scholarship, leadership, advocacy, writing, etc. are presented at the Annual Honors and Awards Day Program in April.

Students are notified of other awards as designated by course professors. The Top Grade Award is awarded to the top student in each course or each section of a course. The Distinction Award is awarded for other strong academic performance in a course.

**Lost and Found.** The Lost and Found service is handled by the library. Notices concerning lost items may be placed on a bulletin board in the library. Articles turned in will be held at the circulation desk to be claimed by owners. Any articles not claimed after 60 days will be taken to the Texas Tech Police Department.
**Message Boxes.** Each student is assigned a message box (located just outside the door to the Administrative Offices) for messages from the administration or from other students or organizations. These boxes are not U.S. mail boxes, but for internal use only. Students are expected to respect the privacy of student message boxes. A list is posted near the boxes with the box number assigned to each student. Students should check their box daily.

**Notary Public.** Notaries are available in the Administration office and in the Career Services Center, the Clinic offices, the Law Library, and the Admissions and Recruitment office. There is no fee for this service.

**Student Outside Employment.** The law school strongly recommends that first-year students not undertake outside employment. Except as authorized by the Associate Dean for Academic Affairs (with the concurrence of the Director of the LL.M. Program for LL.M. students), No student shall undertake outside employment exceeding 20 hours per week in which the student is enrolled in twelve or more credit hours. Employment is not considered an excuse for poor grades or class attendance or preparation, and students whose employment is interfering with academic requirements will be required to reduce their working hours or withdraw from school until such time as they can attend with fewer hours of employment. Students on scholastic probation may not be employed outside of the law school for compensation without the permission of the Associate Dean for Academic Affairs or the Associate Dean for Student Life.

**Parking.** All automobiles parked on campus must have a parking permit. Permits are available from the Traffic and Parking Office. Students who want a reserved space on the lot immediately north of the law school should check with Traffic & Parking (742-3811) for information on sign-up. *Do not park in visitor spaces while attending class.*

Students without an R-21 parking permit must obtain an "L" sticker for the car's front windshield at the front desk of the Administration Suite in order to park in the R-21 lot when entry is restricted due to an event at the United Spirit Arena. For more information on parking, go to [http://www.parking.ttu.edu/](http://www.parking.ttu.edu/).

**Personal Mail and Post Office Services.** Students are requested to not have personal mail sent to the law school as there are no mail services for students. Post office boxes are available at the Campus Post Office in West Hall. Postal services are available at the U.S. Post Office in West Hall and also in the University Center.

**Release of Information from Student Records.** Information concerning a student's record is not given out to the public without the student's written consent in compliance with the Family Educational Rights and Privacy Act of 1974, unless a statutory exception applies (see Appendix C.).

**Room Reservations and Special Event Scheduling.** Reservations for use of any non-library rooms in the Law School should be made through Martha McDaniel at the administration receptionist's desk. To place an event on the Law School Event Calendar, contact Danette Weller in Room 151B. Student organizations may schedule the use of rooms in academic buildings on main campus through use of a form found at [http://www.depts.ttu.edu/asfr/room/so_rules.php](http://www.depts.ttu.edu/asfr/room/so_rules.php).

**SSET.** The Student Support and Emergency Team (SSET) is a group of Tech Law administrators and faculty members who coordinate to provide support to law students who are experiencing a wide-range of personal issues, ranging from a death in the family, to an illness or injury, to a mental-health challenge, to another emergency. The team works with the student to help locate the appropriate resources and support to help resolve or manage the particular issue. We encourage students to bring issues on their own behalf,
or on behalf of others, to SSET by contacting any team member in person, via e-mail, or by phone. Team members include the Associate Dean for Academic Affairs, the Assistant Dean for Student Life, the Assistant Director for Student Life, the Registrar, and selected professors.

**Student Identification.** Student ID cards may be obtained from Room 103 in the Student Union Building (742-1457). ID cards are required for admission to various facilities on campus as well as for services such as the Wellness Center, for checking out books in both the Law Library and the Main Library, and for admission to the Recreation Center and TTU athletic events.

**Suggestions.** Students are welcome to submit suggestions for improving the law school and to bring problems to the attention of the law school administration. The law school maintains an electronic suggestion box on MyTechLaw that students may use if they wish to remain anonymous and do not want a personal response.

**Telephone Messages.** Emergency messages for students may be called into the Receptionist and will be delivered as soon as possible. Other messages are placed in the student=s message box. The receptionist can be reached at (806) 742-3990, Ext. 221.

**Writing Competitions.** Notices of writing competitions sponsored by outside groups are posted on the school website or in TechLawAnnounce. A student may be able to satisfy the advanced research and writing requirement for graduation by entering a paper in a competition. Consult the Associate Dean for Academic Affairs to see if a particular paper qualifies.