

## **II. GENERAL INFORMATION**

### **A. Northern Kentucky University Rules and Policies**

NKU Chase College of Law students are also subject to Northern Kentucky University standards and policies in matters involving individual conduct, student life, extra-curricular activities, non-academic appeals, and other areas not specifically within the College of Law's academic function. Students should consult Northern Kentucky University's Code of Student Rights and Responsibilities at <http://www.nku.edu/currentstudents/policies/codeconduct.php>. In the event that NKU Chase College of Law and Northern Kentucky University rules and policies conflict, College of Law rules and policies will apply.

### **B. NKU Chase College of Law Computing Resources**

Use of (and access to) all Chase computing resources is governed by the Chase College of Law Honor Code as well as the University's Acceptable Use Statement, as referenced below.

Printing at the College of Law is provided at no additional cost to our students. Printing is limited to official law school related activities. Please do not use this service for your personal printing needs. Excessive printing by any one student may result in the loss of this free printing service for that student. Excessive printing by the student body may result in the cancellation of free printing, and a fee will be imposed to print to any of the law school printers.

Northern Kentucky University is a place where the free exchange of ideas is promoted, whether in person or online. University computing resources are intended for the instructional and research activities of Northern Kentucky University students, faculty, and staff in the course of regular assignments and/or duties in that capacity. All students are encouraged to make use of University computing resources. Just as some actions are not appropriate while walking across campus, some actions may not be appropriate while using University computing resources.

These include:

- Displaying sexually explicit materials.
- Sending harassing, fraudulent, threatening, or discriminatory communications, including chain emails.
- Breaking into or obtaining unauthorized access to any computer or other person's password or user account.
- Any other illegal actions, including copyright violations.

Inappropriate uses may result in disciplinary action. The complete Acceptable Use Statement and other NKU Information Technology policies can be found at <http://it.nku.edu/itsecurity/policies.php>.

### **C. Security in Nunn Hall and on NKU Campus**

Security cameras have been placed throughout Nunn Hall.

In the event of an emergency in Nunn Hall or on the NKU campus, the most immediate response will be obtained by dialing 7777 on any campus phone or 859-572-7777 on any other phone. NKU Police will respond to the emergency and guide emergency vehicles to the proper location on campus. As a second alternative, call 911.

For non-emergencies, campus extension 5500 (or 859-572-5500) connects directly to Dispatch / NKU Public Safety. Additional information can be found on the NKU Public Safety's website: <http://dps.nku.edu/>.

### **D. NKU Chase Law Library Security**

The Chase Law Library is open to students 24/7. For security purposes, there are numerous cameras that are continuously recording in the library.

Access to the law library after hours is a privilege reserved exclusively for NKU Chase College of Law students. For your protection, and for the protection of others, do not let anyone into the law library after hours using your student ID. Failure to comply with this directive constitutes a breach of the Chase College of Law Honor Code and may result in the loss of your 24/7 access privileges.

If someone follows you into the library, call campus security at extension 7777. If you feel threatened, dial 7777 (or 911 as a second alternative). In case of an emergency, there are two telephones directly connected to NKU Police. One is located on the first floor adjacent to room 112; the other is located on the second floor on the wall behind the bust of Salmon P. Chase.

### **E. NKU Severe Weather Policy as found at:**

[http://dps.nku.edu/policy/severe\\_weather.php](http://dps.nku.edu/policy/severe_weather.php)

This policy applies to all adverse weather conditions during the year which, depending on severity, could result in a decision by the president or designate to cancel classes or close the university.

Adverse weather, especially during the winter months, will not affect University operations and classes scheduled unless one or more of the following additional conditions occur:

- Campus facilities are damaged and determined unsafe.
- Essential utilities, such as heat and electrical service, are lost.

- Extremely hazardous travel conditions exist.
- The Department of Public Safety is responsible for monitoring weather reports and road conditions in the Greater Cincinnati area on a 24-hour basis. A decision to close the university will be based on an evaluation of this information.
- A decision to cancel classes or close the University will be made by 6:00 a.m. during the school week.
- A decision to cancel only evening classes will be made by 3:00 p.m.
- The decision will then be reported to area radio and television stations for dissemination.
- Information Technology will be notified by the Department of Public Safety, and the appropriate entry will be displayed at nku.edu.
- Public Safety personnel will also post the appropriate recorded message, which may be accessed by dialing (859) 572-6165 or (859) 572-6166, and will initiate the internal notification system.
- Although area radio and television stations will be provided closing information, faculty, staff, and students are encouraged to listen to WNKU (89.7 FM) for the most complete and timely announcements about the university's status during questionable weather conditions.

### **Partial closure**

- The message will reflect that classes will open at a certain time. This will mean all classes before that time are canceled. However, the normal business operations of the University will be conducted as usual; staff personnel should report at their normal times.
- This will apply to all University campuses unless otherwise specified.

### **Full closure**

- The message will reflect that the University is closed for the day.
- Only essential staff personnel are required to report for work.
- Department heads are to determine essential personnel, to inform them of their obligations, and to insure they are able to be at work when needed.
- This too will apply to all University campuses unless otherwise specified.

***Look for closing announcements on local radio and television stations***

## F. **NKU Emergency Contact System- NORSE ALERT** <http://norsealert.nku.edu/>

Providing a safe and secure environment for our students, faculty, and staff is a top priority at Northern Kentucky University. In light of the tragic situations at Virginia Tech and other colleges, the University has partnered with Community Safe/Cincinnati Bell to create **NORSE ALERT**, which will contact members of the campus community through voice and text messages in the event of an emergency situation or campus closing.

**NORSE ALERT** will provide NKU with another communication tool to keep students, faculty, and staff informed during threatening situations and weather-related closings. In order to receive voice and text messages, you must provide your land and/or cell phone number to the University by signing up online. For more information on how to subscribe to **NORSE ALERT**, visit the website.

**NORSE ALERT** will be activated when the University determines that a serious threat exists and the campus community must take immediate action to remain safe and secure. The system will also be used to announce any unscheduled University closing or cancellation of classes due to severe weather. You will not receive any promotional calls or text messages through **NORSE ALERT**.

**NORSE ALERT** will make up to three attempts to call each phone number in the call distribution list. For those phone numbers not reached because of a busy signal or no answer, the system will make up to two additional attempts. Once a call is answered by a human or voice mail, the system will not call that phone number again. It is a voice-activated system, so those who answer must say something when the call is received for the message to begin. Text messages will only be sent once.

There is no cost to sign up for this notification service. Whenever the system sends a message to your personal phone, you are responsible for any charges from your phone service provider associated with receiving voice or text messages.

In addition to **NORSE ALERT**, the University will continue to use its well-established communications methods including:

- The Northern Kentucky University web site ([www.nku.edu](http://www.nku.edu)).
- Campus broadcast e-mails and voice messages.
- The university/weather closings hotline (859) 572-6165 or 6166.
- Local media. WNKU (89.7 FM) will have the most complete and timely announcements about the University's status during questionable weather conditions although information will be provided to all area radio and television stations.

Visit the **NORSE ALERT** website to sign up for alerts or to view Frequently Asked Questions about the service. <http://norsealert.nku.edu/>

## **G. Northern Kentucky University Student Services**

NKU Chase College of Law students are encouraged to take advantage of student services provided by the university such as personal counseling, disability services, and health services. Health, Counseling, and Prevention Services is dedicated to helping students achieve and maintain optimal levels of physical and emotional functioning. The services provided are primarily free of charge and are administered by trained and qualified professionals. To learn more about the specific services available, go to <http://www.nku.edu/~hcp/>. Health, Counseling, and Prevention Services is located in the University Center, Room 440. The telephone number is (859) 572-5650.

Students with disabilities who require accommodations (academic adjustments, auxiliary aids or services) must register with the NKU Office of Disability Services. That office determines whether a law student has a disability that requires accommodation by the College of Law. Students seeking final exam testing accommodations should complete the registration process with the NKU Office of Disability Services and have accommodation approval sent to the College of Law at least two weeks before the beginning of the exam period. The Office of Disability Services is located in the University Center, Room 101. The telephone number is (859) 572-6373. To learn more about disability services, go to <http://www.nku.edu/~disability/>.