

III. COLLEGE OF LAW COMMUNICATIONS

A. NKU Chase College of Law E-Mail

Every NKU Chase law student is assigned an NKU e-mail address. **Official information from the College of Law will be sent directly to students at their NKU e-mail addresses.** Students are held to have received notice of all matters communicated by NKU e-mail. Such information may involve new or changed law school policies, an inquiry from a dean, academic deadlines for course registration or for participation in events, communication from faculty, etc.

Students are required to read all Chase e-mail, and it will be assumed that students have received and read all such e-mail. Because students are held to have received notice of all matters communicated by NKU e-mail, **it is essential that law students check their NKU e-mail inboxes daily and maintain their NKU e-mail in a way that assures they will receive Chase College of Law e-mail. (This includes cleaning out the mailbox on a regular basis, so that mailboxes are not “full” and unable to receive incoming emails).** NKU currently supports WebMail as the official campus e-mail software package. Law students are offered group training on using WebMail in the Chase Legal Information Technology Lab located in the law library.

While it is possible to forward your NKU e-mail to another non-NKU account, you bear the responsibility of maintaining this forward. Forwarding is not always reliable so you forward your NKU e-mail at your own risk. It will not be an acceptable excuse that you never received an official NKU e-mail to your forwarded e-mail address. The best practice is to maintain your NKU e-mail account and check it regularly.

B. Confidential and Personal Communication / Mailing Address and Phone Number Required

Correspondence from the College of Law to individual students involving personal and confidential matters (such as academic standing) will be sent via first-class U.S. mail to the address designated by the student as his or her official mailing address as well as to the student's NKU email address. It will be assumed that the student receives and reads mail sent to the mailing address he or she provides to the College of Law Registrar. **Accordingly, it is imperative that the Registrar be informed of a student's mailing address.** Change of address forms can be found on the Chase Registrar's website at <http://chaselaw.nku.edu/registrar/index.php>.

A phone number at which a student can reliably be reached and at which confidential voice messages can be left must also be provided to the Registrar.

C. Chase Postings

An e-newsletter to the entire school community will be sent on a weekly basis via the Chase Postings. Chase Postings includes information about registration, exams, career development, pro bono opportunities, law school events, and student organizations. The Chase Postings is the official notification method for announcement of matters of this type; therefore, students are required to read the Chase Postings each week.

Those who wish to place a notice in the Chase Postings about organization meetings, information about College of Law events, announcements of honors and awards, etc. should send the notice to the Chase Communications Coordinator. E-mail postings will not be sent on an individual or one-at-a-time basis.

D. Other Communications

1. Telephone Calls

The College of Law is not equipped to take telephone messages of a general nature for students. In case of emergency, the main number of the College of Law is (859) 572-5340. After hours, emergency phone calls can be directed to the NKU Department of Public Safety at (859) 572-5500.

2. Student Directory Information

Chase Student Directory. The College of Law annually creates a student directory which includes photos, names, addresses, phone numbers, class year, and NKU email addresses of all Chase students. The directory is made available on the “STUDENTS” page of the Chase website on a password-protected site. Students who wish to be excluded from this directory must notify the Registrar by completing the “Student Directory Notice” form (found on the Registrar’s website at <http://chaselaw.nku.edu/registrar/index.php>) by the end of August for that academic year.

NKU Student Directory Information. In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA), certain directory information about a student may be released without the student’s consent, unless a student has placed a privacy restriction on its release through the Chase College of Law Registrar’s Office. Chase students who do not want NKU Chase to disclose directory information must notify the Chase Registrar in writing. Additional information about disclosure of directory information and FERPA is available on the Chase Registrar’s website at <http://chaselaw.nku.edu/registrar/familyedrig.php>.

3. Chase Calendar

NKU Chase College of Law events, Career Development programs, student organization meetings, and other events of interest are listed on the “Calendar,” which can be accessed via the Quick Links on the Chase website.