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Vol. No. XVIII, No. 21

February 18, 1991

NOTE: If you would like to have a notice posted in *The Law School Record*, you must submit your information either in hard copy or attach (by pressing F6) a WordPerfect document to an E-mail message to Thelma Fountain (PROFNET/TFOUNTAI) in Room 626. All notices must include your name and a telephone number where you can be reached during the day or a locker number. If applicable, please include the name of your student organization. All information must be submitted by Wednesday at 5 p.m. if you wish to have it posted in the following Monday's *Record*.

FROM INTERIM DEAN STEINMAN

Every seven years, the ABA and the AALS conduct an evaluation of each approved law school. Chicago-Kent will be evaluated in 1991, and as part of the process, a six-member site evaluation team will visit the law school March 4-6. During their visit, the team members will visit several classes and will meet with students, faculty, staff and administrators in an attempt to learn as much as possible about the law school.

During their stay, the team members will be using the offices in Room 300 of the law school; their phone number will be x 5876 (312-567-5876). The team invites any student to see them in their offices or to call them to discuss any matters related to the law school.

The team has asked to meet with the Dean's Advisory Council, Monday, March 4, from 3-4 p.m. in Room 304. All members of the Council are urged to attend this meeting.

The site evaluation team will be led by Elizabeth Moody, Professor of Law at Cleveland-Marshall College of Law and President of the Law School Admissions Council, and will include Professor Carl Monk of Washburn University School of Law, Professor Dennis Stone of the University of Connecticut School of Law, Professor Peter Hoffman of the University of Nebraska College of Law, Dean Anthony Santoro of Widener University School of Law, and Mr. Peter Langrock of the Vermont Law firm of Langrock, Sperry & Wool.

JUNE 1991 GRADUATES AND SUMMER 1991 GRADUATES

Commencement Invitations, Graduation Pictures, Cap and Gown Orders

Arrangements for participating in the June 1991 Graduation are to be made during the week of March 11-15. Participants include January 1991 and June 1991 graduates, including LL.M and MALS students. All students who intend to complete their degree requirements at the end of the 1991 summer session also will be able to participate in the June ceremony. Summer graduates must first see Jerry Brandes, Registrar, to complete a graduation card. Other graduates who have not yet completed graduation cards must do so immediately.

Invitations and instructions for commencement will be given out and cap and gown order cards will be completed. Graduation pictures will be taken at the same time. Graduates are asked to reserve a time period for photos on the sign-up sheet located on the center post in the Student Cafeteria. Staff will be available outside Room 332 to handle these arrangements during the following times:

Monday, March 11, from 10 a.m. to 1 p.m. and 2 to 6 p.m.; and Tuesday, March 12 through Friday, March 15, from 9 a.m. to 1 p.m. and 2 to 6 p.m. If you cannot handle the commencement arrangements during these scheduled dates, please see Barbara Clemmer in Room 221.

June 1991 Graduates and Summer 1991 Graduates

If you have a parent, grandparent, or spouse who is a graduate of IIT Chicago-Kent College of Law, please inform Barbara Clemmer in the Career Services Office, Room 221, or call 312-567-5783 before April 12. Only alumni parents and spouses of graduates will be asked to march in the academic procession at the June Commencement, sit on stage, and confer the doctoral hood on their graduate, if there is ample room on stage. Other alumni relatives will not be able to confer degrees because of space constrictions on stage.

CHARLES EVANS HUGHES FIRST-YEAR MOOT COURT COMPETITION

As you know, the Charles Evans Hughes Moot Court Competition will take place in March. The first round of the competition is scheduled for March 1-3 (Fri., Sat. and Sun.). The second round is scheduled for the evenings of March 13-14 (Wed. and Thurs.). The first final round is scheduled for the evenings of March 20-21 (Wed. and Thurs.). **Please Note these dates now so as to avoid any conflicts.**

During the next five weeks, announcements regarding the Charles Evans Hughes Competition will be made in the Record. These announcements also will be posted on the Moot Court bulletin board, located on the second floor, and on the bulletin board outside the Moot Court office. Please check for these announcements regularly.

FACULTY NEWS

Professor Abbott has published an article in the Michigan Journal of International Law (Volume 12, page 1) entitled *Gatt and the European Community: A Formula for Peaceful Co-existence*. The article is concerned with the types of discriminatory trade practices regional trading arrangements such as the European Community will be entitled to adopt with respect to "new areas" covered by the GATT Uruguay Round negotiations.

On February 13, Professor Abbott appeared as a panelist on a program called "Open Forum," taped for Chicago Cable Access television. The panel discussed the role of international law and the United Nations in the Persian Gulf crisis. Cliff Kelly, a former Chicago city council member, acted as moderator for what turned out to be a lively discussion. The show will most likely air on Tuesday evening, February 26, although the date is not yet certain. If a set date and time are available next week they will be listed in the Record.

RESEARCH ASSISTANTS NEEDED

Professor Gerber would like a second- or third-year student to assist him with a Civil Procedure project, during the next two months. It is also possible that related work could be done during the summer. Interested students should leave their resumes with Professor Gerber's secretary, Ann Finney, on the fifth floor.

Professor Harris is seeking a second- or third-year student to serve as her research assistant in the area of constitutional law. Additional topics may also include some aspects of international or comparative law. All interested students may apply by leaving a resume in Professor Harris' mailbox in the college office, or with her secretary Carol Johnson in Room 626.

Professor Mintz is seeking a second- or third-year day-division student to serve as his research assistant for this semester. His area of research is products liability, specifically the categorization of words and ideas as products for purposes of imposing strict liability. A completed course in Products Liability is therefore a significant benefit for those wishing to apply for this position. Interested students should submit resumes and inquiries to Professor Mintz via e-mail, in his mailbox on the third floor, or in person in Room 212.

CAREER SERVICES NEWS

Mock Interviews

The individual mock interview appointments which were cancelled February 11-12 are rescheduled for TODAY and TOMORROW, February 18-19, in Room 222. All individual appointment times remain the same. Additional mock interview sessions will be held Monday, March 11. Time slots still are available for this date and a sign-up list is on the door to Room 222. Appointments are limited and will be reserved on a first come, first served basis.

Do I have to Practice Law: Alternative Careers

Are you thinking of choosing a non-traditional law career, or perhaps utilizing your legal skills in a non-law setting? Do you wonder if law practice is for you? If so, come hear what recommendations Chicago-Kent alumni in alternative careers have to offer. Speakers will include a divorce mediator, a bank vice-president, a staff attorney with the ABA, a legal editor and a financial planner. Mark your calendar for Tuesday, February 19, at 11:45 a.m. in Room 314.

Business Development: What Every Law Student Needs to Know

With increasing frequency, law firms are evaluating entry level attorneys on their potential to generate and maintain business. Find out what skills are needed for "rainmaking" (business development) and how to develop them. Tuesday, February 26, at noon, in Room 314, a number of Chicago-Kent alums, including several partners at Chicago area law firms, will share their ideas and techniques regarding client development. Don't miss this important program!

Spring Interview Opportunities

Lapin, Hoff, Slaw & Laffey is interested in interviewing 1L and 2L students for full-time summer law clerk positions (to continue part-time during the fall) and will conduct on-campus interviews Wednesday, February 27. This firm practices aviation law and is seeking students with a background in aeronautics. Qualified students should submit a resume to the Career Services Office by 5:00 p.m., Monday, February 18.

The law firm of Rivkin, Radler, Bayh, Hart & Kremer is currently seeking second year applicants for their 1991 summer associate program. They seek 2L students who are in the top 20 percent of their class, or have Law Review or similar experience. This firm (21 attorneys locally, 230 attorneys nationally) is primarily engaged in a commercial litigation practice. Interested 2L students must send a resume and cover letter directly to the firm in order to be considered for an interview (see the notice on the Career Services Office bulletin board).

U.S. Court of Appeals: Seventh Circuit Clerkships

Attention 2L Students! Judge Kenneth F. Ripple of the U.S. Court of Appeals for the Seventh Circuit is currently accepting applications for judicial clerkships to begin in 1992. Judge Ripple, who sits in South Bend, Indiana, will review applications in February and March. Interested students should forward a cover letter, resume, writing sample and transcript to his attention.

U.S. District Court: Northern District of Indiana - Judicial Clerkship Opportunity

Attention 2L students! Judge Rudy Lozano of the U.S. District Court for the Northern District of Indiana is currently seeking applications for a judicial clerk to start in June 1992. Applicants must graduate in 1992 (or before), be (have been) in the upper 15 percent of the class and have had extensive legal writing experience (Law Review preferred). This is a two-year, post-graduate clerkship. The application deadline is March 29. Further application information is available as Handout #32 in the Career Services Office.

Illinois Supreme Court: Judicial Clerkship Opportunities

Attention third year students! Chief Justice Ben K. Miller of the Illinois Supreme Court seeks two judicial clerks: one to begin immediately (June 1990 or January 1991 grads), and one to begin August 1991 (January or June 1991 grads). Application details are available in the attorney job posting books in the Career Services Office (listed under the Judicial Clerkship section, A-91-3).

National Veterans Legal Services - Graduate Fellowships

The National Veterans Legal Services Project, Inc. is a non-profit public interest law firm, located in Washington, DC, which is currently accepting applications for two post-graduate, one-year fellowship positions: One available September 1, and one available November 1, 1991. Fellowships are available as a result of a grant to NVLSP from the Agent Orange Class Assistance Program. A graduate fellow is responsible for presenting appeals to the Court of Veterans Appeals. Work includes drafting appellate briefs and presenting oral argument to the court. Fellows will also prepare and present *de novo* appeals to the Board of Veterans Appeals of the Department of Veterans Affairs. For more information, see Handout #33 in the Career Services Office.

Legal Assistance Foundation of Chicago: Second-and-Third Year Summer Clerkships

The Legal Assistance Foundation of Chicago has immediate openings for approximately 20 clerkships for the summer of 1991. LAF, one of the premier legal services programs in the nation, provides excellent opportunities for students to address the civil legal problems of the poor. Students interested in applying should pick up Handout #34 for complete application details.

STUDENT WRITING CONTESTS

For more information on these student writing contests, please contact Pat Rogers in the Office of the Associate Dean for Academic Affairs, Room 305, ext 5024.

<u>Contest</u>	<u>Deadline</u>
ABA Professionalism Writing Competition	March 1
ALI-ABA Annual CLE Essay	April 1
Schwab Memorial Essay Contest	April 8
Transnational Law & Contemporary Problems	April 1
ABA-Section of Tort and Insurance Practice	May 1
Entertainment Law Writing Competition	June 1
American Judges Association Essay Competition	June 30
Bruno Bitker Essay Contest	June 30
ASCAP-Nathan Burkan Memorial Competition	June 30

LAW-OFFICES: SUMMER REGISTRATION

Students who would like to learn how to practice law while they are in law school, should register for the Summer 1991 clinical education class, **Law Offices**. Students may enroll in Law Offices after they have completed their first year of law school. To be eligible to enroll, students must be selected in the Law Offices lottery. To be eligible to have their names placed in the lottery drawing, students must complete and return a completed Law Offices Application form to Room 601 by March 1. Applications are available in Room 601 and on the second floor.

Law Offices is a unique educational experience. It gives students the opportunity to work on cases of live clients under the close supervision of a clinical faculty attorney. Student interns learn interviewing skills, receive first-hand experience in all aspects of the litigation process, and have extensive client contact. The litigation on which students work is quite sophisticated. Students who have completed 54 hours of credit are eligible for a Rule 77 license and may represent clients in court as part of their clinical experience.

There are three divisions to choose from: the civil division, criminal division and tax division.

RESOURCES

Financial Aid Counseling

Students who would like to speak to a financial aid counselor may make an appointment with Leslie Ohsiek in the Admission Office at ext. 5012. Hours available for appointments are: Mondays, 4-6 p.m; Wednesdays, 10 a.m.-1 p.m.; and Thursdays, 3-5:30 p.m.

Westlaw Assistance

Yaodi Hu (YHU)

Mondays 2-6:30 p.m.
 Tuesdays 3-6:30 p.m.
 Wednesdays 4-6:30 p.m.
 Thursdays 3-6:30 p.m.
 Fridays 3-6:30 p.m.
 Saturdays noon-5 p.m.

Mary Harris (MHARRIS)

Mondays 3-5:30 p.m.
 Tuesdays 2-4 p.m.
 Wednesdays 6-8:30 p.m.
 Thursdays 7:30-9:30 p.m.
 Sundays 3-6 p.m.

If any students have questions, or need a password for Westlaw, please send an e-mail message to Yaodi Hu (YHU) or Mary Harris (MHARRIS).

NEW LIBRARY HOURS

The Law Library regrets that hours must be cut due to severe understaffing resulting from the campus-wide hiring freeze. Beginning Monday, February 18, until further notice hours will be:

Sunday 2:30 p.m. - 10:45 p.m.
 Monday - Thursday 8:00 a.m. - 10:45 p.m.
 Friday 8:00 a.m. - 6:00 p.m.
 Saturday 9:30 a.m. - 5:00 p.m.

We hope the situation will change soon. Thank you for your patience and cooperation.

EXTERNSHIPS FOR U.S. ATTORNEY: NORTHERN DISTRICT OF ILLINOIS

Fall 1991 Semester

All Prospective third-year students for the fall, 1991 semester who are interested in externing with the Office of the U.S. Attorney for the Northern District of Illinois should pick up their applications from Professor Gross in Room 612. The primary goals of this externship are to provide the extern with the greatest possible exposure to and participation in federal trial and appellate practice and to assist the office in handling its multitude of important cases. Completed applications must be received at the Office of U.S. Attorney by Monday, March 8.

To receive law school credit for this externship, you must also be accepted into the law school's Advanced Externship Program. Professor Gross will explain the procedures to you when you pick up your application for the U.S. Attorney. The law school externship application will be available Monday, February 25.

JUDICIAL EXTERNSHIPS: FALL SEMESTER, 1991 FOR PROSPECTIVE SECOND AND THIRD YEAR STUDENTS WITH A MINIMUM 2.5 GPA

A judicial externship enables the student to become involved in particular legal problems through research and writing, and to contribute to the resolution of those legal problems. Depending on the judge, an extern may have the opportunity to observe the day-to-day routine of a judge and to discuss with the judge and his/her profession, and the specific problems which attorneys confront in the judge's courtroom. Take advantage of this wonderful opportunity!

Application Process

Applications for the Fall Semester, 1991 Judicial Externship Program will be available Friday, February 15. Completed applications should be submitted to **Ms. Bea Battle, Receptionist, Law Offices, by Wednesday, March 6, at 4:00 p.m.**

LOAN FORGIVENESS

Help raise money for the Loan Repayment Assistance Program!! LRAP is already accepting applications from graduates in public interest jobs. Now we need to be sure the funds are there to continue this valuable program.

Phone-A-Thon: Tuesday and Wednesday, March 5-6, 4-9 p.m., Friday, March 8, 3-6 p.m., and Saturday, March 9, 10-2 p.m. (subject to change). The Development Office will provide training, a script, munchies, and a party to thank all those who help. This is a chance to help raise money for a good cause, as well as an opportunity to talk to professionals about your career interests. Contact Michelle Weinberg (MWEINBER) by e-mail to sign up.

JUSTINIAN SOCIETY OF DUPAGE COUNTY SCHOLARSHIP

The DuPage County Chapter of the Justinian Society of Lawyers is awarding a \$1,000 scholarship to a law student who meets the following criteria:

1. Must have completed at least one semester of law school
2. Must be of Italian extraction
3. Must have demonstrated academic achievement

Students who wish to be considered for this scholarship should pick up the application form in the Admissions Office, Room 307. The scholarship application process includes the scholarship application form, a personal statement and a letter of recommendation by a law school faculty member.

All materials should be mailed to Marianne D. Yacobellis, Esq., c/o Cellucci, Yacobellis & Holman, P.O. Box 3004, 1155 S. Washington Street, Naperville, IL 60566-7004, and must be received no later than March 31.

ATTENTION DEANS' ADVISORY COUNCIL MEMBERS

Dean candidate Roger Abrams would like to meet with members of the Dean's Advisory Council, Wednesday, February 20, from 3:15-4:00 p.m, in Room 304. Mark your calendars and plan to attend.

STUDENT ORGANIZATIONS

Asian American Law Students Association

Many thanks to all who attended our first meeting of the semester, and special thanks are extended to Sam for reserving the room and generally organizing them meeting. Congratulations are in order for our new vice president, Seng, and treasurer, Jennifer. We hope to see everyone at our next meeting and know that it will be as successful as the last meeting.

Chicago Bar Association

All students are welcome to attend the upcoming Continuing Legal Education Seminars. All student members of the Young Lawyers Section of the Chicago Bar Association will receive half off registration fees. For more information concerning these programs, please call the CBA's Continuing Legal Education department at 312-554-2052.

Breakfast Seminars (8-9:30 a.m.)

February

- 19 Class Litigation
- 26 Criminal Law
- 28 Futures Regulation

Afternoon Seminars (3-6:30 p.m.)

February

- 18 Matrimonial Law
- 20 Financial Institutions
- 26 Product Liability
- 28 Illinois Contract Law

March

- 4 Structural Work Act and Other Statutory Causes of Action

To become a student member of the Young Lawyers Section of the CBA, pick up an application outside the elevators on the second floor, in the cafeteria, or in the SBA Office.

Justinian Society

Our next meeting with the Professional Chapter is Monday, February 25, at 5:30 p.m. This meeting will also include the annual Bocce Ball tournament. Please make an effort to attend. The meeting will be held at the Lakeview Betterment Club, 2653 N. Ashland, Chicago.

Reminder: Fill out your applications for the DuPage Justinian Society Scholarship. You could win. Frank Bergucca, a Chicago-Kent member, was the 1990 fall recipient of a Justinian Scholarship award. Congratulations, Frank! Congratulations to Joy Airaudi who has been elected our new secretary.

Don't forget to drop off a copy of your schedule in the envelope on the Student Organizations office on the 2nd floor.

The Law School Student Committee

Welcomes all students to the following seminars:

Date	Program Title	Time
February 18	Title IV-D Child Support	3-6 p.m.
February 20	Banking (Law) In The 90's	3-6 p.m.
February 25	Comparative Negligence	3-6 p.m.
February 26	Product Liability	3-6 p.m.
February 27	Negotiating Strategies	3-6 p.m.
February 28	Illinois Contract Law	3-6 p.m.
March 4	The Illinois Structural Work Act and Other Statutory Causes of Action	3-5:30 p.m.

For further information, please call 554-2000.

Lesbian and Gay Bar Association

GAYLAW, the Chicago-Kent Lesbian and Gay Bar Association will have a regular meeting Tuesday, February 19, from 12:45-1:45 p.m. in Room 646. We have a full agenda to discuss including the speakers event, the upcoming social events and other issues. As always, new members are encouraged to attend.

Phi Alpha Delta

Attention All Members: Elections of new officers will be held February 20-27. Any member interested in running for a position should leave a note in the PAD mailbox located in the 3rd floor college office. Nominations will be accepted until Tuesday, February 19, at 5 p.m.

The 5 positions available are: Justice, Vice Justice, Treasurer, Recorder and Marshal. Anyone with any questions should direct them, by e-mail, to (JKOTZ).

Upcoming Events

- February 19 Alumni event at the Terra Museum. Details on PAD Bulletin Board.
- February 26 Moot Court Oral Argument "Pointers", noon in a Room to be announced.

Student Bar Association

SBA Spring Semester 1991 Calendar of Events

February 22	Board of Governors Meeting, 5-6:30 p.m.
March 8	Board of Governors Meeting, 5-6:30 p.m.
March 11-24	Law Day Committee Meetings
April 4-5	Board of Governors Meeting, 5-6:30 p.m.
April 8-11	Law Week
April 9	Law Day
April 12	Barrister's Bash, Ambassador West Hotel
April 16-17	Elections

The Board of Governor meetings will be held in Room 303. There will be many additions to this schedule so check your mailbox, the SBA office, the Record and e-mail.

Women In Law

Women in Law's Committee to improve Chicago-Kent's book collection will meet, Tuesday, February 19, at 1 p.m., in Room 324. We will discuss activities for the semester including a draft Report of Recommendations to Chicago-Kent's law library.

Please contact Catherine Garypie via e-mail (CGARYPIE) if you have ideas for programs or speakers which you think WIL should sponsor. Also, don't forget that elections will occur in April. Any Chicago-Kent student who expects to be enrolled for the 1991-92 school year is encouraged to run for office (president, vice-president, treasurer, secretary). Don't overlook this excellent opportunity to:

1. Evoke positive change for women in the law school and legal community as a whole.
2. Become part of the vast local, state and national networks of leaders seeking to empower women both in the legal system and through the legal system.
3. Participate in administrative policymaking at Chicago-Kent via the Dean's Advisory Council, the Student Placement Committee and the Faculty Appointment Committee (which was persuaded by WIL last fall to allow our participation on the committee in an advisory capacity).

Watch the Record for nomination and election details.

Plenty of ideas regarding feminism and the law were exchanged between legal scholars as Catharine MacKinnon, Mari Matsuda and bell hooks at Yale Law School's Conference "Feminism in the 90s - Bridging the gap between theory and practice," February 9 and 10. IIT Chicago-Kent Women In Law members Anna Notation and Catherine Garypie (president) were there. Come and share what they learned from these prominent feminist legal scholars in a brown-bag lunch get-together in Room 105, Tuesday, February 26, noon to 1 p.m. All faculty, staff, and students are welcome to attend. Refreshments will be served.

LAW SCHOOL EVENTS CALENDAR

EDITORS NOTE: The Law School Events Calendar includes upcoming events with open attendance that have been officially scheduled. To be scheduled, event sponsors should contact the Office of Administration and Finance in Room 302.

February

- 19 "Eyes on the Prize II," Black History Movie, 12:45-1:45 p.m., Room 203
"Do I Have to Practice Law?," (Career Services Workshop) 11:45 p.m., Room 314
- 20 Admissions Open House, 5-7 p.m.
- 26 "Eyes on the Prize II", Black History Movie, 12:45-1:45 p.m., Room 203
"Rainmaking," (Career Services Workshop) 12:45 p.m., Room 314

March

- 5 "Eyes on the Prize II," Black History Movie, 12:45-1:45 p.m., Room 203
"Attorney Search: How I Found My Job," (Career Services Workshop) 5-6 p.m.,
Room 102
- 3-6 Site Evaluation Visit
- 4 Dean's Advisory Council Meeting with Site Evaluation Team, 3:00-4:00 p.m., Room 304
- 12 "Eyes on the Prize II," Black History Movie, 12:45-1:45 p.m., Room 203
- 19 Piper Lecture: Alan Hyde
- 21-22 Section 1983 CLE program
- 24-31 Spring Break

1991-1992 Academic Calendar

FALL, 1991

First-year student orientation	August 12 -16, 1991
First day of J.D. Classes	Saturday, August 17
Labor Day	Saturday, August 31 - Monday, September 2
First day of graduate classes	Tuesday, September 3
Tuesday evening classes meet	Friday, September 6
Rosh Hashanah (no classes)	Monday, September 9
Yom Kippur (no evening division classes)	Tuesday, September 17
Yom Kippur (no classes)	Wednesday, September 18
Monday classes meet	Tuesday, November 26
Last day of classes	Wednesday, November 27
Thanksgiving vacation & read period	November 28 - December 5
Final examinations	Friday, December 6 - Thursday, December 19

Optional makeup days

Day Division: November 5, 12, 19, 26 (11:45-1:45) December 2 - 3, all day

Evening Division: October 11, 18, November 8, 15, December 2 - 3

SPRING, 1992

*First day of classes	Monday, January 13, 1992 or Tuesday, January 21
Dr Martin Luther King's Birthday	(no classes) Monday, January 20
Spring break	March 22 -29
Last day of Classes	Monday, May 4
Read period	May 5 - 10
Final examinations	May 11 - 23

Optional makeup days

Day Division: March 31, April 7, 14, 21 (11:45-1:35) May 5, all day

Evening Division: March 20, April 3, 10, 17, 24, May 1

Commencement

Sunday, June 14

SUMMER SESSION, 1992

Memorial Day	Monday, May 25, 1992
First day of classes	Tuesday, May 26
Monday classes meet	Friday, May 29
Independence Day	Saturday, July 4
Last day of classes	Thursday, July 23
Optional makeup days	Friday, June 19 and July 17
Read period	July 24 - 26
Final examinations	Monday, July 27 - Tuesday, July 28

*If the new building is ready for occupancy prior to January 13, 1992, the spring semester will begin Tuesday, January 21 at 565 West Adams. If the new building is not ready for occupancy prior to January 13, the spring semester will begin Monday, January 13 at 77 South Wacker and a week during the semester will be cancelled for the move.

TO: All Continuing Students
FROM: Assistant Dean Nancy Herman
DATE: January 1991
RE: Federal Financial Aid and Need-Based Scholarships: Deadlines

**CRITICAL INFORMATION REGARDING:
FINANCIAL AID AND/OR NEED-BASED SCHOLARSHIPS**

The 1991-92 Financial Aid Form (FAF) and the IIT College of Law Financial Aid Application are now available: (1) in the College Office (Room 301); (2) on the 2nd floor across from the elevators; and (3) in the Admissions Office (Room 307).

This is a long memo, but it is one you need to read. Your financial aid, whether a loan and/or a need-based scholarship, depends on it.

Once again, that time has arrived for you to begin the process of applying for financial aid for next year. There are some important changes in the federal application procedures that you need to know. Please take note of the calendar of important dates below; I suggest that you save this memo for later reference.

Take special care in reading the FAF instructions.

- >
1. **Be sure to enter the correct code number for IIT Chicago-Kent College of Law in Item 77 (code number 1654). This is not the same code number used by the main campus of IIT. (Note: this is new this year.)**
 2. You must fill out the entire FAF.
 3. You can use ONLY #2 pencil when filling out the FAF. Do not type or use a pen.
 4. Fill out the FAF completely and sign your name at Item 32. Be sure to answer "Yes" to Item 30a and the second part of 30b to be considered for federally subsidized loans. Do not stop after Section E! Go on to complete the remainder of the FAF labeled "Supplemental Information". **You must complete the section labeled "Supplemental Information".**

Because we use the IIT College of Law Financial Aid Application to tailor your financial aid as best we can, please be as complete as possible when supplying additional information, especially regarding your expenses.

Since we use the federal system of needs analysis, this means that we must adhere to a timetable to ensure that you can receive your award in a timely manner and resolve any issues or problems that might arise in your request for financial aid. Our goal is to make certain that the process is complete before classes begin in the fall.

To be eligible for ALL FORMS OF FINANCIAL AID, including NEED-BASED SCHOLARSHIPS, you must meet the following deadlines:

By April 1

1. The FAF must be **received by** the College Scholarship Service (CSS) by April 1. All information must come from completed Federal Income Tax forms. This also will reduce the likelihood of your being selected for Verification.
2. Your IIT College of Law Financial Aid Application must be **received in** the IIT Chicago-Kent College of Law Office of Admissions and Financial Aid **no later than April 1.**

By May 15

1. After you file your FAF, you will be sent a Student Aid Report (SAR) by the College Scholarship Service (CSS). All pages of your Student Aid Report **must be in your financial aid file at IIT Chicago-Kent by May 15.** EVEN THOUGH YOU WILL NOT RECEIVE A PELL GRANT. Do not send any corrections on your Student Aid Report to CSS; send the SAR to the Office of Admissions and Financial Aid, as is, and attach any corrections on a separate sheet of paper. Make sure that you sign the report where indicated.
2. If you are selected for Verification, you will be asked to submit copies of your tax forms and a Verification Worksheet. These materials and your SAR must be returned before a financial aid award will be determined for you.

By July 15

1. You should sign and return your financial aid award letter to the College of Law Office of Admissions and Financial Aid by July 15.

2. You are expected to turn in student loan applications from the lender of your choice by July 15. If you are unsure of a lender, contact the Office of Admissions and Financial Aid at (312) 567-5012. Loan applications for the Law Access program are available in the Office of Admissions and Financial Aid, Room 307, and in the College Office, Room 301.

Other important advice:

1. If you are applying for federal financial aid at IIT Chicago-Kent for the **first** time, you must submit a Financial Aid Transcript to all colleges and universities that you previously attended, whether or not you received financial aid at those colleges/universities. Each college/university will automatically forward the financial aid transcript directly to the IIT Chicago-Kent Office of Admissions and Financial Aid.

2. If you have questions about continuing scholarships, please contact the Office of Admissions and Financial Aid.

3. If you have an unusual situation and your financial aid award will not be sufficient to meet your financial needs, please contact the Office of Admissions and Financial Aid at (312) 567-5012.

4. Here is a checklist of items that will help you complete your financial aid application:

- A. 1990 federal, state and local tax forms (yours, your spouse's and your parents', if applicable) and W-2 forms.
- B. Records of any untaxed income, such as welfare, social security, AFDC or ADC statements and veterans' benefits.
- C. Current bank statements.
- D. Medical and dental bills not covered by insurance.
- E. Business and/or farm records.
- F. Stocks, bonds, and other investment records noting value and dividends earned.
- G. Explanation of any source of income assistance and assets not listed on the FAF.

You must submit all necessary documents by the stated deadlines. Loan money and awards are not unlimited, and students who do not apply in a timely manner risk not receiving funds next year. We are ready to help if you need assistance -- just call the Office of Admissions and Financial Aid at (312) 567-5012. Above all, please do not put this off (especially doing your taxes).

Thank you for your cooperation.