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### The Record - Vol. 18, Issue 19

IIT Chicago-Kent College of Law

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Vol. No. XVIII, No. 19

February 4, 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/TFOUNTA) 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*.

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### From Interim Dean Steinman

Associate Clinical Professor David L. Lee has announced his resignation from the faculty. Professor Lee will be accepting a position at the Law Offices of Frederic F. Brace, Jr., which is a small, high quality litigation firm that emphasizes shareholder derivative litigation and trademark infringement. Professor Lee also stated his intention to continue to build his employment-discrimination practice at his new job.

In his resignation letter me, Professor Lee expressed his sadness at leaving his friends, colleagues, and students and wished everyone in the Chicago-Kent community the best.

Professor Lee will teach his Negotiations and Interviewing & Counseling classes for the remainder of the semester.

I'm sure you will join me in wishing Professor Lee the very best in his future endeavors.

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### FROM THE REGISTRAR

#### Spring 1991 Graduates

Please check the Spring '91 graduation list posted on the second floor bulletin board. If your name is misspelled, if you want to make a change, or your if your name is missing, please come to the Registrar's Office, Room 306. Graduation declarations must be submitted by Friday, February 15, to be included in the Spring 1991 graduating class.

#### Loan Checks

The list of loan checks currently available in the Registrar's Office, Room 306, is posted on the second floor bulletin board. This list is updated only when checks are received. If your account shows a tuition balance, you will be expected to sign over your loan check in its entirety. If you expect to receive a refund, you will be instructed to fill out a form immediately and your refund check should be available in the Registrar's Office within 7-10 working days.

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## 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.

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## RESEARCH ASSISTANTS NEEDED

**Professor Laser** is seeking two research assistants to work in the areas of civil procedure and/or clinical education. A commitment of at least 10 hours per week is required. Pay or independent research credit is available. Interested students may contact Professor Laser in his office in Suite 601, or call him at 567-5050.

**Professor McAdams** is seeking a student research assistant for this semester. He needs assistance with his course and research in law and economics. His particular interest is in using sociology and psychology to critique economic analysis of criminal law and discrimination law. Students with a social science background (economics, sociology, and/or psychology) are preferred, but all interested students should apply. Inquiries should be directed to Professor McAdams via e-mail, in his mailbox on the third floor, or in person in Room 316.

**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.

**Professor Nahmod** is seeking one or two research assistants to help him 6-8 hours weekly with the forthcoming, third edition of his civil rights treatise. Pay or independent research credit is available. Students should have had, or must currently be taking, Constitutional Law II (14th Amendment). Those interested in federal litigation, constitutional law and civil rights are especially encouraged to apply.

**Professor Shapiro** seeks a second- or third-year day division student to work as his research assistant this semester. He intends to explore the area of defamation by implication. Specifically, he seeks to examine actions based on true facts that are organized and presented in a manner that imply something false about another. Students who studied defamation law in their torts class are the preferred candidates, but all students should feel free to apply. Please respond by submitting your resume to Professor Shapiro in his mailbox on the third floor.

**Professor Sherman** is seeking several second- or third-year students to assist him in researching various topics relating to euthanasia and to wills. Compensation will be at the usual law school rate, plus extravagant expressions of professorial gratitude in the introduction to any book or article that flows from the research. Interested students should submit their resumes to Professor Sherman in Room 311 or to his secretary, Bill Morse.

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## CAREER SERVICES NEWS

### Spring Semester 1991 - Career Services Office Hours

Monday	8:30 a.m.-7 p.m
Tuesday	8:30 a.m.-8 p.m.**
Wednesday	8:00 a.m.-6 p.m.**
Thursday	8:30 a.m.-5 p.m.
Friday	8:30 a.m.-5 p.m.

**\*\* Please note changes. In addition, please also note that the office will close at 5 p.m. daily during read weeks, exam periods and semester and spring breaks.**

### Mock Interviews

Individual mock interview appointments with a trained counselor will be available in the Career Services Office on February 11 and 12. Students who wish direct assistance in improving their interviewing skills should take advantage of this opportunity. Interviews will be videotaped, replayed and critiqued in a private setting. Don't lose out on a job due to poor interviewing skills. Appointments are limited and will be reserved on a first come, first served basis. Sign up now in Room 222!

### Summer Clerk Job Search Workshop

**Attention first-year students!** If you missed this workshop first semester and haven't a clue how or where to start your summer clerk job search, be sure to attend this informational session at Noon on Tuesday, February 12 in Room 314.

### 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, 11:45 a.m. in Room 314.

### Spring Interview Opportunities

The law firm of Bollinger, Ruberry & Garvey is interested in interviewing 2L and 3L students, on campus, for summer associate and attorney positions, Wednesday, February 20. This firm, which specializes in insurance defense litigation, seeks students in the upper 25 percent of the class. Interested students should submit a resume to the Career Services Office, Room 222, no later than 5 p.m., Monday, February 11. Names of students selected as a result of the firm interviews will be posted on the board outside the Career Services Office by Monday, February 18. Those students must sign up for an individual time slot by 5 p.m. on February 18. Further information about the firm is available in the "Illinois Law Firm" files in the Career Services Office.

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).

## Midwest Public Interest Law Career Conference

**Attention all students interested in a public interest law career!**

Please remember that the Fourth Annual Midwest Public Interest Law Career Conference is being held at Northwestern University School of Law, Saturday, February 16. While, unfortunately, many students who registered did not receive interview slots due to the record number (700!) of midwestern law students who registered for this conference, this DOES NOT (and should not) prohibit you from attending. If you are a student who did not receive an interview slot, or if you did not previously register but have an interest in public interest work, mark your calendar for the February 16 anyway! There will be 27 employers participating in the Table Talk session...a networking opportunity which should not be overlooked by anyone interested in public interest law! Additionally, panel discussions, featuring guest speakers from the public interest sector, will be held throughout the afternoon. Panel topics include: Marketing Yourself for a Public Interest Job; Should Law Schools Have Mandatory Pro Bono Programs for Their Students?; and Poverty Law for the 1990's - How it Relates to Race & Gender; and Children's Rights. Pick up a schedule of the day's events in Room 222.

## 1991 National LL.M. in Taxation Job Fair

Attention all LL.M. Tax degree candidates!! IIT Chicago-Kent, along with seventeen other law schools, is co-sponsoring the Second Annual LL.M. in Taxation Job Fair, Saturday, March 9, at the Embassy Suites Hotel--Crystal City (Washington, DC). This event has been organized to promote and facilitate the efficient hiring of LL.M. Tax and Estate Planning candidates and Masters in Accounting graduates in an organized, time-effective manner. A list of the employers who will be participating will be available in the Career Services Office Wednesday, February 6. (Please note that this is a one week delay from the date originally announced). Student resumes will still be forwarded to employer participants Friday, February 15 and, therefore, must be submitted to the Career Services Office no later than 5 p.m. Thursday, February 14. Interested LL.M. candidates should pick-up employer information on February 6.

## Illinois Appellate Court: Judicial Clerkships

Attention Third-Year Students! The Career Services Office has been notified that several Illinois Appellate Court Justices are currently seeking judicial clerks to begin September 1, 1991. Justice Fred A. Geiger (Second Judicial District) will hire one clerk; Justice Robert J. Steigman (Fourth Judicial District) will hire one, possibly two clerks. Justice Steigman sits in Urbana and has set an application deadline of February 8, 1991. Justice Geiger sits in Libertyville (although he has not set a deadline, he encourages application ASAP). Judicial clerks employed by the Illinois Appellate Court earn \$36,000 annually and receive state benefits. Further application details about both clerkships are available in the attorney job posting books in the Career Services Office.

## 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).

## 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

## RESOURCES

### Alternate Wanted for ABA Client: Counseling Competition Team

Any students who wish to try out for alternate on the ABA client counseling competition team should meet with Professor David L. Lee in the Law Offices (Room 601) Tuesday, February 12, at noon. This year's topic for the competition will be intentional torts. The regional competition will be February 22 and 23, at Notre Dame. The national competition will be March 8 and 9, at William Mitchell Law School in St. Paul. Bring to the meeting a letter explaining your interest in, and your qualifications for, being an alternate on the team.

### Legal Writing II Students: Special Lecture by Professor Brill

#### "Effective Appellate Advocacy"

Section I	Thursday, February 7, 12:50 p.m.	Room 101
Section II	Wednesday, February 6, 12:50 p.m.	Room 101
Section III	Thursday, February 7, 11:45 a.m.	Room 101
Evening Division	Tuesday, February 5, 7:35 p.m.	Room 101

## 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.

## Hypertext Associates

Professor Staudt met with a group of students interested in computer-assisted instruction Tuesday, January 29. Our Computer Center and the Center for Computer-Assisted Legal Instruction (CALI) are experimenting with hypertext, electronic learning tools. These tools allow professors and students to use computers to gather substantive law material in new ways for class presentation and study. Some of these tools can be used to create electronic casebooks. Others are better for electronic nutshells, note takers or computer-assisted lessons.

At the first meeting, January 29, two HyperPad systems were demonstrated and the group discussed how this could possibly turn into paying positions either this semester or through the summer. The group agreed to meet again February 5, at 2 p.m, in Room 647.

All interested students are invited to attend the follow-up meeting to continue this discussion and to map out a plan for action.

## Library Hours Notice

The 5th floor of the library will be closed Thursday, February 7, from 8 a.m. until 12 noon. At noon, the 5th floor will again be open to everyone.

## Westlaw Assistance

Westlaw assistance is available in the library computer room during the following hours:

Mondays, noon-2 p.m and 3-6 p.m.  
Tuesdays, noon-2 p.m. and 3-6 p.m.  
Wednesdays, 3-6 p.m.  
Thursdays, noon-2 p.m. and 3-6 p.m.  
Fridays, 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).

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

### Informational Meeting

There will be a meeting for all students who are interested in externing for a federal appellate, district or bankruptcy judge or magistrate for either the **Summer Semester, 1991** or the **Fall Semester, 1991 Tuesday, February 5, at noon, in Room 325**. Professor Vivien Gross will describe the types of experiences a judicial extern will have in the course of a semester, as well as the application procedure. If you are interested in a judicial externship, but are unable to attend the meeting, please see Professor Gross in Room 612.

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 the judge's law clerk the legal problems which attorneys face in their profession, and the specific problems which attorneys confront in the judge's courtroom. Take advantage of this wonderful opportunity!

### Application Process

The applications for the **Summer Judicial Externships** will be available on the second floor and in Room 601, Law Offices, as of Thursday, February 7. Completed applications should be submitted to **Ms. Bea Battle, Receptionist, Law Offices, by Tuesday, February 19 at 4 p.m.**

Applications for the **Fall Semester, 1991 Judicial Externship Program** will be available later in February, after the Summer application process has been completed.

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## **LOAN FORGIVENESS**

Loan Repayment Assistance Program (LRAP) is seeking student volunteers to help stuff envelopes for the 1991 fundraising mailing and to sign up for the subsequent phone-a-thon. Watch the Record for dates and times.

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## **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.



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## STUDENT ORGANIZATIONS

### Black American Law Student Association/National Lawyer's Guild

To Celebrate African American History throughout February and March, Balsa and the National Lawyer's Guild invite the Chicago-Kent Community to watch "Eyes on the Prize II" every Tuesday from 12:45-1:45 p.m., in Room 203. "Eyes on the Prize II" has been aired on PBS and it is a great educational source with regard to the history of the African American civil rights movement in this country. All who are interested in the history of civil rights are encouraged to attend.

### 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

- 5 Customs and U.S. International Trade Law
- 12 Social Security Law
- 19 Class Litigation
- 26 Criminal Law
- 28 Futures Regulation

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

##### February

- 4 Slip and Fall cases
- 5 Financing in the 1990's
- 11 Comparative Negligence
- 12 Negotiating Strategies
- 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.

### **Christian Legal Society**

Christian Legal Society (CLS) will host its regular meeting on Tuesday, February 5, at 11:45 a.m. in Room 104. We will be discussing plans for the rest of the semester. All are welcome!

### **Decalogue Society of Lawyers**

Judge Seymour Simon will discuss his life on the bench, Tuesday, February 5, at noon, in Room 204. All are welcome to hear this noted speaker. This event is sponsored by the Chicago-Kent student chapter of the Decalogue Society of Lawyers.

### **Environmental Law Society**

Interested in attending the NAELS Conference in Washington, D.C.? Call Adam Nelson immediately at (312) 902-4301.

The draft "Illinois Solid Waste Source Reduction Act" is ready. All ELS members are encouraged to pick up a copy at the ELS board and to submit your comments to the ELS box in the third floor copy center by Friday, February 8.

Order your Earth flag today. (Sign-up envelope on ELS board.)

### **Lesbian and Gay Bar Association**

GAYLAW, the Chicago-Kent Lesbian and Gay Bar Association will have a regular membership meeting Tuesday, February 5, at 11:45 a.m. in Room 646. We will be discussing upcoming speakers, social events, the formation of an alumnae/alumni group and our new bulletin board space. As always, new members are welcome to attend.

### **International Law Society**

Please remember that all upcoming ILS events are posted on the ILS bulletin board located outside of the cafeteria. For example, registration forms for the CBA copy duty-free merchandising morning seminar are now available. The date for the seminar is Tuesday, February 5. The requirements for the ELSA Law Review Journal, which we had previously run out of, are also available.

## The Law School Student Committee

Welcomes all students to the following seminars:

Date	Program Title	Time
February 7	Air Crash Litigation	3-6 p.m.
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.

## Phi Alpha Delta

A brief, general meeting will be held Tuesday, February 5, at 12:00 p.m. in a Room to be announced. Anyone interested in running for an office position must attend. We will also be discussing and planning upcoming events and speakers, election of new officers, party at Excaliber, lecture: Moot Court Oral Argument Tips and Alumni events.

Attention All Movie Buffs: Phi Alpha Delta will be showing "Twelve Angry Men" Wednesday, February 6, at noon, in Room 204. All students are invited. Feel free to Bring your lunch.

## Student Bar Association

### SBA Spring Semester 1991 Calendar of Events

February 8	Board of Governors Meeting, 5 p.m.-??????
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**

There will be a conference held at the Yale Law School in New Haven, Connecticut, February 9-10, entitled "Feminism in the 90's--Bridging the Gap Between Theory and Practice." Featured speakers include Catherine MacKinnon, Mari Matsuda and Bell Hooks. Registration is \$40 (sliding scale). Please refer to the conference brochure on the Women In Law Bulletin Board.

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## LAW SCHOOL EVENTS CALENDAR

**EDITOR'S 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

- 5 "Eyes on the Prize II," Black History Movie, 12:45-1:45 p.m., Room 203
- 12 "Eyes on the Prize II," Black History Movie, 12:45-1:45 p.m., Room 203  
"Job Search: Clerking," (Career Services Workshop) 11:45 p.m., Room 314
- 19 "Eyes on the Prize II," Black History Movie, 12:45-1:45 p.m., Room 203  
314 "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 Seminar) 5-6 p.m., Room 102
- 3-6 Site Evaluation Visit
- 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

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**

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***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).***

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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.