1. **Office Hours**

Drake University Law School administrative offices are open from 8:00 A.M. until 4:30 P.M., Monday through Friday.

2. **Law School, Law Library and Recreation Center Hours**

Students may study in vacant classrooms at any time the building is open. Organized meetings must be reserved in advance in room #128 Cartwright Hall.

**Law Library (Opperman Hall) Hours**

Summer Hours
- Monday – Thursday: 8:00 a.m. – 6:00 p.m.
- Friday: 8:00 a.m. – 5:00 p.m.
- Saturday: 1:00 – 5:00 p.m.
- Sunday: 1:00 – 5:00 p.m.
- July 4: CLOSED

**Bell Center (Rec Center) Summer Hours**
- Monday – Thursday: 8:00 a.m. – 8:00 p.m.
- Friday: 8:00 a.m. – 6:00 p.m.
- Saturday & Sunday: Closed

3. **Accommodations**

Students who are not natives of the United States and whose education was not in primarily English-speaking schools, and students with disabilities, under the ADA, which would hinder successful completion of the examination within the allotted time, can be allowed additional time for examinations. Students who feel they qualify should contact Assistant Dean Hennan during the first week of each semester.

Students with disabilities that require accommodations under the ADA (Americans with Disability Act) should notify Assistant Dean Hennan as soon as possible so that special arrangements may be made through the Student Disability Services Coordinator Michelle Laughlin-271-1835. This arrangements must be made prior to June 10, 2016.

4. **Holds on grades, transcripts, bar material, Non-Payment of Tuition**

HOLDS will be put on grades, transcripts, bar material and any other official material sent out by the Law School if students do not take care of their financial obligations to the University. Also, all students must provide the Law School with an official transcript from their undergraduate school showing date and type
of degree received. This MUST be done within the first semester of Law School or fall grades will be held until transcripts are received.

Non-Payment of Tuition Policy states that the student tuition account must be paid in full or be current if enrolled in the Drake University payment plan within 30 days of the start of the term.

Should it be found that a student has failed to comply with this policy, a notice will be mailed to the student after the add/drop period each term, which is 2 weeks after the term begins. The student will be permitted 10 days to bring the account to current status. If the student fails to make the necessary payments to bring the account to current status, the Office of Student Accounts will notify the Office of the Registrar to drop that student from enrollment in the current term. Notice will then be sent to Housing, Office of Student Financial Planning and the appropriate Colleges involved that the student has been dropped from enrollment.

The policy states once a student is dropped from current term, they will not be allowed to re-enroll until the following term.

5. **Smoking**

Pursuant to Iowa law, smoking is prohibited on campus.

6. **Student message center, e-mail communication and blueView information portal**

There is a file folder for each law student in the message center located in Opperman Hall hallway. All students should check their file each day.

The law school will make important announcements via electronic mail and blueView. It is recommended that students check their Drake University e-mail each day.

1L law students will be assigned Drake University e-mail accounts during their regularly scheduled computer training. While on campus, students can access their University e-mail accounts in the Opperman Law Library computer lab.

7. **Parking at Drake**

All students may have cars on campus. You must register and pay the parking fee to park in campus lots. A large parking lot is conveniently located south of Forest Avenue between 24th and 25th Streets. Drake University's parking policy is posted at [http://www.drake.edu/publicsafety/parkinginformation](http://www.drake.edu/publicsafety/parkinginformation). This policy contains the rules regarding parking on the Drake campus as well as the appeal process should a vehicle receive a citation for illegal parking on Drake property.

8. **Lost and found**
The lost and found department is located at the Law Library Information Desk, or the Student Services Office in Room 128, Cartwright Hall.

9. **Security of Valuables**

   Students should not leave laptop computers, or other types of valuables, unattended either in the classroom, or in the law library. Laptop cable locks can be checked out at the law library information desk. Thefts should be immediately reported to the Dean’s office and Drake Security (271-2222).

10. **Drake University Tuition & Fees**

    Fee payment and loan refund checks may be handled at the Cashier’s Office, First Floor in Old Main, on the first day of classes. [http://www.drake.edu/accounts/payments/](http://www.drake.edu/accounts/payments/)

11. **Semester Refund and Withdrawal Procedures**

    Students contemplating withdrawing from law school after registering should be aware of the tuition credit schedule. A portion of the tuition charges may be credited according to a schedule. A copy of the schedule is available at Student Accounts. If you have any questions about tuition credit, you should contact the Student Accounts Office at 271-2151. Students who receive Financial Aid must notify the Office of Student Financial Planning, (515) 271-2905.

    Students contemplating withdrawal must contact the Assistant Dean for Student Services. **If you do not officially withdraw and do not take finals, you will receive an "F" in all courses. The withdrawal credit depends on the day your withdrawal is initiated rather than on the day you stop attending classes.**

    If a student is experiencing personal problems, which will affect exam performance, it is strongly recommended that the situation be discussed, prior to final examinations, with appropriate faculty and the Assistant Dean for Student Services. The Dean’s office will determine the most appropriate course of action. In some instances it may be advisable to withdraw temporarily in order to maintain academic eligibility to continue law studies at a later date.

12. **Code of Student Conduct**

    [http://www.law.drake.edu/students/docs/studentServices-codeOfStudentConduct.pdf](http://www.law.drake.edu/students/docs/studentServices-codeOfStudentConduct.pdf)

13. **Procedure for addressing student concerns, suggestions and complaints**

    [http://www.law.drake.edu/students/?pageID=studentServices](http://www.law.drake.edu/students/?pageID=studentServices)

14. **Bottled Water**

    The sale of bottled water is prohibited on campus. Water stations are available on the second floor of Cartwright Hall. Please bring your own water container.