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GETTING STARTED

- Registering for classes – Records, Registration & Financial Aid, 304 O’Brien
- Library entrance - 2nd floor O’Brien
- Force slips for courses - Faculty Assistants
- Faculty Assistant assignments - window of Records, Registration & Financial Aid, 3rd floor O’Brien
- Swipe card access - Tim Conti, 319 O’Brien
- Computer Questions - Law IT Services, 535 O’Brien (access through Law Library)
- Keys for student group offices—Kolleen Fischer, 314 O’Brien
- Table Reservations for Lobby – Amy Atkinson, aatkins@buffalo.edu or Kolleen Fischer, kkf3@buffalo.edu
- Work Study & Student Assistant Payroll - Jennifer Reitano or Arlene Rizzo, 317 O’Brien

ACADEMIC POLICIES AND PROCEDURES

Refer to General Academic Policies and Procedures Guide

- Requirements for degree completion
- Information on Independent Study, taking courses in other Departments at UB
- Academic Integrity Policy
- Examination Policies and Procedures

ADMINISTRATION

Most often used

- Admissions & Student Life Office - Vice Dean Lillie Wiley-Upshaw, lwiley@buffalo.edu
  Lindsay Sutton, Associate Director, ljsutton@buffalo.edu
  Breanna Orentlikher – Admissions Counselor, bschebel@buffalo.edu
  Marie McLeod, Administrative Assistant, mdmcleod@buffalo.edu
  o 309 O’Brien Hall 645-2907

- Career Services - Associate Dean Lisa Patterson, lpatter@buffalo.edu
  Marc Davies, Associate Director, mrdavies@buffalo.edu
  Jo McKeegan, Assistant Director, mckeeegan@buffalo.edu
  Dawn Skopinski, Program Administrator for Externships and Public Interest Coordinator, skopinsk@buffalo.edu
Clinical Legal Education - Professor and Vice Dean Kim Diana Connolly, Director

- 507 O'Brian Hall  645-2167

Externships and Judicial Clerkships

Professor Lise Gelernter, Director, gelernt@buffalo.edu
Dawn Skopinski, Program Administrator, skopinsk@buffalo.edu

- 610 O’Brian Hall  645-6261

Financial Aid – Brezetta Steverson, Coordinator, bns@buffalo.edu

- 306B O’Brien Hall  645-7324

Information Technology – Terry McCormack, Director, law-it-avservices@buffalo.edu

- 535 O’Brien Hall (access from inside the Law Library)  645-7393

Law Library – Vice Dean Elizabeth Adelman, Director

- 2nd Floor O’Brien Hall, 645 - 6765 (circulation), 645-2047 (reference desk)

Records, Registration & Financial Aid - Assistant Dean BobbyJo LaDelfa

- 304 O’Brien Hall  645-5060  law-records@buffalo.edu

Student Services - Vice Dean Melinda Saran, saran@buffalo.edu

- 314 O’Brien Hall  645-6223

General

- Administration - Vice Dean James Newton

- 319 O’Brien Hall  645-2052  law-deans@buffalo.edu

- Alumni Relations - Vice Dean Ilene Fleischmann, fleisch@buffalo.edu

  Lisa Mueller, Assistant Dean, lmueller@buffalo.edu
  Patty Warrington, Assistant Director, warring@buffalo.edu

- 312 O’Brien Hall  645-2107  law-alumni@buffalo.edu

- Baldy Center for Law and Social Policy - Professor Errol Meidinger, Director

  Laura Wirth, Assistant Director, lawirth2@buffalo.edu
Communications and Public Relations – Vice Dean Ilene Fleischmann

Lisa Mueller, Assistant Dean
Kristina Lively, Webmaster

King 310 O’Brian Hall  645-7347

Dean’s Office – Professor Makau Mutua, Dean

King 319 O’Brian Hall  645-2052  law-deans@buffalo.edu

Development Office – Associate Dean & Director, Karen Kaczmarski,
krrkacz@buffalo.edu

Vice Dean Alan Carrel, Major Gifts, carrel@buffalo.edu
Lucille Dadd, Assistant Director Annual Fund, ladadd@buffalo.edu
Jeffrey Piscitelli, Development Officer, jipiscit@buffalo.edu

King 408 O’Brian Hall  645-2109

Special Events – Amy Atkinson, Director

King 412 O’Brian Hall  645-6224  aatkins@buffalo.edu

Webmaster – Kristina Lively

King 206a O’Brian  645-0170  klively@buffalo.edu

ADMISSIONS & STUDENT LIFE OFFICE - 309 O’Brian Hall, 645-2907, law-
admissions@buffalo.edu

- Requests for information pertaining to the admission process - Vice Dean Lillie Wiley-
Upshaw, Lindsay Sutton
- Coordination of student visits to the Law School – Breanna Orentlikher, Marie McLeod
- Admissions statistics - Lillie Wiley-Upshaw, Lindsay Sutton
- Admissions Counseling – Breanna Orentlikher
- Law student orientation, Admissions Team
- Student group advisement – Amy Atkinson

ADVICE FOR STUDENT GROUPS

- Student Group advisement – Vice Dean for Admissions & Student Life, Lillie Wiley-
Upshaw, 309 O’Brien, 645-2907, lwiley@buffalo.edu
• Student Groups should have faculty advisor of their choice

• Event Planning
  o Event planning and counseling, Director of Special Events, Amy Atkinson, 412 O’Brian Hall, aatkins@buffalo.edu

• Swipe card access to student group offices
  o Tim Conti, Dean’s Office, 319 O’Brien, 645-2052, tjconti@buffalo.edu
  o Authorization must come from student group president

• Key access to student group offices
  o Kolleen Fischer - Student Services, 314 O’Brien, 645-6223, kkf3@buffalo.edu
  o Authorization must come from student group president

• Special copying at group expense
  o Law School Copy Center
  o Barb Premielewski, 503 O’Brian Hall (M-TR/9:30 to 2:30 pm)

**AUDIO VISUAL/IT SERVICES**

• Audio Visual needs – Koren AV Center – 5th Floor, Law Library
• IT needs – Law IT Office, 535 O’Brian, Law-IT@buffalo.edu
• Computer laboratory issues – see Lab Assistant
  o Library based computers
  o Printing to the Law Library printers
• Email-related problems and questions (liaison to University Services)
• Video conferencing services

**CAREER SERVICES** - 608 O’Brian Hall, 645-2056

• Job postings – Gale Strauss, gstrauss@buffalo.edu
• Self assessment resources
• Resume and cover letter review
• Career counseling; coaching and strategy development
• On and off campus interview programs
Post Graduate Judicial Clerkship applications and OSCAR
Access and passwords to online databases
Lists of national job fairs, conferences, and writing competitions
Career and professional development lending library
Questions about estimated class rank policy
Employment data collection, including student employment preference surveys, summer employment forms and graduate employment forms
Collaboration with student groups on career speaker panels
Connect with alumni for career assistance and networking
Request reciprocity with other school’s Career Services office

CLINICS - 507 O’Brien Hall, 645-2167
  • Obtaining force slips for Clinic registration
  • Clinical students’ work space

EXTERNSHIPS AND JUDICIAL CLERKSHIPS - 610 O’Brien Hall, 645-6261
  • Obtaining force slips for Externship or Judicial Clerkship registration

FACULTY ASSISTANTS (See the yellow sheet for assignments)
  • Assignment sheets
  • Obtaining force slips for courses (by permission of the instructor)
  • Scheduling appointments with faculty
  • Viewing graded examinations and assignments
  • Wait lists – getting on wait list for closed courses and obtaining a force slip if you are contacted that your name is reached on the waiting list

LAW LIBRARY – 2nd floor O’Brien
  • Administration - 205 O’Brien (in Law Library) 645-2041
  • Circulation – 2nd floor entrance 645-6765
  • Reserve materials– 2nd floor entrance 645-6765
  • Reference desk - 2nd floor entrance 645-2047
LL.M. PROGRAM

- Joseph Schneider, Director of International Education, 704 O’Brian, 645-2527, jes2@buffalo.edu

NYC PROGRAM IN INTERNATIONAL FINANCE & LAW

- Professor Philip Halpern, Director, 623 O’Brian, phalpern@buffalo.edu
- Administrator for Skills & Special Programs, Cheri Tubinis, 507B O’Brian, tubinis@buffalo.edu

NOTARY

- Tim Conti - Dean’s Office, 319 O’Brian
- Elisa Galloway - Clinic Office, 508 O’Brian
- Hella Jacob - Clinic Office, 507 O’Brian
- Johanna Oreskovic - 416 O’Brian
- Vice Dean Melinda Saran - Student Services Office - 313 O’Brian

RECORDS, REGISTRATION & FINANCIAL AID - 304 O’Brian Hall, 645-2026

- All transactions take place at the counter
- Transcripts
  - All students enrolled in coursework must request official transcripts VIA their HUB Student Center. However, if additional documentation is required to be submitted concurrently with your transcript (LSDAS report statement of Rank), please continue to use the Transcript Request Form (PDF) and drop it off to Records, Registration and Financial Aid in 304 O’Brian.
- Registration materials – online at http://law.buffalo.edu/registrar/
  - Course descriptions and lists
  - Course schedule schematic
  - Clinic Information
  - Externship and Judicial Clerkship Information
  - Future semester projected course lists
  - Force Registration (permission of instructor courses and wait list)
• Obtain force slip from Faculty Assistants
• Wait lists are kept by Faculty Assistants

• Exam administration
  o Exam schedule online at http://www.law.buffalo.edu/registrar
  o Exam rescheduling forms

• Financial Aid concerns and student scholarships
• Forms – Can also be found online at http://www.law.buffalo.edu/registrar
  o Independent Study requests
  o Permission forms to take overload of credits, to graduate early or late
  o Permission packets for study abroad and visiting other law schools
  o Exam rescheduling forms
  o Petition credits from outside graduate courses

RESEARCH CENTERS

• Baldy Center for Law and Social Policy - www.law.buffalo.edu/baldycenter
  o Errol Meidinger

• Buffalo Criminal Law Center - www.law.buffalo.edu/beyond/centers/bclc.html
  o Luis Chiesa, Director

• Buffalo Human Rights Center
  http://www.law.buffalo.edu/portal/course_website/rg49/regrg49/uploaded/index.html
  o Tara Melish, Director

• Canada-United States Legal Studies Centre
  http://www.law.buffalo.edu/beyond/centers.html
  o Meredith Lewis, Director

• Center for the Study of Business Transactions -
  http://www.law.buffalo.edu/Academic_Programs_And_Research/default.asp?firstlevel=5&secondlevel=1&filename=center_study_of_business_transactions
  o S.Todd Brown, Director

• Edwin F. Jaekle Center for State and Local Democracy
  http://www.law.buffalo.edu/research/centers/govlaw
  o James Gardner, Director
SKILLS PROGRAMS

- Vice Dean for Legal Skills: Professor Kim Diana Connolly
- Administrator for Skills & Special Programs: Cheri Tubinis
- Co-Directors of the Trial Advocacy Program: Hon. Tim Franczyk and Chris O’Brien
- Director of Moot Courts: Professor George Kannar
- Coordinator of the Legal Analysis, Writing and Research (LAWR): Professor Patrick Long
- Director of Student Journals: Professor Rick Su
- Director of Academic Support: Professor Barbara Sherk
  - Academic support - to any student who requests it, or referred by professors or Vice Dean for Student Affairs, Melinda Saran
  - Confidential
  - Individual tutorials or small groups
  - Course outlining, case briefing and exam preparation skills
  - Essay examination and general writing skills
  - Bar examination issues
  - For-credit Bar preparation skills course each Spring semester to students graduating in the current year

STUDENT SERVICES - Academic matters, 314 O’Brien, 645-6223

- Student Questions, academic and personal matters
- Bar exam issues
  - General questions
  - Applying for accommodations for applicants with disabilities
  - Retaking the bar examination
- New York State Bar Examination
  - Given last Tuesday and Wednesday of February and July
- Other State Bar Examinations
• Multistate Professional Responsibility Examination (MPRE)
  o Required by most states for admission to the Bar exam
  o Offered every March, August, and November
• Character and Fitness issues
• Disability issues and accommodations
• Pro Bono requirements

TEXTBOOKS
• University Bookstore - Lee entrance (next to the UB Commons), 645-3131