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BY-LAWS/ORGANIZATION HANDBOOKS/CONSTITUTIONS

All journals, the Moot Court Honor Society (MCHS), the Student Bar Association (SBA) and the Student Life Committee (SLC) must have clear, written regulations as to the organization’s procedures and the requirements of its members. In addition, organizations should publicize and make available these regulations to new members.


COMMUNICATIONS

Mass Emails: Policy and Procedure

1. Policy

   The Office of Special Events (Special Events) can send email announcements to the student body, faculty, and administrators at Cardozo.

   The Cardozo School of Law Administration has adopted the following policy concerning the sending of mass emails by student organizations. This policy applies to all requests for mass emails whether they are from student groups, journals, or MCHS. (Individual students are not permitted to send mass emails.)

   a. The announcement must be provided to Special Events in plain text only. Special Events will not distribute announcements containing photos, formatting, color, etc.

   b. The group or person who requests the sending of a mass email is responsible for its content.

   c. Any text containing language deemed offensive, vulgar, or otherwise inappropriate for the academic setting will not be sent and will be returned to the sender for editing.

   d. Any group or person repeatedly requesting the sending of inappropriate announcements may cause the group for whose benefit the request is made to lose its privilege to send mass messages.

   e. All requests to send an email announcing an event must contain the following:

      • date, time, and location of the event (please note that a room reservation confirmed by Special Events is a requirement of advertising the event, including sending an email announcement);

      • contact information for the group hosting the event;
- a list of the group(s) sponsoring the event; and
- a note stating to whom the announcement should be sent, e.g. all students, 1L’s, 2L’s, 3L’s, LL.M.’s, and/or visiting students.

f. Individuals are not permitted to send mass emails on behalf of themselves. All mass email announcements must be on behalf of a recognized Cardozo organization or office.

2. Procedure

Due to the high volume of mass email requests sent to Special Events, the Office will send one email a day that contains all student organization announcements. This email will be sent to the entire student body each morning. To have an announcement included you MUST submit a request to Special Events by 4:00 p.m. the day before. No exceptions will be made to this rule.

Please note that there are two sections to this email. One section, “Today at Cardozo”, will contain announcements about meetings, deadlines, or events that day at Cardozo. The second section, “Upcoming Events and Announcements”, will contain announcements about meetings, deadlines, and events in the near future.

Groups may post an announcement in each section only once, for a total of two mass emails to students. For example, a group may post an announcement in “Upcoming Events and Announcements” a week prior to an event and then a reminder in “Today at Cardozo” on that day. To post in both sections, please submit a separate request for each.

NOTE: The above policy and procedure relates only to email messages. Separate policies and procedures apply to posting to Cardozo’s Online Calendar (see the Calendars section in the Event Planning section of this Guide).

If you have additional questions about sending mass emails or would like to put in a request, please contact Special Events at Emily.Ackerman@yu.edu or (212) 790-0414.

**Bulletin Boards**

Approved student organizations may post notices of meetings, lectures, events, etc. on their own official bulletin boards and on “General Notice” bulletin boards. Groups may post a single copy on the large general notice board by the 1st floor elevator on the Fifth Avenue side and one on the large board by the 1st floor elevator on the 12th Street side. Clubs may post notices on their designated club board on the 3rd floor. Please note that club board designations are reassessed each September after the club fair and after the official club list has been finalized.

All content of notices should be appropriate for a school event. Notices may not be put on walls or in the stairwell. **Notices must include an expiration date, and after that date, the group must take down the notice. Notices without an expiration date will be removed.**
immediately. Organizations are responsible for monitoring their boards and keeping posts relevant and current.

Photocopies

Photocopies for student clubs, journals, and MCHS are done by Production in room 600 on the 6th floor (accessible only via the 12th Street elevators). Josh Vigo is the contact person in Production, and he can be reached at cslproduction@yu.edu or (212) 790-0254. Copying and printing jobs for SBA clubs are billed to a student activities account that is paid for by the school, not the SBA. This is intended for small jobs, such as flyers and the occasional poster. At least three business days notice should be given for any jobs brought to Production. Exceptions for larger or more complicated jobs are considered on a case-by-case basis and more notice should be given.

If Production determines the photocopy job is too large to be completed by its office, please ask Josh Vigo to contact Stacy Lansey in the Office of Business Affairs at ext. 316. Please note you must receive authorization from Business Affairs to have photocopies purchased from outside the Law School. The Village Copier located at 20 East 13th Street generally handles photocopying outside of the Law School for student clubs and journals. Once you have written approval from Stacy Lansey, you may deliver the photocopying job to the Village Copier. Stacy Lansey will call ahead to the Village Copier with payment information. A student should not purchase photocopies for a student club, journal, or MCHS out of his/her own pocket. Students will not be reimbursed for purchasing photocopies out of pocket. (The only time a student may be reimbursed for photocopies made on behalf of a student club or journal is if he/she makes on-site photocopies at another law library.) However, copies should generally be made in the Production Department.

Telephones

To report a problem with office telephones, please send an email to the helpdesk, helpdesk@yu.edu, and copy Pavel Itskovskiy, itskovsk@yu.edu.

Websites

1. Student Clubs

   Club leaders should check the Cardozo website to make sure that all links for the club are live and the information is accurate and up to date.

   Student clubs interested in creating a webpage on the Cardozo website should contact Devon Wade in the Office of Communications and Public Affairs at wade@yu.edu to obtain a user name, password, and website user guide. Clubs that do not create a webpage have no editing ability on the Cardozo website.
Student clubs that create a webpage may provide a contact email on that webpage. Clubs without a webpage should contact the SBA Secretary to provide a contact email address for the club to go on the SBA webpage.

2. **Journals**

Journals are permitted to construct their own website. Requests for a change of any information on their own web page on the Cardozo website should be sent to Jacqueline Reeves in the Office of Communications and Public Affairs at reeves@yu.edu. Journal staff should check the Cardozo website to make sure all links regarding the journal are live and current.

**EVENT PLANNING**

The following information can be utilized as a guideline for organizing an event at Cardozo School of Law.

**Establish a Budget**

It is imperative that groups create an event budget before planning an event. SBA Groups can acquire budget information from the SBA Executive Board (The Office of Special Events does not manage SBA-budgeted amounts). An explanation of the SBA budget process is located on the Cardozo website at www.cardozo.yu.edu/student-life/student-organizations/student-bar-association/student-club-budget-process.

Journals and MCHS can acquire budget information from Stacy Lansey in the Office of Business Affairs at (212) 790-0316. She will help journals and MCHS establish procedures and parameters for their events. All expenses incurred by journals and MCHS must be pre-approved by this office.

Additional procedures may apply if you are planning a conference through an office at Cardozo.

**Make a Reservation**

Journals, MCHS, Student Bar Association (SBA) organizations, and any other student organizations approved by the Office of the Dean, may use Cardozo space for meetings, speakers, and the like. The Law School reserves the right to deny particular requests if a suitable space is unavailable or if the event is inappropriate or disruptive to the mission or daily activities of the school. Any group or individual wishing to reserve a room for a purpose other than a regularly scheduled class should make a request via the Special Events request form. Any questions on how to use the form please contact Emily Ackerman, Director of Special Events. Individual students are not permitted to independently host events on campus or reserve a room. All events must be sponsored by an office, approved student group, Journal, Moot Court, or faculty member.
Room requests should be made via the Special Events request form under the calendar section of the Cardozo website, at [www.cardozo.yu.edu/calendar](http://www.cardozo.yu.edu/calendar). Click the “Log in to Request an Event” link located on the left hand side and create a username and password. Once created, use this login for all future requests. Before submitting a request, students should look at the website calendar to see if there are any scheduled events that will conflict with their own. To help in this effort, when booking an event using the form, student leaders should be sure to clearly name and briefly describe their event (including a target class year, if relevant) so that others can minimize subsequent conflicts.

You can also preview room availability prior to submitting your request. To do this, click on the header on top of the log in screen titled “Locations”. You can preview room availability by date on the “Location” page. Room requests should be submitted at least 10 business days before the scheduled date of the event. Room requests submitted less than 10 days before the requested time will be honored as circumstances allow.

Please be aware that submitting a request for a particular room does not guarantee that you will get the room requested for the date/time requested. Notification will be sent as to whether your request can be accommodated. Confirmation of a room assignment must be received before any publication of the event. This is absolutely necessary in order to avoid scheduling conflicts. In addition, failure to clear room assignments through the Office of Special Events may result in a group’s inability to continue using Cardozo space for its meetings.

Any large scale event (an event larger than a meeting, such as an outside speaker or panel, a symposium, an exhibit, etc.) must be coordinated with the Office of Special Events. It is important to speak with the Events Office as early as possible to avoid scheduling conflicts and ensure sufficient time to make all arrangements. Please be aware that large spaces such as the Jacob Burns Moot Court Room and 3rd Floor Greenberg Student Lounge may fill up several months in advance.

If you are hosting an event at a venue outside of CLS, Special Events can recommend venues that may have discounts available to CLS. Please note that if Cardozo is supplying payment for an outside venue, you are not personally allowed to sign a contract. The contract must go through the Purchasing Department of the Office of Business Affairs pursuant to its procedural guidelines. To submit a contract, send it to Stacy Lansey in the Office of Business Affairs via email at slansey@yu.edu or fax at (212) 790-0322. If you have any questions about contracts with outside vendors, please contact Ms. Lansey at (212) 790-0316.

**Catering Guidelines**

All catering must be strictly OU Kosher and ordered through the Office of Special Events. A list of available catering package options from approved kosher caterers is available on the Cardozo website under the Event Planning & Catering page. The page can be found but clicking on current students on the home page. If you don’t see a package that works for your event, please contact the Office of Special Events directly at emily.ackerman@yu.edu or ext. 414.
A student group holding a meeting without outside attendees may supply prepackaged unopened food for their group’s event and be reimbursed by your budget advisor only if the snack has one of the following approved symbols on the package:

Student groups should take a leadership role in the provision of alcohol at events that they sponsor and must comply with the CLS policy. This policy is designed to create a positive law school culture, encourage responsible behavior, and promote the success of each student and of student events. Please note that a bartender is required to serve the alcohol at any event, and the student organization must bear this cost. Please see the Appendix of this Guide for CLS’s alcohol policy.

**Symposium Task Timeline and Checklist**

When planning an event, it is helpful to have a list of tasks and deadlines for when each task must be accomplished. Please see the Appendix of this Guide for a sample Symposium Task and Timeline Checklist.

**Invitations**

The Office of Communications and Public Affairs is available to design and order invitations and materials needed for programs involving Cardozo. If a student organization is creating materials of their own, a copy must be given to Jacqueline Reeves in Communications, room 1052, for approval prior to going to print. If an organization uses this Office to produce materials, it should allow up to five weeks for design and printing, and plan to have the invitations in the mail three to four weeks prior to the event. For printed invitations or assistance with graphic design, please contact Jacqueline Reeves in room 1052 at (212) 790-0837 or reeves@yu.edu after you have your copy completed. A copy of all printed materials must be submitted to the Office of Communications and the Office of Special Events before your event.

If you wish to invite the Dean to your event, please notify the Director of the Dean’s Office, Kathy Horton (khorton@yu.edu), as soon as possible, since the Dean’s schedule is extremely busy.

If you wish to invite alumni to your event, please contact Sharon Ashley Lewis, Director of Alumni Affairs, at slewis1@yu.edu.

**RSVPs**

At the time of invitation, consider how you will track responses. All event notices that go outside of the Cardozo campus must have an RSVP deadline of at least one week prior to an event. Students are responsible for monitoring RSVPs and for providing a list of attendees from outside
the YU community to the Office of Special Events no later than one full business day prior to the event.

**Advertising, Press Releases, Photography, and Graphic Design**

Posters, signage, paid advertising, photography, and the value of press releases should be discussed with the Office of Communications and Public Affairs. This office can create materials needed for an event and can assist with graphic design. Please inquire as to specific pricing for your needs. Budget decisions are made no later than 10 business days prior to the event; therefore, it is important to have a plan in place at least three weeks prior to your event.

Photography should be handled, when possible, by the group giving the event. If a photographer is needed, email levit@yu.edu or call (212)790-6492 to discuss options. For major conferences, faculty advisors or students should contact Communications and Public Affairs by visiting room 1052 two months prior to the event.

In addition, The Communications and Public Affairs Office selects events for promotion internally on our flat screens and website. To promote an event on the flat screens, contact lawpr@yu.edu or call (212)790-0318 three weeks prior to the event. In addition, the Communications office may promote events on Facebook, Twitter, and elsewhere.

**Continuing Legal Education (CLE) Credit**

If you would like a program that you are organizing to be eligible for Continuing Legal Education (CLE) credit, please review the General CLE Event Instructions and then complete the CLE Event Application and submit it to Peter Walsh at pwalsh@yu.edu. The Event Instructions and Application form can be found online at www.cardozo.yu.edu/alumni/continuing-legal-education.

When applying for CLE credit for a program, please be aware that the program must have significant intellectual or practical content and its primary objective must be to increase the professional legal competency of attorneys in ethics and professionalism, skills, law practice management, and/or areas of professional practice. For additional information, please visit www.cardozo.yu.edu/alumni/continuing-legal-education.

**Calendars**

When students request an event through the online form, there is an option to display the event on the online Cardozo calendar. In order for the event to be viewable on the calendar, students should check this option.

Each Monday, Special Events posts a weekly list of events by the elevators. This calendar is printed directly from the information posted on the web calendar. Please note that the deadline for posting to the events calendar by the elevator is the end of the day on the Thursday of the
week before the calendar is posted. Remember that, while alcohol is permitted at events, advertising an event as solely for the purpose of drinking is prohibited.

**Arranging for Travel**

Journals arranging travel for any speakers and/or guests should work with Stacy Lansey in the Office of Business Affairs and our required travel company. Please make these arrangements a month or more in advance.

**Local Travel**

The Office of Business Affairs will reimburse groups for local travel (e.g., to a local Moot Court competition or local library) for school business on the subway if request for reimbursement is accompanied with a receipt. Business Affairs cannot reimburse students for a swipe on a monthly metro card. For reimbursement for a subway expense, please bring your original receipt to Jacklyn Tavarez in the Office of Business Affairs in room 1021.

**To Prearrange Tax Exempt Form for Purchases**

To arrange for tax-exempt status, student organizations and Journals should contact Jacklyn Tavarez in the Office of Business Affairs at (212) 790-0314 at least 24 hours in advance and give her the name, address, phone number, and fax number of the institution. When the Purchasing Office generates the form, Jacklyn will forward it to the organization.

**Audio/Visual Requests**

All audio/visual requests should be requested at the time of your event request via the online form. Please note that some rooms have limitations on their audio/visual capabilities.

**Set Up Needs**

The specific set up needs of your event (e.g., tables, chairs, coat racks) should be requested at the time of your event request via the online form. If you have any questions or changes, please speak to Emily Ackerman in the Office of Special Events at least one week before an event. Requests submitted on the day of the event will be honored only as circumstances allow.

Any supplies required for an event, such as pens, pencils, paper, and name tags should be ordered through the Office of Business Affairs. These requests should be submitted by email, with the Staples number included, to Jacklyn Tavarez in the Office of Business Affairs, tavarez@yu.edu, no later than one week prior to the event.
“Day Of” Details

The Office of Special Events is on-site for each event to handle any last minute details. If you know that you will need additional supplies for your event (e.g., placards for speakers, water for panelists) please contact the Office of Special Events in advance.

Co-Sponsoring Events and Programs with Administrative Offices

The Office of Career Services (OCS) frequently co-sponsors career-related events and programming, including panels on practice areas and programs that discuss networking and career strategies, with student organizations. Co-sponsorship may include: providing assistance with contacting employers in particular practice areas, organizing and publicizing events, and other support to be determined on a case-by-case basis. Representatives of student organizations should contact OCS as far in advance of the proposed event as possible to discuss co-sponsorship opportunities.

In addition, the Office of Alumni Affairs assists student leaders by providing suggestions for relevant speakers and attendees. To maximize the ability of the office to assist you, please contact the office as in advance as possible.

Limitations on Co-Sponsoring Events and Programs with Bar Review Companies

The Law School has developed a policy to permit access by students to information on Bar Review Companies, but minimize the intrusion of marketing by these companies into the life of the school. Below is the relevant language from the policy governing such companies’ activities at Cardozo. Please be mindful of these limitations.

1. Events

A Bar Review Company may co-sponsor an event on campus with the SBA or an official SBA club only if it provides at least 50% of the funding for the sponsored event. In such a case, advertising for the event by the SBA/club may include the fact that the company is co-sponsoring the event, and the club may advertise such an event as it would any of its other events. No other information regarding the company may be included in the advertising or at the event. A Bar Review Company may offer a special presentation on campus, but only on substantive matters relating to law school (e.g. how to survive the first year, etc.) or the bar exam.

Other than being identified as the sponsor or co-sponsor, companies may not promote their products or programs in connection with events. Companies may advertise only as indicated in the following section.
2. **Advertising**

   Bar Review Companies are permitted to advertise only as follows:
   a. At their tables.
   b. Posting a flyer or brochure on the bulletin board specifically designated as the bar prep bulletin board. This bulletin board is on the third-floor near the elevator by the café. Flyers/brochures may not be placed anywhere else around the school.
   c. For a special, substantive presentation pre-approved by the Dean of Students, the Law School may agree to send an email notifying students of the event.

   Neither a Bar Review Company nor its professional or student representatives may send unsolicited emails to students using any University-run service, including but not limited to University g-mail, Angel or TWEN.

**Fundraising**

If your organization wishes to approach an outside entity or individual for funds, please first contact Patricia Weiss, Assistant Dean for Institutional Advancement, at pweiss@yu.edu. This is essential to insure that different parts of the school are not working at cross-purposes.

**FUNDING TO ATTEND CAREER FAIRS, CONFERENCES, AND CONVENTIONS**

The Office of Career Services (OCS) may reimburse the full (or partial, in certain circumstances) cost of registration fees for students to attend legal career fairs, conferences, and conventions. To receive reimbursement for these expenses, students must register for the event prior to the registration deadline and submit a copy of the online registration confirmation to Sherry-Ann Smith in OCS at snsmith@yu.edu.

If a program has multiple registration deadlines, OCS will only pay the cost of registration fees up to the date of the early registration deadline. Students are responsible for any balance owed on the registration fees if their registration is completed after the early deadline. Students are strongly advised to pay close attention to the registration deadlines and to register for programs prior to the early registration deadline, if applicable.

Students are generally responsible for their travel, accommodations, and other personal expenses. OCS does not provide financial assistance for other expenses to attend these programs. If a student is unable to attend a career fair, conference, or convention because of financial hardship, funding may be available on an as-needed basis through the law school. To determine financial need and eligibility, students should contact Dean Mender in the Office of Student Services and Advising at mender@yu.edu. Students must submit the requisite information no later than two weeks before the registration (or early registration, if applicable) deadline. Please be advised, however, that students are not guaranteed additional financial assistance.
OFFICE EQUIPMENT AND SUPPLIES

Access to Office Computer Systems

1. Journals and Moot Court Honor Society

Journals are University-sanctioned publications edited by its students. These student-run publications all connect to the Domain YUAD. Accounts on this server are created by the ITS Help Desk. The Help Desk assists students, faculty, and administrators on all campuses with technical support.

It is important for each student to have his/her own unique user ID when using the Domain YUAD. Each Journal is required to submit a request to the Help Desk for its new students to obtain a unique user ID in order for them to gain access to the server. It is the responsibility of the Editor-in-Chief of each journal to submit this request. Editors should email the Help Desk at helpdesk@yu.edu. The Help Desk will provide the appropriate form, which should be completed and faxed back to the Help Desk at (212) 960-5454.

2. Student Organizations

The computers in the student organization offices have fixed accounts. Each student organization office computer has its own general password and login ID that each member of the organization uses to access the computer system.

If you are experiencing any computer problems please contact the helpdesk at helpdesk@yu.edu or (212) 960-5294 immediately to receive prompt assistance.

Office Equipment and Furniture

1. Computers

If a student club or journal office is having a problem with its office computer it should submit a request for assistance to the Help Desk at helpdesk@yu.edu and cc Pavel Itskovskiy at itskovsk@yu.edu. The Help Desk will arrange for either Pavel Itskovskiy or Paul Sohoo in the ITS Department to go the office and attempt to remedy the problem.

If a club or journal office has a computer that needs to be replaced it should submit a request for assistance to the Help Desk at helpdesk@yu.edu and cc Pavel Itskovskiy at itskovsk@yu.edu. The Help Desk will arrange for Pavel Itskovskiy from the ITS Department to see if there is an extra computer in the Law School for that office to use. If there are no available computers, the student club or journal should write a brief proposal explaining why the purchase of a new computer is necessary and how it would dramatically improve the office of the club or journal. The proposal should be submitted to Stacy Lansey in the Office of Business Affairs at slaney@yu.edu.
2. **Furniture**

If a student club or journal office has furniture that needs to be replaced someone from the club or journal should first contact Amit Selimoski in Facilities at selimosk@yu.edu to see if there is extra furniture available that the office could use. If there is no available furniture, the student club or journal should write a brief proposal explaining why the purchase of a new piece of furniture is necessary and how it would improve the office of the club or journal. The proposal should be submitted to Stacy Lansey in the Office of Business Affairs at slansey@yu.edu.

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**Office Supplies**

1. **Journals and Moot Court Honor Society**

To purchase office supplies, send a list of items, along with each item number from the Staples catalog, to Jacqueline Tavarez in the Office of Business Affairs at tavarez@yu.edu. Please note that the Office of Business Affairs requires 24 hour weekday notice to purchase office supplies. If the order needs to be rushed, please make the Office of Business Affairs aware of this when you submit your list of office supplies. A student should never purchase office supplies for a student club or journal office out of his/her own pocket. Students will not be reimbursed for purchasing office supplies out of pocket, without prior approval from Business Affairs.

2. **Student Organizations**

Student organizations should use SBA-budgeted funds to purchase office supplies. A student should never purchase office supplies for a student club or journal office out of his/her own pocket. Students will not be reimbursed for purchasing office supplies out of pocket.

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**STUDENT JOURNALS AND MOOT COURT HONOR SOCIETY:**

**SPECIAL ISSUES**

**Faculty Advisors**

**NEW REQUIREMENT:** Editors-in-Chief of journals/Moot Court must meet at least once in the fall and once in the spring semester with their organization’s Faculty Advisor. (Faculty Advisors are generally assigned in July or August for the academic year.) Editors should stay in touch with their advisors regarding any problems with student members, e.g. students who receive “strikes”, since it is ultimately the Faculty Advisor who signs off on student grades. In addition, editors can use faculty advisors as a sounding board about special issues, topics for symposia, dealing with outside authors, and so on.
Office of Business Affairs

Stacy Lansey, the Assistant Director for Finance and Administration in the Office of Business Affairs, will provide each journal with procedural guidelines. These guidelines will include:

a. information regarding the budget for expenses for that particular journal. Expenses included in the budgets are money for events, printing, mailing, and office supplies;

b. information regarding reimbursement and petty cash; and

c. information regarding income and how to process income.

Please bear in mind that all purchases must be pre-approved. In the event that there is an emergency need for a purchase (e.g. an easel, scissors), and it is not possible to reach the Office of Business Affairs for approval, the organization should purchase only enough supplies to cover the emergency and should retain the original receipt.

Contracts

Generally, any questions regarding contracts (e.g., invoices, contracts with publishers, or if a journal is contacted by a new vendor) should be directed to Stacy Lansey in the Office of Business Affairs. Samples of contracts with publishers are available through the Office of Business Affairs. However, contracts with authors are handled by each journal individually. For a Journal Author’s Agreement template see the Appendix of this Guide.

Grades

Since work on a journal/Moot Court is for a full academic year, Pass/Fail grades should only be submitted at the end of the spring semester, via the Faculty Advisor.

Limits and Requirements for Journals

By vote of the faculty, the following are the requirements and limitations for the journals.

<table>
<thead>
<tr>
<th>Journal Category</th>
<th>Name of Journal(s)</th>
<th>Max# Editors</th>
<th>Min # Issues</th>
<th>Min # pages</th>
<th>Min # Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category I Journal</td>
<td>Law Review (includes DeNovo)</td>
<td>22</td>
<td>6</td>
<td>2000</td>
<td>15 – (excludes DeNovo)</td>
</tr>
<tr>
<td>Category II Journal</td>
<td>AELJ, Law &amp; Gender, Int’l &amp; Comp</td>
<td>14</td>
<td>3</td>
<td>750-800</td>
<td>10</td>
</tr>
<tr>
<td>Category III Journal</td>
<td>Public Policy, CJCR</td>
<td>10</td>
<td>2</td>
<td>500</td>
<td>7</td>
</tr>
</tbody>
</table>
If a lower-volume law review exceeds expectations, and publishes 750-800 pages and 10 student notes for two consecutive years, that journal would be reclassified as a medium volume law review, and become eligible for additional editorial positions. Conversely, if a lower-volume law review fails to meet expectations for two years, the journal would no longer be a credit-bearing enterprise. If a medium-volume law review fails to meet its objectives for two consecutive years, the journal would be reclassified as a low volume law review, and become eligible for fewer editorial positions.

To request any change in status or requirements, journals must submit a petition to the faculty Educational Policy Committee.

**Paid Subscriptions: Billing and Collecting**

Each journal is responsible for its own invoicing and collecting revenue for all subscriptions. This includes direct subscriptions through the journal as well as subscriptions through the third parties Hein and EBSCO. For direct subscriptions invoice each subscriber directly; for third party subscriptions invoice Hein and EBSCO, not the individual subscribers. To assist in this endeavor, Cardozo has purchased a QuickBooks license for each journal. If you are having trouble accessing this license please contact our ITS department.

Royalty fees for online publication of your journals will be automatically sent to you from Hein, EBSCO, Thompson Reuters, and possibly other companies. There is no need to invoice for royalties.

**Posting Articles to Lexis/Westlaw**

To have a journal article posted on Lexis/Westlaw, email a word document and PDF document of the article to Julia Schroeder at Joe Christensen Publishers at schroedj@christensen.com.

**Reporting Statistics**

At the end of each academic year, the Editors-in-Chief of each journal and of the Moot Court Honor Society should submit the following information to Dean Mender at mender@yu.edu.

1. **All organizations**
   a. The number of females and the number of males who applied for each board position
   b. the gender of the individual who was selected for the position

2. **Journals only**
   a. Number of editors receiving credit
   b. Number of editors not receiving credit, if applicable

Please note that the administration will collect the following information from the Library:
a. Number of issues published
b. Number of pages published
c. Number of notes published

**Selection Process for New Board**

Journals and MCHS should select a new board by the beginning of April. There will be a meeting in April for the new Editors-in-Chief with members of the administration to review procedures and guidelines.

Editors-in-Chief should establish an account for each member of their organization providing access to the organization's server. To arrange for these accounts, EICs should email helpdesk@yu.edu, with a copy to Pavel Itskovskiy, itskovsk@yu.edu and request a form for this purpose. Once the form is received, it should be completed and then scanned and emailed back to the help desk and to Pavel Itskovskiy.

**Writing Credit, Notes, and Class Papers**

If a journal member feels that it is particularly appropriate for an adjunct professor to supervise his/her note for writing credit, and the Editor-in-Chief agrees, the journal member can submit a request for permission for this arrangement to Vice Dean Ed Stein at estein2@yu.edu. Permission is granted only on a case-by-case basis.

A member may submit the “same” paper for a journal note and a class **ONLY IF** the student has obtained the written approval of BOTH the professor for the class and the professor who advises the journal. The paper for the class and the note paper can be related to each other, share some core research, but the paper needs to be distinct. A good rule of thumb is that the note and the paper need to have a different thesis or take distinct approaches to addressing related topics.

**Writing Competition**

The Law Review coordinates the 1L and transfer student writing competitions. As a result, the Law Review:

a. maintains and updates a written document each year as to procedures that are followed, and meets with the Director of Student Services and Advising to discuss procedural details prior to implementation;

b. holds an informational meeting on the competition for Journals/Moot Court:

- in April, for all students completing their first year and participating in the competition in May; and
- in July, for all students completing their first year and participating in the competition in August;
c. coordinates the timing for all journal/Moot Court offers and deadlines for acceptance so that students will receive all offers before having to accept any offer. If there is a second round of offers and deadlines for acceptance, they are also coordinated; and

d. ensures that, as each student signs up for the competition, s/he completes and submits an affirmation (see Appendix).

The Moot Court Honor Society also evaluates student oral arguments.

**Work Week Schedule**

All journals should contact the Office of Special Events to request rooms for their August work week schedule. This is essential in order to coordinate arrangements with the other journals’ work week room reservations, as well as orientation and special events that will be taking place at that time. Journals are strongly advised to start work week on a Sunday to minimize conflicts and to accommodate their larger group meetings.

**Withdrawal from Journals or Moot Court**

Students may not withdraw from journals or Moot Court. In cases of true hardship a student may petition the Dean of Students for special permission after approval by the Editor-in-Chief and Faculty Advisor. There is no automatic right to withdraw and permission may be denied.

The only exception to this policy is for a student who is invited to join the Moot Court Honor Society through the Paulsen Competition. In such a situation, the student may withdraw from a Journal with written authorization from the Editors-in-Chief of both the Journal and Moot Court. Students should be sure that their course registration is adjusted accordingly.
# APPENDIX

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Alcohol Policy For Student-Sponsored Events

The Law School requires students to handle the consumption of alcohol responsibly and in accordance with applicable New York State and New York City laws. In addition, student groups are required to take a leadership role in the provision and consumption of alcohol at events that they sponsor and must comply with the University’s alcohol policies. Please note that a bartender is required to serve the alcohol at any event, and the student organization must bear this cost. These policies are available in the Office of Student Services and Advising, room 1043, and on the Law School’s website at www.cardozo.yu.edu/current-students/office-student-services-and-advising/policies/alcohol-policy-graduate-and.

Any student experiencing problems with drug or alcohol abuse or concern about a fellow student, is encouraged to contact the Office of Student Services and Advising or seek the confidential services of the Yeshiva University Counseling Center or the New York Lawyers Assistance Program.

Yeshiva University Counseling Center
205 Lexington Avenue, Suite 401
Bet. 32nd and 33rd Streets
Phone: (646) 592-4210
counseling@yu.edu

New York City Bar Association Lawyer Assistance Program
(212) 302-5787
www.nycbar.org

Additional information on these services is available in the Student Handbook and on the Cardozo website at www.cardozo.yu.edu/current-students/office-student-services-and-advising/health-services/mental-health-services.
Sample Symposium Task Timeline and Checklist

Please note that this timeline is offered only as a general guideline and may need to be adjusted for specific events.

Three Months Before the Symposium

1. Determine the purpose of the Symposium (e.g. to expand exposure of the journal, to gain further information on a subject matter, to produce a publication)

2. Budget & Funding
   a. Proposed Budget
      i. The first thing that must be done when planning a symposium is to determine that the funding for the symposium is in place and submit a budget to Stacy Lansey in the Office of Business Affairs, slansey@yu.edu.
   b. Outside Sponsorship
      i. Foundations
      ii. Law Firms
      iii. Alumni
   c. Determine whether, how much to charge attendees

3. Staffing
   a. Designate a conference coordinator

4. Date and Room Reservation
   a. Initial reservations
      i. Check for conflicts with other events, holidays. Choose a date
      ii. Reserve a room via the special events request form; contact Emily Ackerman at emily.ackerman@yu.edu or ext. 414 with any questions.
      iii. Touch base with John DeNatale, Public Relations and Communications Office, at denatale@yu.edu or ext. 237.
      iv. If seeking Continuing Legal Education (CLE) credits for invitees and presenters, touch base with the CLE contact person, Peter Walsh, at pwalsh@yu.edu.

5. Speakers, Authors & Invitees
   a. Compile a list of potential participants
   b. Keynote Speaker
      i. Invite well in advance
      ii. Confirm
   c. Communications
      i. Introductory letter/email inviting speakers
      ii. Determine schedule of events
   d. Maintain Contact Information
      i. Word processing file for labels, mail merge
      ii. Email list
iii. Phone number list

6. Materials
   a. Conference Documents Binder
      i. If professional papers are expected, require submission no later than 2 weeks before the event (to allow for copying); 4 weeks if there is to be a commenter
      ii. Print binder of bios and papers; N.B. written materials must be provided if CLE credit will be awarded.

7. Marketing & Publicity
   a. Choose conference title
   b. Promotional materials - by and through the Office of Public Affairs and Communications
      i. Discuss mailing list; if ordering a mailing list from AALS, do so
      ii. Collaborate on design & text of invite/brochure
      iii. If there is to be a full brochure, consider also a separate postcard; a separate card should be mailed at least a month before the brochure
      iv. Design and produce poster
   c. Mailing Lists – Brochure or Card to be mailed out about 5 weeks before event
      i. Resources available from the Law School
   d. Student groups & journals
   e. Alumni – obtain mailing list from the Alumni Office
   f. Press – obtain mailing list from the Office of Communications
      i. Other resources
         • Local law professors
         • Nationwide law professors in relevant fields
         • Listservs
         • Law firms (search Martindale & Hubbell, www.martindale.com)

8. Website
   a. Select webmaster to design and maintain website
   b. Create conference website – contents should or might include:
      i. General description
      ii. Schedule
      iii. Speaker info
      iv. Contact info for those seeking more information
      v. Online registration
      vi. Materials
         • Presentations by speakers
         • Other relevant writings by speakers
         • Background information (government reports, law review articles, press coverage of the issue, statutes, cases, pending legislation)
   c. Relevant links
i. Background information (government reports, law review articles, press coverage of the issue, statutes, cases, pending legislation)

ii. Websites of government agencies, non-profits, bar association sections, or think tanks working on the issue

9. Travel/Accommodations
   a. Designate a travel coordinator for handling travel arrangements for, and answer questions from, participants
   b. Coordinate your travel accommodations with the Office of Business Affairs
      i. Stacy Lansey, room 1015, slaney@yu.edu; or
      ii. Jacklyn Tavarez, room 1021, Tavarez@yu.edu

**Two Months Before the Symposium**

1. Staffing
   a. Designate a keeper of RSVPs
   b. Ensure that there will be enough assistants and students to staff event and float for purposes of troubleshooting (including person at registration table, time-keeper, placard placer, water provider, general assistant)

2. Speakers, Authors, & Invitees
   a. Communications
      i. Send confirmation letter/email to speakers
      ii. Obtain bios and pictures from speakers for flier and for distribution to attendees
      iii. General communication to all speakers re: logistics; inquire as to speakers’ AV needs

3. Marketing & Publicity
   a. Decide with the Office of Communications and Public Affairs whether to advertise in:
      i. NY Law Journal
      ii. NY Review of Books
      iii. NY Times
      iv. Cardozo Life
      v. Cardozo website
   b. Mail out brochure 6-8 weeks before the event
   c. Order “gator board” poster from YU Production Office
   d. Order 1-page fliers/posters from YU Production (unless producing them yourself

4. Materials
   a. Ask speakers for bios. Also, if speakers are presenting papers at the conference, ask speakers for copies of their papers
   b. Talk with CLE coordinator to ensure written materials are adequate for CLE credit
   c. Determine if conference will produce post-conference papers
5. Website
   a. Set-up on-line registration

6. Travel/Accommodations
   a. Send speakers email about travel arrangements

7. Registration
   a. Maintain a contact list of all registrants

   **One Month Before the Symposium**

1. Budget & Funding
   a. Update budget

2. Speakers, Authors, & Invitees
   a. Continue to communicate with speakers regarding logistics and substance of conference
      i. Send recording permission form to speakers (this form can be obtained from Lynn Wishart, Librarian, wishart@yu.edu, ext. 222)
      ii. Evaluate need for special accommodations for persons with disabilities, translation services, other
   b. Arrange with Lynn Wishart, Librarian, wishart@yu.edu, ext. 222, for audiovisual equipment including:
      i. Recording the proceedings
      ii. Speakers’ AV needs (microphones, overhead, powerpoint, projector, etc.)
      iii. WiFi capability in the room
   c. Continue to invite speakers as is relevant

3. Marketing & Publicity
   a. Arrange for photographer with Jacqueline Reeves in the Office of Public Relations, reeves@yu.edu, ext. 837

4. Materials
   a. Send copies of the invitation to speakers for their own distribution
   b. Send web-based mailings to listservs, SSRN Professional Announcements, and relevant blogs
   c. Produce conference schedule
   d. Gather and edit bios

5. Website
   a. Post schedule, speakers, background materials on website

6. Travel/Accommodations
   a. Send speakers reminder email regarding travel
b. Provide Stacy Lansey in the Office of Business Affairs, slansey@yu.edu, with itinerary sheets and travel authorization forms

7. Food
   a. Estimate to Emily Ackerman, emily.ackerman@yu.edu, ext. 414, in the Office of Special Events regarding refreshments and food including, if applicable:
      i. Coffee breaks
      ii. Lunch for participants
      iii. Lunch for attendees
      iv. Reception at close
      v. Dinner for participants

   Two Weeks Before the Symposium

1. Budget & Financing
   a. Submit finalized budget to Stacy Lansey in the Office of Business Affairs, slansey@yu.edu, ext. 316

2. Staffing
   a. Confirm that there are enough assistants and students to staff event and float for purposes of troubleshooting (including person at registration table, time-keeper, name-stand pacer, water provider, general assistant)

3. Speakers, Authors, & Invitees
   a. Conference call for each panel with moderators
   b. Confirm with Keynote speaker
   c. Gather recording permission forms

4. Website
   a. Post conference papers on website

5. Registration
   a. Reserve registration tables, coat racks, easels, etc. with the Office of Special Events

6. Food
   a. Restaurant reservation if there is to be a dinner before or after the symposium

7. Press
   a. If relevant:
      i. Create a press packet
      ii. Send press invitations to:
         • Local press
         • Legal press
         • National press
Relevant specialized press (e.g. technology, environmental, business)

iii. Reserve room for press for day of symposium

**One Week Before the Symposium**

1. Date and Room Reservation
   a. Reserve an empty office for participants’ use for phone calls, checking emails, etc.

2. Speakers, Authors, & Invitees
   a. Give list of speakers who need placards to Office of Special Events to be printed
   b. Distribute by email or website any paper drafts that may have been submitted from speakers
   c. Confirm with Lynn Wishart, Librarian, wishart@yu.edu, ext. 222:
      i. audiovisual equipment
      ii. WiFi
   d. Submit completed recording permission forms to Lynn Wishart, Librarian, wishart@yu.edu, ext. 222

3. Materials
   a. If there have been changes to the schedule, print out an updated version for distribution to participants and inclusion in conference folder
   b. Copy bios and put in conference folder
   c. Submit RSVP list to CLE Coordinator
   d. Get name tag holders and blanks from Office of Special Events; print name tags
   e. Print placards
   f. Order supplies (pens, pencils, paper) from Stacy Lansey in the Office of Business Affairs, slansey@yu.edu, ext. 316
   g. Gather other materials for distribution or sale (e.g. past law review issues, Center publications, Cardozo materials, participant items)
   h. Submit all printed materials to Jacqueline Reeves, reeves@yu.edu ext. 837, in the Office of Communications, Emily Ackerman in the Office of Special Events, emily.ackerman@yu.edu, ext. 414, and Stacy Lansey in the Office of Business Affairs, slansey@yu.edu, ext. 316

4. Marketing & Publicity
   a. Post flyers on designated Cardozo bulletin boards and, if appropriate, at other local law schools and New School
   b. Place gator board poster on easel in the lobby

5. Website
   a. Update the website

6. Food
a. Give final numbers for catering to Emily Ackerman, emily.ackerman@yu.edu, ext. 414 in the Office of Special Events
b. Confirm with the Office of Special Events if you will need water and cups for speakers

7. Press
   a. Send out press release

**One Day Before the Symposium**

1. Staffing
   a. Confirm that there are enough assistants and students to staff event and float for purposes of troubleshooting (including person at registration table, time-keeper, name-stand placer, water provider, general assistant)

2. Speaker, Authors, & Invitees
   a. Get back-up laptop computer for speakers
   b. Make sign with Wi-Fi instructions

**Day of the Symposium**

1. Speakers, Authors, & Invitees
   a. Have extra laptop available
   b. Ensure all audiovisual equipment is in place
   c. Obtain remaining recording permission forms
   d. Post signs with Wi-Fi instructions
   e. Submit updated RSVP list to front desk security. Special Events will have already alerted them that the event is happening and where its located.

2. Materials
   a. Hand-out binder with bios, papers, schedule and addendum to participants and attendees during check-in
   b. Obtain easels from the Office of Special Events and display posters
   c. Hand-out name tags (preprinted and blank)
   d. Have supplies (pads of papers, pens) available for participants
   e. Distribute and/or sell other materials such as:
      i. Past journal issues
      ii. Center publications
      iii. Cardozo materials
      iv. Fliers for other upcoming events

3. Market & Publicity
   a. Photograph individual speakers, panels, all participants as a group

4. Food
   a. The Office of Special Events will ensure all goes well.
5. Registration
   a. Set up registration table
   b. Check-off list of attendees from pre-registered list
   c. Maintain a list of complimentary passes (in the case of an event for which there is a fee to attend, keep track of guests not charged)
   d. Maintain a list of walk-ins
   e. Sign in/Sign out sheets for CLE
   f. Keep envelope or cashbox for registration fees

6. Press
   a. Talk to press

   **Post-Symposium Follow-up**

1. Speakers & Authors
   a. Send thank-you notes

2. Materials
   a. Check that the CLE coordinator is sending certificates
   b. If any office gave materials to sell or hand out, return any extra materials leftover to that office
   c. Return easels to the Office of Special Events

3. Website
   a. Gather conference papers and publications and post on website

4. Travel/Accommodations
   a. Follow up with speakers regarding reimbursement
   b. Submit reimbursement requests, along with completed W-8 or W-9 forms, to Stacy Lansey, slaney@yu.edu, ext. 316 in the Office of Business Affairs

5. Registration
   a. Give registration fees to Jacklyn Tavarez in the Office of Business Affairs in room 1021.
Writing Competition Student Affirmation

Benjamin N. Cardozo School of Law

I affirm that, if I accept an offer from a Cardozo Law School Journal or Moot Court Honor Society, I will make a year-long commitment to that organization. I understand that I am not permitted to withdraw from or drop the Journal or Moot Court Honor Society at any point during the academic year. In addition, I understand that as a Journal or Moot Court member, I will be registered for a credited program and that the student Editors-in-Chief have the power to determine, according to the organization’s published procedures, whether I receive a passing or failing grade. In cases of true hardship, I may petition the Dean of Students for permission to withdraw from the organization; however, I must first obtain permission from the Editor-in-Chief and the Faculty Advisor. I acknowledge that signing this affirmation in no way guarantees that I will receive credit or a passing grade for my participation.

Name (please print) __________________________________________________________

Signature ______________________________________ DATE: ______________________

The Law Review should retain the affirmations for the entire academic year.
Standard Author’s Agreements

CARDOZO [INSERT NAME OF JOURNAL]
BENJAMIN N. CARDOZO SCHOOL OF LAW
YESHIVA UNIVERSITY
Brookdale Center
55 Fifth Avenue
New York, New York 10003

The following constitutes the agreement between Yeshiva University for the Cardozo [INSERT NAME OF JOURNAL] (the Journal) and [INSERT NAME OF AUTHOR] (the Author) concerning the publication of [INSERT TITLE OF ARTICLE] (the Work) in the Journal.

1. The Author represents and warrants that:
   
a. The Work is original and genuine; and the Author is the sole and exclusive author and owner of the Work, has not heretofore assigned, pledged, or otherwise encumbered the same (or any part thereof), and has not taken any action that would be inconsistent with the rights and license granted hereunder.

b. The Author has the full power and authority to enter into this Agreement and convey the rights and license granted hereunder.

c. The Work does not infringe any copyright, or property, or other right (statutory, common law, or otherwise) of another person or entity.

d. The Work does not contain any matter that is defamatory, injurious, scandalous, obscene, or libelous, that violates another's civil rights or right of privacy, or that is otherwise unlawful.

e. The Work, or any part thereof, has not been published previously or, if so published previously, proper permission has been granted to Author for publication of the Work in the Journal, a copy of which has been furnished to the Journal.

2. The Author conveys to the Journal the perpetual world-wide royalty-free right and license to edit, publish, reprint, reproduce, distribute, and use the Work, or any part thereof, in any form now known or hereinafter devised (including, without limitation, facsimile reprints or microforms, electronic media, computerized retrieval systems, third-party online legal information providers, Internet or Intranet media, and similar forms, and as a contribution to a collection published by the Journal), and also including the right to assign, sub-license, or otherwise transfer these rights, in whole or in part, to others. The Journal's rights and license shall be exclusive for the period commencing upon execution of this Agreement and ending upon the first anniversary of the publication date of the Work in the Journal, and thereafter shall be non-exclusive.
3. This Agreement shall not be construed to prohibit the Author, at the Author’s discretion, from:
   
a. reproducing and distributing the Work, or any part thereof, to students in a course taught by the Author at or below cost for classroom use;
   
b. reproducing and distributing the Work, or any part thereof, in a book authored or edited by the Author, or by the Author in conjunction with other parties; or
   
c. reproducing and distributing the Work (or any part thereof) for the limited purpose of satisfying any requirement toward any educational degree the Author has not yet attained, but reasonably expects to attain, during the Journal’s period of exclusive rights, as set forth in Paragraph 1 above; provided that in each such instance the legend required by Paragraph 5 below shall be included in such reproduction and/or distribution.

4. If the Journal is approached by another publisher (the Publisher) seeking permission to publish the Work in any form other than those authorized in Paragraph 2 above, the Journal shall have the non-exclusive right to grant such permission to the Publisher, provided that such permission shall require the Publisher to print the legend required by Paragraph 5 below.

5. Any reproduction, republication, or distribution of the Work other than a photocopied duplicate of an original printed copy must include the name of the Author and the title of the Work, and bear the legend that the Work first appeared in the Journal, using a method of citation similar to the form set out immediately below, or whatever form of citation is commonly used at that time:

   This Article originally appeared in - [INSERT NAME OF JOURNAL] - (-).

   Where the first dash indicates the Volume Number of the Journal, the second dash indicates the page on which the Work begins, and the final dash indicates the Year of publication.

6. The Author grants all of the foregoing rights and license to the Journal irrevocably and free of compensation or other participatory claim.

7. The Author shall fully indemnify the Journal or its licensees for, and hold them harmless from, any loss, expense (including attorneys’ fees) or damage occasioned by any claim, demand, suit or recovery arising out of
   
a. any breach or alleged breach by the Author of this Agreement or of any of the representations or warranties made herein, or
   
b. the Journal’s publication of the Work.
The Journal shall, with reasonable promptness, apprise the Author of any such claim, demand or suit; and the Author shall fully cooperate in the defense thereof. The Journal shall have the right to extend the representations and warranties of the Author contained herein to third parties, and the Author shall be liable thereon to the same extent as if such representations and warranties were originally made to such third parties. The representations, warranties, and indemnification as stated herein shall remain in effect following publication of the Work and shall survive in the event this Agreement is terminated.

8. The Journal shall have the power and authority, at its discretion, to initiate legal proceedings against persons believed to be infringing the rights granted by the Author to the Journal. The Author agrees to fully cooperate in the institution and maintenance of any such proceedings. Any damages recovered shall be applied first toward the Journal's reasonable costs and expenses of the proceedings (including legal fees), with the balance to be divided equally between the Author and the Journal.

9. If the Work reproduces any textual or graphic material that is the property of another, the Author shall promptly, if requested by the Journal and at the Author’s expense, obtain written consent to such reproduction.

10. The Author and the Journal acknowledge that the Work, as submitted by the Author, might undergo editing or revision prior to publication in the Journal. The Work will not be published in the Journal without the approval of both parties, not to be unreasonably withheld or delayed.

11. Any amendment to this Agreement must be in writing and signed by both the Author and the Journal.

12. This Agreement shall be governed by, and construed in accordance with, the internal laws of the State of New York (without regard to principles of conflict of laws), and jurisdiction and venue of any dispute hereunder shall lie exclusively in either the Courts of the State, City and County of New York, or the United States District Court for the Southern District of New York.

13. This Agreement shall be binding upon and shall inure to the benefit of the parties and their legal representatives, heirs, successors, and assigns.

14. All documents which have been signed and are submitted by facsimile or e-mail shall be deemed originals.

15. This Agreement embodies the entire understanding between the parties and supersedes any and all prior understandings and agreements, whether written or oral.
AUTHOR:

___________________________________________  __________________________
Signature                                      Date

___________________________________________  __________________________
Print Name

Mailing Address:  ____________________________________________
                  ____________________________________________

Email Address:  ____________________________________________

Phone Number:  ____________________________________________

FOR THE [INSERT NAME OF JOURNAL]:

___________________________________________  __________________________
Signature                                      Date

___________________________________________  __________________________
Print Name

___________________________________________  __________________________
Title
Journal Subscription Flow Chart

Christensen

- Journals
- Offprints

- Authors
- Free Promotional
- Subscriptions

Subscription Company

- Hein
- Thompson
- SWETS
- EBSCO

Direct Through Journal

- Invoice Customers

Subscriptions
- Online
- Back Issues
- Online Only
- eBooks
- Online

Invoice Hein
## Guide to Administrative Offices

### Alumni Affairs
(212) 790-0293

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Description</th>
<th>E-mail</th>
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</thead>
<tbody>
<tr>
<td>Sharon Ashley Lewis</td>
<td>Director of Alumni Affairs</td>
<td>Reports to the Associate Dean for Institutional Advancement and Alumni Affairs and the Dean of the Law School; overall responsibility for alumni events and alumni association business.</td>
<td><a href="mailto:slewis1@yu.edu">slewis1@yu.edu</a></td>
</tr>
<tr>
<td>Inez Lano</td>
<td>Associate Director of Alumni Affairs</td>
<td>Overseeing and developing programs and events, managing/creating alumni clubs and groups, volunteer recruitment.</td>
<td><a href="mailto:igonzal1@yu.edu">igonzal1@yu.edu</a></td>
</tr>
<tr>
<td>Daniel Beaver-Seitz</td>
<td>Manager of Communications and Technology, Alumni Affairs and Institutional Research</td>
<td>Creating and managing communications and solicitations for alumni and other constituencies.</td>
<td><a href="mailto:beaverse@yu.edu">beaverse@yu.edu</a></td>
</tr>
<tr>
<td>Christine Young</td>
<td>Executive Secretary, Alumni Affairs</td>
<td>Financial processing, data base maintenance, event response management, office maintenance.</td>
<td><a href="mailto:cyoung@yu.edu">cyoung@yu.edu</a></td>
</tr>
</tbody>
</table>

### Business Affairs
(212) 790-0316

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Description</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Levine</td>
<td>Associate Dean for Finance and Administration</td>
<td>Oversees Law School budgets and general operations. Reports to Dean of the Law School and Chief Financial Officer of Yeshiva University. Also oversees the Office of Special Events</td>
<td><a href="mailto:mlevine@yu.edu">mlevine@yu.edu</a></td>
</tr>
<tr>
<td>Stacy Lansey</td>
<td>Assistant Director, Finance and Administration</td>
<td>Responsible for student journal and Moot court budgets, including publication, conference, and social expenditures, software and equipment purchases</td>
<td><a href="mailto:slansey@yu.edu">slansey@yu.edu</a></td>
</tr>
<tr>
<td>Jacklyn Tavarez</td>
<td>Executive Assistant</td>
<td>Responsible for processing contracts and invoices, travel and expense reimbursements, time cards, check requests, and deposits of receipts</td>
<td><a href="mailto:tavarez@yu.edu">tavarez@yu.edu</a></td>
</tr>
</tbody>
</table>

### Career Services
(212) 790-0358
CardozoOCS@yu.edu

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Description</th>
<th>E-mail</th>
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<tbody>
<tr>
<td>Marcia Levy</td>
<td>Associate Dean of Career Services &amp; Professor of Professional Development</td>
<td>Reports to the Dean of the Law School</td>
<td><a href="mailto:mlevy2@yu.edu">mlevy2@yu.edu</a></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Description</td>
<td>E-mail</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Julie Anna Alvarez</td>
<td>Director, Alumni Career Services</td>
<td></td>
<td><a href="mailto:jalvare@yu.edu">jalvare@yu.edu</a></td>
</tr>
<tr>
<td>Sherry-Ann Smith</td>
<td>Director/Coordinator of Diversity Initiatives</td>
<td></td>
<td><a href="mailto:snsmith@yu.edu">snsmith@yu.edu</a></td>
</tr>
<tr>
<td>Leslie Thrope</td>
<td>Director, Center for Public Service Law</td>
<td></td>
<td><a href="mailto:thrope@yu.edu">thrope@yu.edu</a></td>
</tr>
<tr>
<td>Azaleea Carleá</td>
<td>Assistant Director, Center for Public Service Law</td>
<td></td>
<td>Carleá@yu.edu</td>
</tr>
<tr>
<td>Mark Goldfarb</td>
<td>Assistant Director &amp; LL.M. Advisor</td>
<td></td>
<td><a href="mailto:mgoldfar@yu.edu">mgoldfar@yu.edu</a></td>
</tr>
<tr>
<td>Emilia Naccarato Roll</td>
<td>Assistant Director, Employer Outreach</td>
<td></td>
<td><a href="mailto:eroll@yu.edu">eroll@yu.edu</a></td>
</tr>
<tr>
<td>David Adams</td>
<td>Recruitment Manager</td>
<td></td>
<td><a href="mailto:dadams@yu.edu">dadams@yu.edu</a></td>
</tr>
<tr>
<td>Corinne Shockley</td>
<td>Receptionist/Reciprocity Coordinator</td>
<td></td>
<td><a href="mailto:cshockle@yu.edu">cshockle@yu.edu</a></td>
</tr>
<tr>
<td>Rick Brown</td>
<td>Systems Specialist</td>
<td></td>
<td><a href="mailto:rbrown@yu.edu">rbrown@yu.edu</a></td>
</tr>
<tr>
<td>Pamela Lewis</td>
<td>Administrative Assistant</td>
<td></td>
<td><a href="mailto:plewis@yu.edu">plewis@yu.edu</a></td>
</tr>
</tbody>
</table>

**Facilities**
(212) 790-0303

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Description</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amit Selimoski</td>
<td>Facilities Manager</td>
<td>Head of the office. Housekeeping, repairs and maintenance</td>
<td><a href="mailto:selimosk@yu.edu">selimosk@yu.edu</a></td>
</tr>
</tbody>
</table>

**Library/Technology/AV**
(212) 790-0220
lawref@yu.edu

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Description</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Librarians (at the Reference Desk on the left as you enter the library)</td>
<td>Public Services Librarians are the point of contact for all types of library and technology questions, including reservations for classroom and conference audio/visual support, assistance with ANGEL, exam software, and network access.</td>
<td><a href="mailto:lawref@yu.edu">lawref@yu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Lynn Wishart</td>
<td>Associate Dean and Professor</td>
<td>Director of the Law Library, and the Angel administrator for the Law School. Staffs the reference desk and manages interlibrary loan.</td>
<td><a href="mailto:wishart@yu.edu">wishart@yu.edu</a></td>
</tr>
<tr>
<td>Kay Mackey</td>
<td>Senior Public Services Librarian</td>
<td>Staffs the Reference Desk and manages the federal depository documents collection.</td>
<td><a href="mailto:mackey@yu.edu">mackey@yu.edu</a></td>
</tr>
<tr>
<td>Kim Ronning</td>
<td>Public Services Librarian</td>
<td>Staffs the Reference Desk and manages access to e-resources.</td>
<td><a href="mailto:roning@yu.edu">roning@yu.edu</a></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Description</td>
<td>E-mail</td>
</tr>
<tr>
<td>----------------------</td>
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<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Peter Walenta</td>
<td>Public Services Librarian</td>
<td>Staffs the Reference Desk. Supervises the Circulation Desk. Manages the shelving and filing.</td>
<td><a href="mailto:walenta@yu.edu">walenta@yu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Circulation Desk</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provides services relating to the loan and renewal of general collection materials and reserve items or the payment of overdue fines. Responds to inquiries about lost and found items.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>Communications and Public Affairs</strong></td>
<td>(212) 790-0246</td>
<td><a href="mailto:lawpr@yu.edu">lawpr@yu.edu</a></td>
</tr>
<tr>
<td></td>
<td><strong>Communications and Public Affairs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Description</td>
<td>E-mail</td>
</tr>
<tr>
<td>John DeNatale</td>
<td>Assistant Dean for Communications and Public Affairs</td>
<td>Head of the Office. Invites students and clubs to send him personal and professional news of note that might be of interest to the Cardozo community</td>
<td><a href="mailto:denatale@yu.edu">denatale@yu.edu</a></td>
</tr>
<tr>
<td>Jacqueline Reeves</td>
<td>Assistant Director</td>
<td>Contact for publicity materials</td>
<td><a href="mailto:reeves@yu.edu">reeves@yu.edu</a></td>
</tr>
<tr>
<td>Devon Wade</td>
<td>Digital Marketing Manager</td>
<td>Responsible for Cardozo website content and editing</td>
<td><a href="mailto:wade@yu.edu">wade@yu.edu</a></td>
</tr>
<tr>
<td>Linda Levit</td>
<td>Photo Editor</td>
<td>Contact for requesting copies of photographs</td>
<td><a href="mailto:levit@yu.edu">levit@yu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Registrar</strong></td>
<td>(212) 790-0295</td>
<td><a href="mailto:BrookdaleRegistrar@yu.edu">BrookdaleRegistrar@yu.edu</a></td>
</tr>
<tr>
<td></td>
<td><strong>Registrar</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Description</td>
<td>E-mail</td>
</tr>
<tr>
<td>Isabel Balson</td>
<td>Registrar</td>
<td>Manages the Office.</td>
<td><a href="mailto:balson@yu.edu">balson@yu.edu</a></td>
</tr>
<tr>
<td>Cynthia Benolken</td>
<td>Associate Registrar</td>
<td>Assists the Registrar in daily management of the Office. Provides enrollment reports to the administration. Assists faculty, students and administrators. Maintains student and course records. Assists Director of Clinic Programs with clinic application &amp; registration process. Manages course waiting lists. Notary public.</td>
<td><a href="mailto:benolken@yu.edu">benolken@yu.edu</a></td>
</tr>
<tr>
<td>Marla Butsingh and Bledy Capellan</td>
<td>Registration Clerks</td>
<td>Assist students, faculty and administrators. Maintain student and course records. Handle requests for transcripts. Prepare letters certifying enrollment and graduation. Prepares law School Certificates. Diploma distribution.</td>
<td><a href="mailto:butsing@yu.edu">butsing@yu.edu</a>; <a href="mailto:capellan@yu.edu">capellan@yu.edu</a></td>
</tr>
</tbody>
</table>
### Special Events
(212) 790-0414

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Description</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Ackerman</td>
<td>Director of Special Events</td>
<td>Head of Office. Focus is on catering and arrangements</td>
<td><a href="mailto:emily.ackerman@yu.edu">emily.ackerman@yu.edu</a></td>
</tr>
</tbody>
</table>

### Student Finance
(212) 790-0392
clfinaid@yu.edu

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Description</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon Goldberg</td>
<td>Director of Student Finance</td>
<td>Head of the Office. Oversees both financial aid and student accounts operations including student loan processing, institutional need-based aid, tuition billing and payment.</td>
<td><a href="mailto:jgoldbe2@yu.edu">jgoldbe2@yu.edu</a></td>
</tr>
<tr>
<td>Cindy Ramirez</td>
<td>Student Aid Advisor</td>
<td>Assists callers and walk-ins with student aid questions/assists in financial aid processing.</td>
<td><a href="mailto:cramirez@yu.edu">cramirez@yu.edu</a></td>
</tr>
<tr>
<td>Linda Lemberg</td>
<td>Assistant Bursar</td>
<td>Student billing and processes payments</td>
<td><a href="mailto:lemburg@yu.edu">lemburg@yu.edu</a></td>
</tr>
<tr>
<td>Valda Harper</td>
<td>Student Accounts Advisor</td>
<td>Assists callers and walk-ins with student account questions/processes payments.</td>
<td><a href="mailto:harper@yu.edu">harper@yu.edu</a></td>
</tr>
</tbody>
</table>

### Student Services and Advising
(212) 790-0429
CardozoStudentServices@yu.edu

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Description</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judith J. Mender</td>
<td>Dean of Students</td>
<td>Sets policy for the office; is the primary administrative liaison to the Student Life Committee; serves as liaison between the faculty Academic Standards Committee and individual students regarding academic dismissal/probation or disciplinary matters. Evaluates special requests.</td>
<td><a href="mailto:mender@yu.edu">mender@yu.edu</a></td>
</tr>
<tr>
<td>Heather DePierro</td>
<td>Director of Student Services and Advising</td>
<td>Handles special projects, the day-to-day operations for exams, is the point of contact for students seeking special accommodations, manages locker assignments.</td>
<td><a href="mailto:heather.depierrro@yu.edu">heather.depierrro@yu.edu</a></td>
</tr>
<tr>
<td>Ashley Kowal</td>
<td>Administrator</td>
<td>Handles student health insurance, OSSA events, course evaluations, exam administration, gym memberships, and monitors the OSSA webpage and email account.</td>
<td><a href="mailto:akowal@yu.edu">akowal@yu.edu</a></td>
</tr>
<tr>
<td>Juliette Blige</td>
<td>Executive Assistant/Receptionist</td>
<td></td>
<td><a href="mailto:blige@yu.edu">blige@yu.edu</a></td>
</tr>
</tbody>
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# Quick Guide

## Where To Go For Assistance

<table>
<thead>
<tr>
<th>Service</th>
<th>Extension</th>
<th>Room #/Location</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic advising - J.D.</td>
<td>429</td>
<td>1043</td>
<td>Student Services and Advising</td>
</tr>
<tr>
<td>Academic advising - LL.M.</td>
<td>361</td>
<td>1007</td>
<td>Graduate and International Programs</td>
</tr>
<tr>
<td>Admissions file records (resume, personal statement, etc.)</td>
<td>295</td>
<td>1034</td>
<td>Registrar</td>
</tr>
<tr>
<td>Angel, internet or YU email, problems with</td>
<td>220</td>
<td>701</td>
<td>Library - Reference Desk</td>
</tr>
<tr>
<td>Bar examination information</td>
<td>295</td>
<td>1034</td>
<td>Registrar</td>
</tr>
<tr>
<td>Bookstore</td>
<td>339</td>
<td>216</td>
<td></td>
</tr>
<tr>
<td>Budget planning (for student groups funded by YU - not the SBA)</td>
<td>316</td>
<td>1015</td>
<td>Business Affairs</td>
</tr>
<tr>
<td>Class cancelled by faculty member</td>
<td>325</td>
<td>514</td>
<td>Faculty Services</td>
</tr>
<tr>
<td>Career counseling</td>
<td>358</td>
<td>1128</td>
<td>Career Services</td>
</tr>
<tr>
<td>Catering for special events</td>
<td>414</td>
<td>1006</td>
<td>Special Events</td>
</tr>
<tr>
<td>Class materials, distribution outside of class</td>
<td>319/263</td>
<td>522</td>
<td>Faculty Services/Class Material Room</td>
</tr>
<tr>
<td>Clerkships</td>
<td>358</td>
<td>1128</td>
<td>Career Services</td>
</tr>
<tr>
<td>Clinic applications</td>
<td>295</td>
<td>1034</td>
<td>Registrar</td>
</tr>
<tr>
<td>Clubs and club resources</td>
<td>291</td>
<td>215</td>
<td>Student Bar Association</td>
</tr>
<tr>
<td>Computer training and assistance</td>
<td>220</td>
<td>701</td>
<td>Library - Reference Desk</td>
</tr>
<tr>
<td>Emergencies</td>
<td>303/209</td>
<td>front/back desks</td>
<td>Security</td>
</tr>
<tr>
<td>Emergency Funding (Petrie Grant)</td>
<td>429</td>
<td><a href="mailto:mender@yu.edu">mender@yu.edu</a></td>
<td>Student Services and Advising</td>
</tr>
<tr>
<td>Externship and Field Clinic Information and Applications</td>
<td>894</td>
<td>1117A</td>
<td>Becky Rosenfeld</td>
</tr>
<tr>
<td>Events, booking and audio visual needs</td>
<td>414</td>
<td>online Cardozo calendar</td>
<td>Special Events</td>
</tr>
<tr>
<td>Facilities and room temperature issues</td>
<td>303</td>
<td>front desk</td>
<td>Security</td>
</tr>
<tr>
<td>Graduation checks</td>
<td>295</td>
<td>1034</td>
<td>Registrar</td>
</tr>
<tr>
<td>Health insurance for students</td>
<td>855-247-2273</td>
<td></td>
<td>Academic HealthPlans</td>
</tr>
<tr>
<td>I.D. cards, replacements and updates</td>
<td>392</td>
<td>1024</td>
<td>Student Finance</td>
</tr>
<tr>
<td>Invitation/flyer approvals and assistance with printing</td>
<td>246/237</td>
<td>1052</td>
<td>Communications and Public Affairs</td>
</tr>
<tr>
<td>Legal writing and research and law school study and exam prep</td>
<td>315</td>
<td>536</td>
<td>Legal Writing Center</td>
</tr>
<tr>
<td>Letter of good standing</td>
<td>429</td>
<td>1043</td>
<td>Student Services and Advising</td>
</tr>
<tr>
<td>Library hours/book renewals</td>
<td>285</td>
<td>701</td>
<td>Library - Circulation Desk</td>
</tr>
<tr>
<td>Library reference assistance</td>
<td>220</td>
<td>701</td>
<td>Library - Reference Desk</td>
</tr>
<tr>
<td>LL.M. application and admission process for Cardozo Program</td>
<td>250</td>
<td>1156</td>
<td>Admissions</td>
</tr>
<tr>
<td>Loans</td>
<td>392</td>
<td>1024</td>
<td>Student Finance</td>
</tr>
<tr>
<td>Service Description</td>
<td>Phone 1</td>
<td>Phone 2</td>
<td>Department</td>
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<tr>
<td>Locker assignments</td>
<td>429</td>
<td>1043</td>
<td>Student Services and Advising</td>
</tr>
<tr>
<td>Locker repair</td>
<td>303</td>
<td>front desk</td>
<td>Security</td>
</tr>
<tr>
<td>Lost or stolen items</td>
<td>303</td>
<td>front desk</td>
<td>Security</td>
</tr>
<tr>
<td>Lost and found for library</td>
<td>285</td>
<td>701</td>
<td>Library - Circulation Desk</td>
</tr>
<tr>
<td>Mental health counseling, free</td>
<td>646-592-4210</td>
<td>YU - 34th St. Campus</td>
<td>Counseling Center</td>
</tr>
<tr>
<td>Notary public</td>
<td>295</td>
<td>1034</td>
<td>Registrar</td>
</tr>
<tr>
<td>Office supplies for journals and Moot Court</td>
<td>314</td>
<td>1021</td>
<td>Business Affairs</td>
</tr>
<tr>
<td>Papers (submission outside of class)</td>
<td>319/263</td>
<td>522</td>
<td>Faculty Services/Class Material Room</td>
</tr>
<tr>
<td>Payroll (Research Assistants, Admissions Recruiters)</td>
<td>314</td>
<td>1021</td>
<td>Business Affairs</td>
</tr>
<tr>
<td>Personal issues</td>
<td>429</td>
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<td>Student Services and Advising</td>
</tr>
<tr>
<td>Photocopying by authorized student organizations</td>
<td>254</td>
<td>600</td>
<td>Production</td>
</tr>
<tr>
<td>Photocopying by individual students</td>
<td>285</td>
<td>all library floors</td>
<td>Library</td>
</tr>
<tr>
<td>Proof of enrollment</td>
<td>295</td>
<td>1034</td>
<td>Registrar</td>
</tr>
<tr>
<td>Registration</td>
<td>295</td>
<td>1034</td>
<td>Registrar</td>
</tr>
<tr>
<td>Registration, financial clearance for</td>
<td>392</td>
<td>1024</td>
<td>Student Finance</td>
</tr>
<tr>
<td>Reimbursements (travel and other authorized expenses)</td>
<td>314</td>
<td>1021</td>
<td>Business Affairs</td>
</tr>
<tr>
<td>Reporting news items, awards, competition and court victories, etc</td>
<td>246/237</td>
<td>1052</td>
<td>Communications and Public Affairs</td>
</tr>
<tr>
<td>Room scheduling (special events, make-up classes, meetings)</td>
<td>414</td>
<td>online Cardozo calendar</td>
<td>Special Events</td>
</tr>
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<td>Scholarships - Cardozo and external</td>
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<td>School-wide e-mail distribution by club</td>
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</tr>
<tr>
<td>Student misconduct (harassment, exams, etc.)</td>
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</tr>
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<tr>
<td>Transcript requests</td>
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<td>1034</td>
<td>Registrar</td>
</tr>
<tr>
<td>Tuition bills and payments</td>
<td>392</td>
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</tr>
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<td>Vending machine refunds</td>
<td>473</td>
<td>3rd Floor</td>
<td>Café Employees</td>
</tr>
<tr>
<td>Verification of student status (e.g. for insurance, travel discounts)</td>
<td>295</td>
<td>1034</td>
<td>Registrar</td>
</tr>
<tr>
<td>Visas/social security cards/work status for international students</td>
<td>646-592-4203</td>
<td><a href="mailto:jgolden1@yu.edu">jgolden1@yu.edu</a></td>
<td>International Student Advisor</td>
</tr>
<tr>
<td>Volunteer to give building tours</td>
<td>250</td>
<td>1156</td>
<td>Admissions</td>
</tr>
<tr>
<td>Volunteer to phone alumni</td>
<td>298</td>
<td>1014</td>
<td>Alumni Affairs</td>
</tr>
<tr>
<td>Writing competitions (non-Cardozo)</td>
<td>358</td>
<td>1128</td>
<td>Career Services</td>
</tr>
</tbody>
</table>

For further information and governing rules, please refer to the Student Handbook and the Cardozo website.

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