

Staff Contacts

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Hours & Location

Our office is open Monday through Friday, 8:00 a.m. to 5:00 p.m. You will find us on the second floor of Wesemann Hall, room 214 and room 215.

What we do:

- maintain academic records
- conduct registration activities
- publish the law academic bulletin
- produce class schedules
- certify enrollment and completion of degree requirements
- prepare master class schedules
- secure rooms for classes
- keep records of courses, enrollments, classrooms, faculty loads, and degree requirements
- process bar certifications
- oversee the administration of the 1L practice exam, mid-term and final exams
- monitor student withdrawals from the university
- coordinate commencement planning
- coordinate petitions process for the Petitions & Readmissions Committee
- implement policies of the faculty