

# Who? What? Where?

## A guide to Law School & University Resources

### Student Services

The Office of Student Services provides academic support, works with student organizations, plans programs and events, coordinates health and wellness programs, and serves as a resource and sounding board for students as they navigate their way through the Law School. Students should utilize this office when they have questions about anything related to the Law School or the University. No question is too big or too small, we are here for you and will direct you to the right resource.

Office Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Location: McCormick Hall, Rm 166

Phone: 312-503-0785

### Dean of Students

Students should reach out to the Dean of Students regarding any matter they feel comfortable, including, but not limited to, general concerns, academic pursuits, personal concerns (whether health, emotional or safety), and professional development.

**Susie Spies Roth**, *Associate Dean and Dean of Students*

Location: McCormick Hall, Rm 166

Phone: 312-503-3365

Email: [susan-roth@law.northwestern.edu](mailto:susan-roth@law.northwestern.edu)

### Office of Inclusion & Engagement

Students are encouraged to reach out to the Office of Inclusion & Engagement regarding any matters touching on diversity and inclusion, whether touching on their personal, education, or professional experience.

**Shannon P. Bartlett**, *Associate Dean of Inclusion & Engagement*

Location: McCormick Hall, Rm 182

Phone: 312-503-3770

Email: [shannon.bartlett@law.northwestern.edu](mailto:shannon.bartlett@law.northwestern.edu)

Office Email: [diversity@law.northwestern.edu](mailto:diversity@law.northwestern.edu)

### Academic Support

Students should not hesitate to reach out to Jocelyn for questions and support related to academic advising and academic performance.

**Jocelyn D. Francoeur**, *Instructor and Director of Academic and Professional Excellence*

Location: McCormick Hall, Rm 382

Phone: 312-503-2218

Email: [jocelyn.francoeur@law.northwestern.edu](mailto:jocelyn.francoeur@law.northwestern.edu)

### Curricular Advising

Dean Martin provides curricular advising and programming for current Northwestern Law students. Please contact Dean Martin if you have questions about course selection, including adding or dropping a course, taking courses on another campus, or satisfying the graduation requirements.

**Christopher Martin**, *Assistant Dean for Academic Affairs: Curriculum*

Phone: 312-503-0290

Email: [christopher.martin1@law.northwestern.edu](mailto:christopher.martin1@law.northwestern.edu)

### Career Strategy Center

The Career Center offers tools and connections to help you in your search for a personally fulfilling and rewarding career at any stage of your legal career. Students should reach out to their career advisor in the Career Strategy Center regarding any matters touching on their employment.

Office Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Location: Levy Mayer Hall, Rm 124

Phone: 312-503-3498

Office Email: [career-strategy@law.northwestern.edu](mailto:career-strategy@law.northwestern.edu)

Website: <http://www.law.northwestern.edu/professional-life/career/contact/>

### Registrar

Contact the Office of the Registrar with questions about course bidding and registration, course and exam schedules, how to register for Senior Research or Summer Research Internship, academic policies, graduation requirements, degree progress reports, or bar exam applications. The Office of the Registrar can assist students with an official name change, letters of good standing, and ordering official transcripts.

Office Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Location: McCormick Hall, Rm 127 (across the hallway from Student Services)

Phone: 312.503.8464

Email: [law-registrar@law.northwestern.edu](mailto:law-registrar@law.northwestern.edu)

### International Programs

International Programs team is available to assist international students with any academic or language issues or visa related questions.

**Adi Altshuler**, *Director of International Programs*

Location: McCormick Hall, Rm 166

Phone: 312-503-0771

Email: [a-altshuler@law.northwestern.edu](mailto:a-altshuler@law.northwestern.edu)

**Nell Novara**, *Assistant Director of International Student Support*

Location: McCormick Hall, Rm 135

Phone: 312-503-5292

Email: [nell.novara@law.northwestern.edu](mailto:nell.novara@law.northwestern.edu)

## Public Interest Center

The Public Interest Center provides strategic leadership of key public interest activities on campus and promotes a strong public interest culture – one that encourages all students to develop a public service ethic. Among the Center’s features are financial support for students doing public interest work during and after law school; career programming and counseling; a wide range of pro bono and public service opportunities.

**Cindy Wilson**, *Director, Public Interest Center*

Phone: 312-503-2924

Email: [c-wilson1@law.northwestern.edu](mailto:c-wilson1@law.northwestern.edu)

**Maureen Stratton**, *Director, Pro Bono and Public Service Program*

Phone: 312-503-4558

Email: [m-stratton@law.northwestern.edu](mailto:m-stratton@law.northwestern.edu)

**Katie Shelton**, *Associate Director, Public Interest Center*

Phone: 312-503-1669

Email: [kathryn.shelton@law.northwestern.edu](mailto:kathryn.shelton@law.northwestern.edu)

Website: <http://www.law.northwestern.edu/law-school-life/public-interest/staff/>

## Student Health Service (Chicago Office)

Primary healthcare services are provided by Northwestern Medicine by the department of General Internal Medicine while students are enrolled in a professional program. They are here to serve your preventive healthcare needs and to help you if you have an illness or injury.

Appointments are available: Monday, Wednesday, Thursday and Friday: 8:00 a.m. to 5:00 p.m. & Tuesday: 8:30 a.m. to 5:00 p.m.

Location: 675 North St. Clair, Ste. 18

Phone: 312-695-8134

**Student Health Physician On-Call: If you are experiencing a physical illness or injury during outside business hours, to speak to a physician, call 312-695-8134.**

The [Northwestern Medicine Immediate Care Centers](#) are open every day, including holidays from 8:00 a.m. to 8:00 p.m.

## Counseling and Psychological Services (CAPS)

Students are encouraged to reach out to CAPS for mental health counseling and psychological services.

Particularly if students are experiencing or have questions about any of the following:

- Anxiety, fears, worries
- Stress regarding schoolwork or grades
- Procrastination
- Depression
- Perfectionism
- Imposter Syndrome
- Feeling overwhelmed
- Eating concerns
- Substance Abuse
- Career indecision
- Social pressures
- How to navigate difficulty adjusting to law school
- How to connect to mental health services at CAPS or with community providers

Office Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Location: Abbott Hall, 710 N. Lake Shore Dr., Ste. 500

Phone: 847-491-2151 or use the CAPS online scheduling service

Website: <https://www.northwestern.edu/counseling/>

**After-Hours On-Call Service: 847-491-2151 and follow the prompts to speak with a crisis counselor 24 hours a day.**

## Student Health Insurance

Students outside of the Chicago/Evanston area who will need to access services should be sure to double-check the policy requirements before seeking services. For information on Aetna providers, please visit [here](#).

Phone: 847-491-3621

Email: [student.insurance@northwestern.edu](mailto:student.insurance@northwestern.edu)

Website: <https://www.northwestern.edu/student-insurance/insurance-requirements/nu-ship-information/index.html>

## Accessible NU

For questions about how to obtain exam, classroom, or other disability-related accommodations Accessible NU should be contacted.

Office Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Location: Abbott Hall, 710 N. Lake Shore Dr., Suite 500

Phone: 312-503-4042

Email: Alison May, [a-may@northwestern.edu](mailto:a-may@northwestern.edu) covering for Aggie McGrane, [agnes.mcgrane@northwestern.edu](mailto:agnes.mcgrane@northwestern.edu) through September

Office Email: [accessiblenu@northwestern.edu](mailto:accessiblenu@northwestern.edu)

Website: <https://www.northwestern.edu/accessiblenu/index.html>

### Financial Aid (Chicago Office)

Students should reach out to the Financial Aid Office if they have questions about:

- Applying for student loans (or re-applying in future years)
- Choosing between the various loan options (both federal and private)
- Maintaining loan eligibility during the academic year
- Requesting additional aid during the academic year
- How changes in your circumstances mid-year may impact your financial aid
- Managing student loan repayment after graduation
- The various federal student loan repayment and forgiveness benefits

Office Hours: Office Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Location: Abbott Hall, 710 N. Lake Shore Drive, Ste. 629

Phone: 312.503.8722

Email: [financial-aid-chicago@northwestern.edu](mailto:financial-aid-chicago@northwestern.edu)

### Office of Equity

Students should not hesitate to reach out to the Northwestern University's Office of Equity to share concerns and access resources related to discrimination or harassment occurring both within the community and during internships or student employment.

Location: 1800 Sherman Avenue, Suite 4500, Evanston, Illinois 60201

Phone: 847-491-6697

Email: [equity@northwestern.edu](mailto:equity@northwestern.edu)

Website: <https://www.northwestern.edu/equity/>

### Lawyer Assistance Programs (LAP)

Lawyer Assistance Programs across the country provide confidential services and support to judges, lawyers, and law students who are facing mental health issues or facing substance use disorders.

A trained LAP representative will be available for drop-in hours at the Law School each month (9/12, 10/10, 11/14). Students are encouraged to stop by and speak with the LAP representative about anything. As with all of LAP's services, sessions are free and confidential.

Location: 20 S. Clark St., Suite 450, Chicago, IL 60603

Phone: 312-726-6607 or 800-LAP-1233

Email: [gethelp@illinoislap.org](mailto:gethelp@illinoislap.org)

Website: [https://www.americanbar.org/groups/lawyer\\_assistance/resources/lap\\_programs\\_by\\_state/](https://www.americanbar.org/groups/lawyer_assistance/resources/lap_programs_by_state/)