

NNLSO Annual Meeting 2019, Tuesday, April 2, 2019

Session: **New Law Professionals**

Presented by Speakers: Jerri Cunningham, Theresa Gallo, and Colleen Timmons

Summary by GaeLynn Kuchar

Session Description: This discussion aims to provide opportunities for knowledge-sharing and potential collaboration. Veteran professions will offer their thoughts and guidance for new professionals at law schools, providing up-to-date information on the latest trends and management techniques

Notes:

Who We Serve: Students, parents, faculty, staff, administrators, academic and student service departments, state and federal governing agencies, and other higher education colleagues.

Law school registrar's offices may have most, if not all, of these responsibilities:

1. Custodian of students' permanent academic records; registration processes
2. Produce and send official transcripts accurately and in a time manner
3. Ensure a timely and accurate graduation process for students completing their degree programs
4. Assist in the planning and coordination of all commencement ceremonies
5. Run exam process, start to finish
6. Set up and process course evaluations
7. Manage the various grading periods each term/semester
8. Academic standing
9. Provide to faculty, staff and students information on institutional and state policies, regulations and deadlines
10. Create, maintain and publish the academic calendar
11. Residency, exemptions and waivers for tuition purposes
12. Provide guidance and training to the campus community regarding student rights and procedures as outlined by FERPA
13. Collaborate with IT on security and access control to student record systems by school officials
14. DARS/DegreeWorks (training, substitutions, degree completion)
15. Maintain accurate and timely enrollment reporting to the National Student Clearinghouse as part of Department of Education reporting requirements
16. Provide students timely and accurate enrollment verifications as needed
17. Process student personal information changes according to policy and ensure compliance with applicable regulations
18. Provide data for ABA questionnaires and bar passage
19. "Other duties as assigned"

Law School academic calendar can be different than the university academic calendar with different starting and ending dates, different registration periods, and different key deadlines.

Registration periods may be different. Students need to know the differences between dropping classes and withdrawing from classes.

Final exams usually are submitted for anonymous grading with multiple exam numbers. Different exam numbers are assigned by the semester/term, year, mid-term exams, etc. Most schools use an exam software program such as ExamSoft or Exam4 for their exams. Schools differ when it comes to proctoring final exams.

Mandatory grading was discussed along with transcripts and compliance with the ABA.

The NNLSO Listserve is a great resource for new law school professionals.