**FOR YOUR INFORMATION**

**Assignments** - Professor=s class assignments will be posted on the assignment board at equity.richmond.edu/1L approximately 1 (one) week prior to Orientation.

**Vending Machines** - For regular vending machines out-of-order, lost money, etc. - See Dean=s Office.

**Law School Repairs** - For restroom problems, lights out in a classroom, etc. - See Dean=s Office.

**Dorm Repairs** - See Admissions Office

**Lost & Found** - See Law Library Circulation Desk

**Messages** - Urgent messages will be sent to you via e-mail. Please check the Dean=s Office Folder on Blackboard frequently. Schedules are posted there, as well as other useful information.

**Mail Folders** - Mail Folders (filed alphabetically by year) are located in the hallway outside the Dean’s Office. Please check them frequently for messages and mail.

**Bulletin Boards** - Check the Bulletin Boards in the Down Under stairwell for a variety of information.

**Events Monitor** - Contact Sarah Cone – sarah.cone@richmond.edu – to post event notices.

**Reserving Rooms/ Scheduling Events** - Students may reserve classrooms and study rooms for organizational meetings, competition practice, receptions and study. Please see Ms. Fain in the Dean=s Office for any reservations.

Reminder: When you have an event in a law school space/room and have to move the furniture, please return it to the original location at the end of your program.

********** PARKING **********

YOU MUST PARK IN YOUR DESIGNATED PARKING LOT. DO NOT PARK IN THE FACULTY/STAFF LOTS OR VISITORS AREAS OR YOU WILL BE TICKETED.

(Revised 5/8/13)