

Administrative Tasks To-Do List

Available Times for Administrative Tasks

Tuesday, August 11th - 3:00-6:00 p.m.

Wednesday, August 12th – 2:00-6:00 p.m.

Thursday, August 13th – 12:30-6:00 p.m.

Information Tables (see back page) will only be at the law school on Wednesday, August 12th

Law school building

First – Year Directory Photo (Room 125)

THIS PHOTOGRAPH IS DIFFERENT THAN YOUR ID PHOTOGRAPH.

Please indicate to the photographer whether you are a JD, Environmental & Natural Resources, MSLA, MACLAW or a transfer/visiting student. A booklet of these pictures will be made for each of you. A booklet will also be given to each professor.

Lockers (Table on 1st floor by staircase)

You may rent a locker for the school year for \$20 (**cash or check only**). Proceeds go to the Student Bar Association to fund student organizations.

Technical Support/Educational Technology (Room 255)

If you have laptop questions, please go to Room 255 for assistance. Our Educational Technology, Lexis/Nexis representative and Westlaw representative will also be present to assist with your laptop questions.

Driscoll Center South

Buy Books

(Bookstore is located on the 2nd Floor of the Driscoll Center South)

You will be buying books that are quite heavy! Visitor parking is available in the parking garage next to Driscoll South. Open 8:30-6:00 Monday-Thursday; 8:30-5:00 Friday, and 10:00-3:00 on Saturday. Bookstore is Closed on Sunday.

Pioneer Photo ID Card

(Located on the 1st Floor of the Driscoll Center South – Under the bookstore)

If you did not send in your picture over the summer for your ID card, you will need to have your picture taken. If you mailed in your photo, you may pick up your ID at the locker rental table. Your RTD pass will be affixed to your ID. PLEASE NOTE: The ID card office is open from 9:00 a.m.-6:00 p.m. Monday-Thursday and 10:00 a.m.-3:00 p.m. on Friday.

Over



University Hall (2197 S. University Blvd, Second Floor)

Bursar's Office (Room 223) /Financial Aid (Room 210) – if necessary

Pay tuition, waive insurance fee, and handle any unfinished business.

Campus Safety Center (2130 High Street – in the parking structure on the Corner of Evans and High)

Parking Permits – if necessary

If you did not request a permit online over the summer, DU parking services will be here to help you fill out your request. Parking Services is located on the south-west corner of the Evans Parking Structure, first floor at the east entrance (opposite the Transportation Solutions Entrance). Their hours are Monday - Friday from 8:00 AM to 5:00 PM.

Information Tables – Law School 1st Floor on Wednesday from 2:00 – 6:00 p.m.

Student Bar Association/SBA (Table on 1st Floor)

Ask current students questions about the SBA, the SBA consignment used bookstore, SBA elections, and purchase student business cards. You may also pick up your FREE Rockies ticket to the August 12th game against the Pittsburgh Pirates at this time.

Coors Fitness Center & Athletic Department (Table on 1st Floor)

Ask about health club membership for family members and the services they provide for students. Find out about DU sports tickets, intramural athletics, and the Coors Fitness Center.

Health and Counseling Center (Table on 1st Floor)

Learn about the services the Health and Counseling Center provides and ask questions about your student health insurance

Colorado Lawyers Helping Lawyers (Table on 1st Floor)

Information on services and resources CLHL provides

Sodexo (Table on 1st Floor)

Information on Commuter Meal Plans and Campus Dining.

Denver Partnership and Community Day (Table on 1st Floor)

Information and sign ups will be available for participation for the 6th DPCD day which will take place on Saturday, August 29th.

Campus Safety (Table on 1st Floor)

Learn how to keep yourself safe on campus.

Bookstore (Table on 1st Floor)

Learn about the DU Bookstore.

To waive insurance coverage access the waiver link online at <https://myweb.du.edu>.