To: All Law Students

From: Saviz Fallahian, Director of Graduate and International Programs

Date: March 20, 2020

Re: Accessibility to the Office of Graduate and International Programs

Office Hours – The Office of Graduate and International Programs will remain available to students during normal business hours. Our availability will be limited to email, phone calls and video conferencing. In person appointments and drop-ins will be unavailable until further notice.

The following measures will be taken to ensure appropriate availability:

- **Email** – All staff and administrators will continue to regularly monitor their individual and group email accounts (i.e. lawgradprograms, llminfo, lawabroad, etc). All e-mails will be acknowledged and/or responded to promptly and within the same business day.
- **Phone Calls** – All staff and administrators will have call forwarding implemented on their office phones such that the calls are routed to their personal cell phones or land lines. Staff will ensure that all voicemail messages are responded to as soon as possible. Email is encouraged if a more immediate response is desired.
- **Zoom** – The OGIP team is able to offer students, international scholars, faculty and other parties the option to conduct virtual meetings via Zoom depending on their preference.

Remote Workstations –

- **Equipment** – All staff has acquired and set up the necessary equipment to ensure continuity of regular business operations and student support during the remote work period. Staff will maintain strict confidentiality protocols with respect to any information stored on shared drives or accessed as necessary during the remote work period. All connections will be secure and accessible only by approved OGIP staff members.
- **Internal Communication** – Staff will remain in virtual contact with each other regularly to ensure all student needs are met and responded to quickly.

Accessibility to Office – OGIP team members will each have designated days throughout the work week where they will have sole access to WH 207 in order to perform necessary office functions that can only be conducted onsite.

Interaction with other Departments – OGIP will work with other departments within the law school and university as a whole to ensure that operations continue smoothly and with minimal disruption. The majority of departments have already migrated to remote work configurations and seem to be readily (virtually) available during normal business hours.