

# Office of Law Student Records

Pattie C. Harris – Director

Robinson Hall 106

205.726.2701

# UserID/password and SUID

- UserID/Password
  - Eric Knight
    - Brooks Hall 335
    - 205.726.2594
- SUID
  - Example: 900689261
    - Issued with your userID/password letter
    - 9 digit number printed on your Samford ID card

# Changing and Updating Personal Information

- Permanent (MA) Address
  - This information must be kept current in Banner
  - Update this information via the Samford Portal
    - <http://portal.samford.edu>
- Emergency (E1) Address
  - University will use this information in case of emergency
  - Update this information via the Samford Portal
    - <http://portal.samford.edu>

# Samford E-mail Account

- Main form of communication
- Check daily!
- Samford E-mail account may be forwarded to a personal email account
  - Instructions:
    - <http://lawlib.samford.edu/labs/forwardoutlook2.htm>

# Anonymous Test Number

- All grading is done anonymously
  - Everyone is assigned an anonymous test number
    - This number is used on quizzes, tests, and/or all final exams, unless noted by your professor

## Anonymous Test Number

Name \_\_\_\_\_

Anonymous Number \_\_\_\_\_

Please keep track of this number. If you lose or forget your number you may come by the Office of Law Student Records. Please be prepared to show a picture ID in order to obtain your anonymous test number.

# Anonymous Test Number

- All grading is done anonymously
  - Everyone is assigned an anonymous test number
    - This number is used on quizzes, tests, and/or all final exams, unless noted by your professor
  - Your anonymous number will remain the same throughout your time at Cumberland
  - Lost or forgotten anonymous test number
    - Cumberland Law Student Records
      - Robinson Hall 106 - **Photo ID required**
    - Suggestions for keeping up with your number
      - Email it to yourself
      - Enter it in your cell phone as a note or contact

# Dean's Certification

- Required document for Bar Registration
- Pre-printed forms available in Law Student Records
- Official first day of enrollment
  - summer: June 1, 2009
  - fall: August 10, 2009

**DEAN'S CERTIFICATION**  
(INFORMATION TO BE COMPLETED BY THE APPLICANT)

\_\_\_\_\_  
NAME OF APPLICANT

Cumberland School of Law  
800 Lakeshore Drive  
Birmingham, Alabama 35229

.....

**\*\*INFORMATION TO BE COMPLETED BY CERTIFYING OFFICIAL\*\***

THIS IS TO CERTIFY that the above-named law school announced its official opening day of school to be \_\_\_\_\_ in the year 20 \_\_\_\_ (year of applicant's entry into said law school.)

\_\_\_\_\_  
Pattie C. Harris  
Director, Law Student Records

# Loan Deferment

- Samford University reports enrollment figures to the National Student Clearing House
  - This enrollment information is sent electronically to the National Student Loan Data System
  - Readily available to all lenders
- Loan deferment letters are available in Law Student Records
- Lender deferment forms completed in Law Student Records

# Enrollment Verification

- Enrollment verification letter provided by Law Student Records
  - Health insurance
    - Provide carrier, address
  - Employment/graduate school purposes
    - Provide mailing information

# Class Rank

- Law students are classified (1L, 2L, 3L) based on earned credit
- Calculated on cumulative GPA after each semester
- Requesting Class Rank
  - E-mail
    - Provide Name, SSN or SUID, Class and Cumulative GPA
    - This e-mail must be sent from your Samford e-mail account
  - Law Student Records office
    - Provide Name, Class, Cumulative GPA
    - Must have photo ID

# Registration

- First year students
  - Drop/Add is not available for first year students
  - Automatically registered for spring semester
  - Instructions for fall 2010 registration will be provided in the spring semester



- Law Student Records FAQ

- <http://www.cumberland.samford.edu/faq/student-records>

- Presentation available on Law Student Records web page

- <http://cumberland.samford.edu/students/student-records>



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S A M F O R D U N I V E R S I T Y