

Memorandum

To: Student Leaders
From: Dean of Students Office
RE: Student Group Web Pages
Date: 9/9/03

This is to let you know that we have made some changes to the Student Organizations portion of the law school web site.

The New Student Organizations Page

Please visit <http://www.law.suffolk.edu/stuservices/orgs.html> to see how the groups and contact information is listed.

The information on the site is taken from the information submitted to us in preparing the student handbook. The only difference is that Suffolk e-mails have replaced the various yahoo, hotmail, etc. to reflect the school's new policy of using only Suffolk e-mail addresses for official communications. Please review this page and contact me if your information is incorrect.

Web Pages for Student Groups

If you had web pages for your group, you will note that the link is no longer active. This is because many of the sites were outdated and it made the most sense to inactivate the links until each group changed or confirmed that all information is accurate. If you would like to reactivate your link or create a new page for your group, you may do so as long as:

- **information is current and consistent on all pages** (if we notice your information is outdated, your link will be inactivated)
- only Suffolk e-mail addresses are used for student contact information (no hotmail, yahoo, etc.)
- only the new Suffolk University Law School logo is used
- information and content is of a professional nature (the Dean of Students Office reserves the right to edit as appropriate)

Please note that we will now inactivate all student group links during each summer in an effort to ensure that the pages are updated for the subsequent school year. Groups will be notified when the links will be inactivated and will be given information on how to get approval for re-activation.

Getting an E-mail Alias for Your Group

Some groups prefer to have an e-mail address that reflects the group's name (i.e., sbagroup@suffolk.edu). In such cases, the group's e-mail address is an alias to a current e-mail account, rather than a separate e-mail account. We will be happy to arrange this for your group with your president's account as the alias address. If you would like a group e-mail alias, please contact Assistant Dean Ferrari at laura.ferrari@suffolk.edu

Getting the New Suffolk University Law School Logo

Those who wish to use the school's logo on a student group web page should go to the following page: <http://www.law.suffolk.edu/press/marketing/> The logos are under "Logos and Templates" and can be downloaded.

Posting and Maintaining Your Web Page

Please send HTML files or requests for *minor* changes to live pages to Athalie Paynting in the Dean of Students Office. Ms. Paynting's e-mail address is apayntin@suffolk.edu Minor changes are those that simply change a small piece of text (i.e., a change of a date or e-mail address). Changes of a broader nature should be made by the group in its original or new HTML file so the outdated page can simply be replaced by the new or edited HTML version.

Help with Technical Aspects of Your Web Page

If you need additional information on technical aspects of website updates, please contact the Law School Webmaster, Jim Barrett at jbarrett@suffolk.edu. He can provide consultative services or point you to other services and resources for updating your sites.

Thank you for your cooperation with this. If you have any questions, please do not hesitate to Assistant Dean Ferrari.