

MARQUETTE LAW SCHOOL

# Eckstein Hall 101 Quick Guide

[law.marquette.edu](http://law.marquette.edu)

## Andrew Center for Restorative Justice

The Andrew Center supports teaching, practicing, and promoting restorative justice. It serves as a central hub for educating students on how to use restorative justice approaches in their community, their law practice, and broader service. Restorative justice flows from and advances Marquette University's mission as a Catholic, Jesuit institution committed to promoting excellence, faith, leadership, and service. Please visit the website for more information and resources:

[law.marquette.edu/andrew-center](http://law.marquette.edu/andrew-center).

## Career Planning Center

The Career Planning Center (CPC) is located on the second floor in suite 240. The hallmark of the CPC's services is individualized counseling. Our experienced staff is well positioned to support students in exploring and defining personal career objectives, crafting job search strategies that complement specific goals, developing and refining professional skills, and cultivating relationships necessary for job search success. Students are welcome to use the CPC resource library, interview rooms, and workstations during business hours. For more information about the CPC, visit

[law.marquette.edu/career-planning/welcome](http://law.marquette.edu/career-planning/welcome).

## Chapel

The St. Edmund Campion Chapel, located on the fourth floor, is open to the Law School community for quiet reflection and meditation during building hours. The St. Thomas More Society often celebrates Mass at

Eckstein Hall on the first Friday of each month at 7:30 a.m. All are welcome to attend. The Law School also offers a monthly Mass. Watch *Law News* for dates and times.

## Classrooms

Classroom doors unlock 15 minutes prior to a class start time, but the rooms are always accessible with your Marquette University ID (MUID).

## Counseling Center

The Marquette Counseling Center is located in the Wellness + Helfaer Recreation Center, 4th Floor, 525 North 16th Street and is open Monday – Friday from 8:00 a.m. to 4:30 p.m.

- During regular business hours, call **414.288.7172** or walk into the Center to meet with the next available on call counselor.
- After business hours, weekends, holidays, and university closures, call the Counseling Center main line at **414.288.7172** and select **option 2** to be connected to a trained mental health professional.

If you have questions about the information provided in this brochure or anything else regarding Eckstein Hall, please contact:  
**Christine Wilczynski-Vogel, Associate Dean for External Relations, Events, and Facilities**, at [christine.wv@marquette.edu](mailto:christine.wv@marquette.edu).

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## Custodial/Facilities Concerns

Report custodial or facility issues to office 244B or submit a request to

[law.marquette.edu/current-students/facilities-requests](http://law.marquette.edu/current-students/facilities-requests).

## EagleEye App

MUPD's free EagleEye safety app features a mobile BlueLight as an added layer of security to connect a user directly to MUPD using location services. Search "Marquette EagleEye" in your app store to download for free.

## Fitness Center

The Fitness Center, located on the fourth floor, is available to the Law School community ONLY. To sign up for access or to obtain additional information (including policies), go to:

[law.marquette.edu/current-students/fitness-center](http://law.marquette.edu/current-students/fitness-center).

## Food Delivery

Food delivery drivers are not allowed past the Welcome Desk gates. Individuals who order food must meet the driver in the lobby to pick up the order.

## Group Study Rooms

Eckstein Hall has 15 group study rooms designed for groups of law students to study or work together. Information regarding group study rooms, including how to reserve a room, can be found online at:

[law.mu.edu/roomres](http://law.mu.edu/roomres). Students are asked not to move furniture in study rooms, common areas, classrooms, or the law library.

## Guests/Visitors in Eckstein Hall

- Guests of law students are welcome in Eckstein Hall.
- Guests must present a government-issued photo ID to the Welcome Desk, and the law student needs to be present when signing in a guest.
- Guests must follow Law School policies while in Eckstein Hall and may remain in the building when visitor hours have ended (Monday to Thursday at 8 p.m. and Friday, Saturday, and Sunday at 6 p.m.) as long as they are registered at the Welcome Desk and the registering law student is in the building.

## Law Library

The law library is fully integrated into Eckstein Hall in the northeast corner of all four floors, and library materials may be used anywhere in the building. If overnight use or use away from the general library space is anticipated, items should be checked out at the circulation desk on the first floor or at the self-checkout stations. The Law Library also provides access to many subscription databases that can be reached using the law library landing page or MARQCAT, the library catalog. Reference librarians and Circulation Desk staff are available to help during library service hours, which are posted online and at the Reference and Circulation desks. For help locating and using research resources as well as planning research strategies, students may contact a

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## Law Library continued

reference librarian in person at the Reference Desk (on the first floor in the law library area near the windows), by telephone (**414.288.3837**), or by email ([law.marquette.edu/law-library/ask-reference-desk](mailto:law.marquette.edu/law-library/ask-reference-desk)). Students may also schedule Teams research consultations. For more information about the library, go to [law.marquette.edu/law-library](http://law.marquette.edu/law-library).

## Law News

*Law News* is the Law School's internal digital publication through which the Law School sends announcements during the fall and spring semesters. *Law News* includes vital information regarding all aspects of student life—student organizations, academics, speakers/events, as well as research and scholarship opportunities—that are communicated only in this publication.

## Leaving Items at the Welcome Desk

Law students may not leave items at the Welcome Desk for pickup by others. If someone is picking up something from a student, the student must meet the person in the lobby to turn over the item.

## Lockers

Lockers are available to law students on a first-come, first-served basis for a small fee. Requests are submitted by following the link on the student's profile page when logged into the Law School's website.

A locker will be assigned, and the combination to it will be available on your profile page within three business days of submitting the request.

## Lost and Found

Lost and found items can be claimed from suite 244. Items of value (i.e., cell phones, cameras, computers, IDs, etc.) can be claimed from the Student Affairs Office, suite 238. If items are not found in 238 or 244, individuals can check with the Welcome Desk, Tory Hill Café, the Circulation Desk, or MUPD. Unclaimed items will be donated or disposed of at the end of each semester.

## Lubar Center

The Lubar Center is many things, but it is two in particular: a grand room in Eckstein Hall, serving as the site of community gatherings as well as the Law School's appellate courtroom, and shorthand for the school's Lubar Center for Public Policy Research and Civic Education. Through public programming such as the Marquette Law School Poll, On the Issues conversations with news makers, public lectures by scholars, conferences on issues of public importance, and heritage month dinners, MEDAL, and Summer Youth Institute, Marquette Law School—both inside and beyond the Lubar Center—seeks to serve as the region's leading venue for intelligent civil discourse about law and public policy matters. Law students, faculty, and staff are encouraged to attend programs—and in fact are most welcome.



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## Marquette Today

*Marquette Today* is the University's e-newsletter, which the University sends to all students, including law students. To stay up-to-date on important Marquette University announcements and updates, read *Marquette Today*.

## Marquette University Identification Card (MUID)

An MUID is the key to Eckstein Hall. Students will need their MUID to:

- Enter through the security gates. Students who misplace their MUID need to stop at the Welcome Desk to sign in and present a government-issued photo ID.
- Obtain access to study rooms, classrooms, suite 342, the Fitness Center (once a Fitness Center Agreement has been completed), printers, and to check out materials from the library—including laptops, Mac chargers, and reserve items.
- Enter Eckstein Hall. Times change seasonally—check the webpage at [law.marquette.edu/community/eckstein-hall-contact-and-hours](http://law.marquette.edu/community/eckstein-hall-contact-and-hours).
- Gain access to the third and fourth floors. While classes are in session, the third and fourth floors are open to the Marquette community and general public Monday to Friday, 7 a.m. to 4 p.m. After 4 p.m. Monday to Friday and all day on Saturday and Sunday, these floors are accessible only to the Law School community by using an MUID card. Dates and times are subject to change and will be communicated to the Law School community in *Law News*. During final exam and break periods, the third and fourth floors are accessible only to the Law School community by using an MUID card.

Please do not admit others onto these floors unless they are law students. Refer questions about accessing the third and fourth floors to the Welcome Desk.

- **Students should go to the Welcome Desk or office 244B if their MUID is not working.** Students who lose their MUID must purchase a new one at the Marquette Card Office, located in Union Station, first floor of the Alumni Memorial Union.

## Media and Technology

Located on the second floor in suite 218, the Media and Technology Group supports the Law School community in using audio/visual aids and other technology (e.g., computer software) for teaching and/or research. The purpose of the Media and Technology Group is to provide technical support to the students, faculty, and staff of Marquette University Law School. This support includes hardware and software installation, problem resolution, training coordination, and myriad informational services. Explore our website to see detailed services that we provide to students and faculty at [law.marquette.edu/technology-services/media-and-technology](http://law.marquette.edu/technology-services/media-and-technology).

## Medical

- In a medical emergency, call MUPD at **414.288.1911**.
- For non-emergency medical assistance during business hours, please go to the Student Affairs Office, suite 238.
- For student convenience, a biomedical hazard box is located in room 465, next to the Fitness Center.

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### Medical continued

- An AED Emergency Defibrillator is located on the fourth floor outside of the Fitness Center, room 467.
- Law students may also visit, by appointment, the Medical Clinic located in Schroeder Complex. For more information, visit [marquette.edu/medical-clinic](http://marquette.edu/medical-clinic).

### Mother's Room

A lactation room is available next to the Fitness Center, room 463.

### Office of Public Service

Located on the first floor in the Eisenberg Suite, 138, the Office of Public Service invites you to explore opportunities for involvement in pro bono legal services. From the Marquette Volunteer Legal Clinics to the Milwaukee Justice Center to numerous opportunities with other legal aid providers, the Office of Public Service team works to make the opportunity to serve others a seamless experience designed to work around your academic focus.

### Parking

The Eckstein Hall parking structure policy serves two purposes: (a) to accommodate members of the public participating in Law School activities, with spaces allotted on a daily basis according to the number and type of Law School events; and (b) to offer parking on a first-come, first-served basis to Law School students and employees who have paid for University parking. Violation of policies can result in a fine or loss of parking privileges for an entire year. Simple policies to

be a happy Eckstein Hall–parking structure user include:

- Students must purchase a parking permit from Parking Services to have Eckstein Hall parking privileges. No one is assigned to the Eckstein Hall parking structure. When purchasing a permit, permit holders will be assigned to another lot on campus and can park in Eckstein Hall when permit spots are available.
- Eckstein Hall parking levels fill quickly. Students should arrive on campus with the expectation that they will park in their assigned lot on campus and walk to Eckstein Hall. This guarantees a timely arrival for classes.
- Church of the Gesu surface parking Lot J is NOT a Marquette Law School parking lot. Students who park there at any time (day or night) will be ticketed and may lose their Eckstein Hall parking privileges.
- When entering the Eckstein Hall parking structure, students should not pull a ticket unless they intend to pay for visitor parking. If student parking credentials are not working, the driver should back up and go to the driver's assigned lot. If unable to back up due to other cars in line, the driver should push the intercom button and follow instructions given by staff.
- Failure to exit within seven minutes of pulling a visitor ticket will require payment of the parking fee upon exiting.
- Idling outside of the parking structure to wait for a parking spot to become available is strictly prohibited. If no parking spots are available or the driver's parking credentials are not allowing access to the parking structure, the driver should proceed to park in the driver's assigned lot.

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## Parking continued

- Please note that if parking credentials are not working, students will need to park in their assigned lot until the issue with their credentials can be resolved. Students can contact Parking Services at **414.288.6911** or [muparking@marquette.edu](mailto:muparking@marquette.edu), with their name, MUID number, and the type of permit they purchased for the semester, or they can report the issue to the Welcome Desk or office 244B.
- Students who have a University parking permit and handicap parking license or permit must alert the manager of building operations (office 244B) to receive special parking instructions.
- Complimentary weekend parking is available on both levels only to the Law School community. Students can use their MUID to scan in. (Do NOT pull a ticket.)
- No overnight parking is permitted on either parking level.
- Motorcycle parking is available in structures 1 and 2. Visit [marquette.edu/parking/parking-services-details.php](http://marquette.edu/parking/parking-services-details.php) for motorcycle parking information.
- Bicycle racks are available on both parking levels. Cyclists must provide their own locks.
- For the latest parking news, including when permit parking is not available in Eckstein Hall, carefully read *Law News* and consult the parking alerts page on the Marquette Law School Website.
- To read the complete parking policy, please visit [law.marquette.edu/current-students/parking-structure-policy-information-permit-parkers-law-students](http://law.marquette.edu/current-students/parking-structure-policy-information-permit-parkers-law-students).

## PrintWise

PrintWise provides the Marquette community with fast, secure, cost-effective, quality printing. For more information regarding how PrintWise works, PrintWise locations, and how to add additional funds once the allocated amount runs out, please visit [marquette.edu/its/help/printing/printwise.shtml](http://marquette.edu/its/help/printing/printwise.shtml).

## Quiet Space

When exploring Eckstein Hall, students will find many hidden spaces for studying. The third and fourth floors, the gallery, and the Aitken Reading Room are intended for quiet study. When using these areas, students are asked to be respectful and quiet. If you need to make a phone call, please move to one of the stairwells to conduct business. When working in groups, please use the first or second floor, suite 342, or reserve a study room.

## Smoking

The Marquette University campus is tobacco free.

## Student Affairs Suite

Located on the second floor in suite 238, the Student Affairs Office is your first stop for questions about academic success, course planning, personal emergencies and hardships, exams, financial matters, student employment, student organizations, notary services, lost and found, or anything else, really. Our door is always open during business hours, so please stop by and get to know the Law School's Student Affairs team.



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## Student Kitchen

The student kitchen is located on the first floor in room 159.

- Refrigerators and microwaves are provided for student use. Students should label food containers with their names. The refrigerators are cleaned out the first Friday of each month. Unless otherwise communicated, all items in the refrigerator will be disposed of at that time.
- It is expected that kitchen users will clean up after themselves. Please be considerate of fellow students. Cover food when using the microwave and clean up any spills.

## Student Mail Folders

Student mail folders—located on the second floor near the service elevator—should be checked regularly. They serve as a vital portal of communication among students, faculty, and staff.

## Student Organization Suite

All students are welcome to use suite 342 to study, relax, or work with a group. The suite also has a microwave and a refrigerator, in which students can store their food with the same policies as those for the Student Kitchen.

## Tory Hill Café

Tory Hill Café serves breakfast, lunch, and dinner with the added bonus of an espresso bar that serves up lattes and mochas. Hours change seasonally. People bringing their own lunches are welcome to eat in the

Café. When the serving line is closed, the Café can be used as study space.

- Alcohol purchased in the Tory Hill Café must be consumed in the Café; alcohol served at events must stay within the program space.
- Pursuant to the university liquor license, bringing alcohol into Eckstein Hall is prohibited.

## Vending Machines

Beverage and snack vending machines are available in the student kitchen. Report issues (e.g., machine is empty, product did not dispense, refunds) to Marquette University Auxiliary Services, at 414.288.4636, to [vending@marquette.edu](mailto:vending@marquette.edu).

## Website

The Law School's website is full of helpful information, including, but not limited to:

- building hours
- class schedules
- event calendar
- Fitness Center information
- law library resources and service hours
- locker information
- prospective student/applicant information
- student organization information
- study room reservation information
- Tory Hill Café menu