Communications

It is university policy to keep the student body, staff, faculty, alumni, friends, supporters and the general public informed of institution-based events, activities, and policies. The primary source of information is the IIT Web site: www.iit.edu. The university also disseminates information in other ways, including but not limited to:

A.   **Bulletins**
The university publishes bulletins for undergraduate and graduate programs that provide information related to academic advising, such as synopses of curricula, course descriptions, and lists of academic offices and faculty members.

B.   **Class Schedules**
Before the registration period for each semester and summer session, a *Schedule of Classes* is issued that lists courses to be offered.

C.   **Faculty Handbook**
The Faculty Handbook is available on line at https://www.iit.edu/general-counsel/policies-and-procedures/faculty-handbook

D.   **IIT Today**
IIT Today is an electronic bulletin board available online to the IIT community that lists events and activities at the university as well as news of interest.

E.   **IIT Magazine**
The IIT Magazine is published throughout the year and distributed to alumni and friends of the university.

F.   **The Graduate Connection**
This newsletter, which is published throughout the year by the Graduate College, provides news and information about graduate programs and research. It is disseminated to a broad audience of current and prospective students, alumni, and local businesses and industries.

G.   **Human Resources' Policies and Procedures Manual**
Issued by the Office of Human Resources, this manual contains benefits information that applies to all employees and policies and procedures that apply only to non-academic staff. This manual is only available in the Human Resources' portal site of MyIIT, which can be found on the work tab in the Human Resources Announcements channel.

H   **Tech News**
Written and edited by IIT students, Tech News is published during the academic year. An advisory board supervises the operation of the university's student newspaper.

I.   **Kent Commentator**

The student newspaper at Chicago-Kent College of Law is published several times a year.

J.   **Policies and Procedures Handbook**

The university periodically issues statements of policy or procedure initiated by appropriate administrative officers. These statements are distributed to all administrative and academic departments for incorporation into the Policies and Procedures Handbook kept in each department and available online at https://www.iit.edu/general-counsel/policies-and-procedures.

K.   **Safety Committee Reports**

The university's safety policies and procedures, including without limitation, those related to laboratory safety, laboratory training, chemical hygiene, and contractor safety are available   at www.iit.edu/general_counsel/safety_committee_reports.shtml.

L.   **Student Handbooks**

For both undergraduate and graduate students, the IIT Student Handbook, organized and published by the Office of Student Affairs, describes general university regulations and requirements, lists the services and assistance available to students, and provides general information not included in the bulletins. A separate student handbook is published for Chicago-Kent College of Law.

M.   **IIT Alert**

In the case of a campus emergency, students, faculty and staff are notified via IIT Alert. Updates are provided as appropriate and necessary to ensure public safety.

N.   **The Chicago-Kent Alumni Magazine**

The Chicago-Kent alumnae/i magazine is published by the law school's Office of Public Affairs. It contains news of Chicago-Kent students, programs, and events; faculty and alumnae/i profiles; and a "Class Notes" section detailing the activities of alumnae/i class by class. The magazine is mailed to more than 9,000 Chicago-Kent graduates.

O.   **Directory**

The *IIT Directory* lists the name, title, department, campus extension, fax number, and e-mail address of each IIT faculty and staff member. It is available at https://www.iit.edu/directory/people.