

DIRECTORY OF FREQUENTLY USED CONTACT INFORMATION

The main number for Georgetown Law information is (202) 662-9000. When calling a number within Georgetown Law, dial only the four-digit extension number of the department. To call local numbers outside of Georgetown Law, first dial 8.

For general assistance, please contact your Law Center Liaison:

For **J.D. adjuncts**, contact Sarah Hulseley at (202) 662-9041 or sjh52@law.georgetown.edu

For **LL.M. adjuncts**, contact Tiffany Joly at (202) 662-9319 or tmj40@law.georgetown.edu

For **U.S.-based Visiting Faculty**, contact Sally McCarthy at (202) 662-9041 or sem35@law.georgetown.edu

For **International Visiting Faculty**, contact Cara Morris at (202) 662-9860 or woltemat@law.georgetown.edu

Listed below are the names, telephone numbers, and email addresses of people that can help you in the selected areas noted in the chart.

QUESTIONS ABOUT	CONTACT	PHONE #	EMAIL ADDRESS
Appointment Letter	Law Center Liaison	<i>See above</i>	<i>Refer to your Law Center Liaison (see above)</i>
Audiovisual Services	Law Center Service Desk	662-9284	help@law.georgetown.edu
Bookstore (Textbook Orders)	Barnes & Noble	662-9628	LawCampusStore@georgetown.edu
Cancelled Classes	Office of the Registrar	662-9220	lawreg@law.georgetown.edu
Canvas	Law Center Service Desk	662-9284	help@law.georgetown.edu
Career Strategy (J.D.)	Marcia P. Shannon	662-9300	mps4@law.georgetown.edu
Career Services (Graduate)	Caroline Springer	662-9017	cts26@law.georgetown.edu
Continuing Legal Education	CLE Office	662-9890	cle@law.georgetown.edu
Computer Support	Law Center Service Desk	662-9284	help@law.georgetown.edu

Copyright Permission	Jonathan Zimmer	662-9404	<i>copyright@law.georgetown.edu</i>
Course Evaluations	Office of the Registrar	662-9220	<i>lawreg@law.georgetown.edu</i>
Course Materials	Ronnie Rease	662-9286	<i>rr224@law.georgetown.edu</i>
Course Management Software Selection	Thanh Nguyen	662-9073	<i>nguyent2@law.georgetown.edu</i>
Disability Services	Mara Bellino	662-4042	<i>mcb260@law.georgetown.edu</i>
Early Learning Center	Donna Dickerson	662-9256	<i>dickerd@law.georgetown.edu</i>
Email Access	Law Center Service Desk	662-9284	<i>help@law.georgetown.edu</i>
Emergency Closing	Class Cancellation Line, Office of the Registrar	662-9446	<i>lawreg@law.georgetown.edu</i>
Enrollments	Office of the Registrar	662-9220	<i>lawreg@law.georgetown.edu</i>
Exams	Office of the Registrar	662-9220	<i>exams@law.georgetown.edu</i>
Facilities Management	Marshall Lucas	662-9330	<i>mal48@law.georgetown.edu</i>
First Class Reading Assignments	Angie Villarreal	661-6585	<i>alv33@law.georgetown.edu</i>
GOCARD	GOCARD Office	662-9915	<i>gocard@law.georgetown.edu</i>
Grades	Office of the Registrar	662-9220	<i>lawreg@law.georgetown.edu</i>
Incident Weather Notifications	Class Cancellation Line, Office of the Registrar	662-9446	<i>lawreg@law.georgetown.edu</i>
Information Systems Technology - Help	Law Center Service Desk	662-9284	<i>help@law.georgetown.edu</i>
Instructional Continuity	Law Center Service Desk	662-9284	<i>instructionalcontinuity@law.georgetown.edu</i>
Language Center (LL.M.)	Craig Hoffman	662-9531	<i>hoffmanc@law.georgetown.edu</i>
Library Research & Instructional Services	Christine Ciambella	662-9144	<i>cc872@law.georgetown.edu</i>

Library/Group Study Rooms (Williams Library)	Craig Lelansky	662-9155	<i>cdl3@law.georgetown.edu</i>
Library/Group Study Rooms (Wolff Library)	Elizabeth Graham	662-4265	<i>eg662@law.georgetown.edu</i>
Library Services/Circulation	Craig Lelansky	662-9155	<i>cdl3@law.georgetown.edu</i>
Library Services/Reference	Reference Desk International Reference	662-9140 662-4195	<i>libref@law.georgetown.edu</i> <i>intlref@law.georgetown.edu</i>
Library Services/Course Reserves	Jelethia Williams	662-9132	<i>jwtw2@law.georgetown.edu</i>
Room Reservations for Review Sessions, Make-up Classes, or Additional Class Sessions	Maura Grant Hayes	662-9887	<i>mkh61@law.georgetown.edu</i>
MyAccess Navigation/Instructions	Office of the Registrar	662-9220	<i>lawreg@law.georgetown.edu</i>
MyAccess (NetID Password)	Law Center Service Desk	662-9284	<i>help@law.georgetown.edu</i>
Office of Public Interest and Community Service (OPICS)	Barbara Moulton	662-9655	<i>moultonb@law.georgetown.edu</i>
Parking	Marshall Lucas	662-9331	<i>mal48@law.georgetown.edu</i>
Payroll	Melvinia Towns	662-9050	<i>townsm@law.georgetown.edu</i>
Photocopying Services	Ronnie Rease	662-9286	<i>rr224@law.georgetown.edu</i>
Public Safety	Kevin Hay Jose Burgos	662-9312 662-9172	<i>kch63@law.georgetown.edu</i> <i>jsb260@law.georgetown.edu</i>
Recording Classes (J.D.)	Anne Nelson	662-9041	<i>ahn27@law.georgetown.edu</i>
Recording Classes (LL.M.)	Sarah Kinney	661-6716	<i>sk1323@law.georgetown.edu</i>
Registrar	Denise Sangster	662-9238	<i>das232@law.georgetown.edu</i>

Sport and Fitness Center	Jason Wallenhorst	662-4250	<i>jaw55@law.georgetown.edu</i>
Student Accounts	Cora Osborne	662-9057	<i>stdaccts@law.georgetown.edu</i>
TWEN (Westlaw)	Thanh Nguyen	662-9073	<i>nguyent2@law.georgetown.edu</i>
Web Courses (Lexis)	Thanh Nguyen	662-9073	<i>nguyent2@law.georgetown.edu</i>
Writing Center	Noelle Adgerson	662-9525	<i>adgerson@law.georgetown.edu</i>