July 2015

Dear Part-Time Student:

Georgetown Law seeks to provide a part-time legal education in the evening that matches in intellectual depth and professional training what is provided in our, or indeed any, full-time program. This is an ambitious goal for the school, and it can pose weighty burdens on part-time students. Many of you have other important commitments to work and family. Time and energy have their limits.

This First-Year Part-Time Student Handbook has been prepared by the Office of J.D. Academic Services to provide the information you need to use your time effectively and succeed in your first year at Georgetown Law. The Handbook was first developed after a suggestion from a part-time student and addresses the special concerns and needs of Georgetown Law part-time students. We welcome your comments on the handbook and any suggestions for future revisions.

We hope that this Handbook permits you to make fuller use of available opportunities at Georgetown Law and to enjoy more richly this unique period in your life.

Sincerely,

Naomi Mezey
Associate Dean, J.D. Program
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INTRODUCTION

Georgetown Law has a long tradition of providing quality legal education to working students. In fact, Georgetown’s Law School was founded as an evening program. In 1870, the first catalog announced that “[t]he exercises will be held in the evening in order to facilitate the attendance of gentlemen who are engaged in the service of the Government.” Twenty-five students attended the Law School’s first lecture.

This tradition continues more than 140 years later. Today, many men and women who are employed full-time by the federal government, law firms, trade associations, and other organizations are able to concurrently attend one of the nation’s best law schools. Former Senator George Mitchell is just one of many well-known graduates of the part-time program. Professor Mitt Regan, on Georgetown Law’s full-time faculty, was also a part-time student.

This Handbook is meant as a useful primer on your first year. As a lawyer, as with many things, the trick to getting a job done well is to find the right tools. This Handbook and the offices referenced within serve as such tools. Seeking assistance early on to learn the landscape will be key to allowing you to utilize your time during the semester for what is most important – your studies. Throughout this Handbook, we supplement our general advice with more specific tips from current and former part-time students. These student notes reflect a range of individual perspectives that you may find helpful as you develop your own ideas and strategies for managing your studies.

THE FIRST YEAR

Overview

During the first year, in the part-time program, students pursue a 19-semester hour required program of study, which includes five required courses: Civil Procedure (4 credits), Constitutional Law I (3 credits), Contracts (4 credits), Legal Practice: Writing and Analysis (4 credits, year-long), and Torts (4 credits). Students will have the opportunity to request a seat in the optional, one-week, first-year course Week One: Law in a Global Context (1 credit, graded pass/fail). You will receive more information in the fall semester about the course and how to enter a lottery for the limited seating in this course.

You can view your Fall 2015 and Spring 2016 Course Schedules by clicking on the Admitted Students Website and in Appendix C. Classes in the part-time program typically begin at 5:45 p.m. The 4-credit courses are offered two evenings per week, from 5:45 p.m. to 7:45 p.m., to the full section of part-time students. In the Spring 2016 semester, Constitutional Law I is every Tuesday and alternating Thursdays from 5:45 p.m. to 7:45 p.m. Legal Practice: Writing and Analysis also meets twice a week, in Fall 2015, from 7:55 p.m. to 9:55 p.m. In Spring 2016, Legal Practice will meet once a week on Mondays, from 7:55 p.m. to 9:55 p.m. Week One takes place at the start of the spring semester, running each night from Monday, January 11, through Friday, January 15, 2016.

After the first year, there are a few remaining required courses that are part of the first-year program. The remaining first-year required courses, Criminal Justice and Property, are typically taken in the second year. The “first-year” elective must be completed in any semester of your choice before you graduate. The Office of the Registrar posts a list of courses that will satisfy the “first-year” elective requirement for part-time students on its website during the annual pre-registration period each spring. In addition to completing the required first-year program, students must take a course that meets the upperclass legal writing requirement, as well as a course in Professional Responsibility, in their upperclass years.

A complete list of graduation requirements – including how many credits you will need to earn, the minimum GPA you must attain, and how many part-time semesters you will need to take to meet the Law
Center’s residency requirement – are outlined in the Georgetown Law Student Handbook of Academic Policies, available at [http://www.law.georgetown.edu/go/handbook](http://www.law.georgetown.edu/go/handbook). There will be programming on how to approach your upperclass years, both from an academic and extracurricular perspective, in the spring of your first year, as well as other publications you can turn to for guidance (namely, the Guide to the Second Year and Beyond). You may also make an appointment with an academic advisor in the Office of J.D. Academic Services at (202) 662-9041 if you have any initial concerns or questions.

**Orientation**

Orientation for part-time students is held on August 25th and 26th, in the late afternoon and evening. Part-time students are required to attend the information sessions on academic and administrative matters, a welcome lecture by a faculty member teaching in your program this academic year, and a presentation on professional responsibility, legal ethics, and professionalism (also delivered by faculty as well as deans in our career and public interest offices). A series of faculty academic talks, cultural tours, a section service project, and other social events also take place throughout Orientation Week on an optional basis. You will be able to meet your full-time counterparts in the first-year program at many of these events, and you may particularly enjoy attending the Dean’s Reception and the President’s Welcome Assembly, held at the end of the week at the Main Campus. For more information about Orientation, log on to the Admitted Students website at [http://apps.law.georgetown.edu/admitted-students/](http://apps.law.georgetown.edu/admitted-students/).

You will receive an email during Orientation Week from the Law Library regarding your personal password for Westlaw, Lexis, and BloombergLaw, which are three powerful and commonly used online legal research tools. In addition, you may need to use your Westlaw password to access TWEN or your Lexis password to access Web-Courses, in order to obtain readings or syllabi from your professors (see the section on Getting Started in the First Weeks below). The Library website will also be a very helpful resource throughout your time in law school: [http://guides.ll.georgetown.edu/new-students](http://guides.ll.georgetown.edu/new-students), which includes research guides, treatise guides, study room reservations, research consultations, and the exam archive.

Each fall, the Office of the Dean of Students organizes an academic orientation series called 1L 101, which continues throughout the first year. The sessions focus on issues such as case briefing, classroom strategies, outlining, and exam preparation. Take advantage of these sessions. If you are unable to attend, it is a good idea to get the handouts and watch the webcast of the program you missed at [http://www.law.georgetown.edu/campus-life/advising-counseling/1L-101.cfm](http://www.law.georgetown.edu/campus-life/advising-counseling/1L-101.cfm). Please see Appendix B for the 2015-2016 schedule.

Another first-year series to attend is The Search Before the Search (SBTS), programs developed by the Office of Public Interest & Community Service (OPICS) and the Office of Career Services (OCS). SBTS helps first-year students assess their strengths and goals and take ownership of their professional development from the first days of law school. Sessions are held throughout the academic year and cover topics ranging from personal values assessment and maximizing co-curricular activities in law school to summer job essentials and professionalism in the work place.

**Getting Started in the First Weeks**

**BUYING TEXTBOOKS**

You can view information about the textbooks that are required for your courses from the Curriculum Guide ([http://apps.law.georgetown.edu/curriculum/](http://apps.law.georgetown.edu/curriculum/)) under the link for “View Textbooks ” in the schedules tab or course description. There will be information about the cost of new, used, and rental textbooks.
You can purchase your textbooks from the Georgetown Law Bookstore. The Bookstore is contiguous to McDonough Hall and has a separate entrance from F Street. For current hours, please call the Bookstore at (202) 662-9676. You can also order books online at http://www.bksstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&storeId=11008&demoKey=d.

COURSE MATERIALS: ARTICLEWORKS

If your professor has put together a reading packet to supplement or, in lieu of, a textbook, you will be able to obtain that online by going to the Student Services webpage (http://www.law.georgetown.edu/students.html) and clicking on the link for the Course Materials website. From this site (known as ArticleWorks), you can download a PDF of the materials for free or purchase a bound copy that is sent to you by mail.

LEARNING MANAGEMENT SYSTEMS: COURSEWARE, CANVAS, TWEN, AND WEB-COURSES

Currently, all Georgetown Law professors and students have access to several online learning management systems (LMS) or class-related websites, described in more detail below. On these websites, professors may post documents (including reading materials), list links to materials for students to read, email messages to students enrolled in the site, and facilitate online discussions. Your professors will let you know if they have a class-related website, which system they are using, and any password (if applicable). You may also want to log into each of the following class-related websites to look for and enroll yourself in your courses.

• **Courseware** is Georgetown Law’s own web-based course management tool. Courseware, like TWEN and Web-Courses, has features that allow faculty to post syllabi and other documents, maintain an online discussion forum where students can post questions and statements pertaining to the class, and email the students who enrolled in the site. Each student must enroll themselves by selecting the course from the main Courseware page. In order to use Courseware, you will need to log into the application with your Net ID and Georgetown University password. Instructions for using Courseware are located at http://www.law.georgetown.edu/campus-services/ist/support-training/online-tutorials/courseware/CoursewareTutorialStudents.cfm.

• **Canvas** is an advanced learning management system that was adopted this year by Georgetown Law. Like other LMS’s, it allows faculty to post syllabi and other documents, host online discussions, and communicate with students from the site. It also allows faculty to post videos, incorporate quizzes, schedule office hours, and grade assignments. When you sign into Canvas, you will be able to see all your courses using it on one portal page. Canvas also has a calendar function that allows you to see when your assignments are due. To log into Canvas, go to https://georgetownlaw.instructure.com/ or visit the Quicklinks list in the student portal. Sign in using your Net ID and Georgetown University password. You can find instructions on how to use Canvas here: http://guides.instructure.com/m/4210/c/56054.

• **TWEN** is The West Education Network, available through the Law Library’s Westlaw subscription. This service integrates Westlaw’s online document database, so citations to cases, statutes, regulations, and articles that are posted on TWEN link directly to the documents that are available on Westlaw. Students enroll themselves by adding the course to their TWEN account. Faculty can email students at the email addresses the students provided to Westlaw. Students will receive a password for Westlaw from the Library. Instructions for using TWEN are located at http://www.law.georgetown.edu/library/research/tutorials/twen/index.cfm.
• **Web-Courses** is available through the Law Library’s Lexis subscription and provides faculty with Blackboard. Like Westlaw, Web-Courses is integrated into Lexis’ online document database, and the site support discussion boards, assignment dropboxes, and other tools. Students can print these documents at no charge on Lexis printers located throughout Georgetown Law. Students enroll themselves by adding the course to their Lexis account at [http://www.lexisnexis.com/lawschool/login.aspx](http://www.lexisnexis.com/lawschool/login.aspx). Students will receive a password for Lexis from the Library. Students may learn more about the Web-Courses system at [http://www.lexisnexis.com/lawschool/webcourses/faq_student.asp](http://www.lexisnexis.com/lawschool/webcourses/faq_student.asp).

**FIRST CLASS READING ASSIGNMENTS**

Professors often assign readings to be completed in advance of the first day of class. First class assignments are typically listed online at [http://apps.law.georgetown.edu/reading-assignments/](http://apps.law.georgetown.edu/reading-assignments/). If you do not see one of your classes listed, the professor has not submitted an assignment to the Office of Faculty Support.

Your professor may have also posted or distributed a first class reading assignment via one of the following:

• Learning Management Systems. (See above.)
• In an email. (Each student has a Georgetown Google Apps for Education account and should check this account regularly. See the section on Communications and Technology in this Handbook.)
• In a syllabus posted on the course materials webpage, ArticleWorks, located at [http://www.law.georgetown.edu/students/course-materials/index.cfm](http://www.law.georgetown.edu/students/course-materials/index.cfm).

If you have any questions about the assignment, contact your faculty member directly.

**READINGS AND TEXTBOOKS ON COURSE RESERVE**

The Bookstore lends a copy of all required textbooks to the Law Library for the first two weeks of classes. These are kept on reserve at the Williams Circulation Desk and may be checked out by students for a period of three hours.

In addition, faculty may request that recommended readings be placed on course reserves. Course Reserve materials may be checked out by for a period of three hours. They may be renewed at the Williams Circulation Desk, unless another student has requested the same item.

**STUDY AIDS**

The Reading Room Reserve Collection contains current editions of hornbooks, nutshells, and other study guide titles. It is housed in the west end alcove of the Robert L. Oakley Reading Room in the Williams Library. The items in this collection may only be used in the Reading Room.

**GROUP STUDY ROOMS**

The library has several small group study rooms in both the Wolff and Williams Library locations. You may learn more about the rooms and make online reservations at the following website: [http://www.law.georgetown.edu/library/about/services-policies/group-study-rooms.cfm](http://www.law.georgetown.edu/library/about/services-policies/group-study-rooms.cfm).

**TOOLS FOR AUDIO LEARNERS AND AUDIO AUTHORS**

The Law Library and the Office of the Dean of Students provide two unique productivity tools for audio learners.
• **Dragon Naturally Speaking**: A program that transcribes dictation, reads back your text, and allows users to control the computer using voice commands.

• **Kurzweil Educational System**: A web-based program which allows the user to listen to text, either electronic or scanned printed information.

Both products are available in Room 111 of the Williams Law Library, on a dedicated computer in that space.

To try either system, reserve the room online at [http://rooms.ll.georgetown.edu/booking/study-rooms](http://rooms.ll.georgetown.edu/booking/study-rooms) and go to the Williams library circulation desk to borrow the headset and instruction sheet that will help you get started. Reservation information is available at: [http://www.law.georgetown.edu/library/about/services-policies/group-study-rooms.cfm](http://www.law.georgetown.edu/library/about/services-policies/group-study-rooms.cfm).

**Class Attendance, Class Recordings, Exams, and Other School Policies**

**CLASS ATTENDANCE**

Please remember that attendance is required at all classes. The Georgetown Law Student Handbook of Academic Policies stipulates that the following:

The Law Center must be satisfied at all times of the serious purpose of each student. Regular and punctual attendance at all class sessions is required of each student. Student participation is expected in all courses. A student who, even though registered for a course, has not regularly attended, participated, or otherwise met class requirements may, at the professor’s option, be:

- withdrawn,
- excluded from attending class sessions,
- excluded from sitting for a final examination or submitting a final paper (with the same consequences as a voluntary failure to appear for a final examination or submit a final paper), or
- receive a lowered or failing grade in the course.

A student who has not properly registered for a course may not take the final examination or receive any credit for participation in the course.

Please be aware that Georgetown Law supports faculty who uphold the attendance policy rule. All students are expected to attend class regularly and to miss class only in exceptional circumstances.

**CLASS RECORDING POLICY**

Students who miss class(es) may, in certain circumstances, request access to an audio recording of the missed class(es). The class recording will be released to the student if the request meets one of the approved reasons for recording as enumerated in Georgetown Law’s Policy for Audio- or Video-Recording of Classes, [https://www.law.georgetown.edu/campus-services/registrar/handbook/recording.cfm](https://www.law.georgetown.edu/campus-services/registrar/handbook/recording.cfm). The Law Center will only record classes if permitted by the faculty member or required by law.

Each semester faculty members provide their audio-recording preferences to the Office of J.D. Academic Services and the Graduate Programs Office depending on if the course is a J.D. or LL.M. course offering.
If you have questions about a particular professor’s audio-recording preference, please contact the Office of J.D. Academic Services or the Office of Graduate Programs.

Students are not permitted to record a class themselves by any means without prior express authorization of the faculty member. If a student receives permission from a member of the faculty to record a class using equipment not provided by the law school, downloading such a recording to a computer or other electronic device, distributing such a recording to any other person, or using the recording for any purpose other than the student’s own education is not allowed without express permission of the relevant faculty member. Unauthorized downloading or distributing of all or any portion of a permitted recording may be deemed a violation of the Student Disciplinary Code.

Students submit requests for the audio-recording of classes through the online request form located at http://apps.law.georgetown.edu/class-recordings/. These requests are directed to the Office of J.D. Academic Services or the Office of Graduate Programs accordingly.

Recording that is done pursuant to an approved request of an individual student will be made available only to that student in streaming audio format. Students who receive or are provided access to a Georgetown Law recording of a class under this section are prohibited from downloading the recording to a computer or other electronic device or distributing the recording or any portion thereof to anyone.

The default rule is that class recordings made by the institution are only available to authorized students for 28 days after the date of the original recording.

EXAMS
Exams for first-year courses are set and are listed in the course schedule. You will need to plan accordingly as there are limited circumstances for exam deferrals. For information about exam deferrals, see the Exam Relief Policies section in the General Administrative Policies chapter of the Student Handbook noted below. Exams will be rescheduled for exam conflicts or extraordinary cause. In addition, part-time students may request to have an exam rescheduled for reasons of employment where unavoidable or extraordinary circumstances are present. Please contact the Office of the Registrar (lawreg@law.georgetown.edu) with any exam deferral requests.

OTHER IMPORTANT POLICIES
During Orientation Week, you will receive a copy of the Student Handbook of Academic Policies, http://www.law.georgetown.edu/go/handbook. Please note that we expect you to be familiar with the contents of the Student Handbook and encourage you to take some time familiarizing yourself with it. In particular, we want to emphasize the importance of complying with our Student Disciplinary Code. We expect our students to conduct themselves with the highest degree of honesty, integrity, and trustworthiness, as defined in the Code, whether in taking exams, completing written assignments, attending class, or participating in extracurricular activities. Additionally, you should inform yourself as early as possible about the rules around exam administration, including exam deferrals and conflicts, our grading system and the consequences for failure to submit work or sit for an exam, and the course withdrawal rules.

The Student Handbook touches on a wide range of other policies relevant to your time here. One policy that has recently changed and is worth reviewing is the policy on transferring into the full-time program, which is now permitted after the third part-time semester subject to approvals and limitations outlined in the Handbook. The Handbook also includes a useful “quick guide” to give you easy access to relevant department and services at the Law Center, which we have replicated and augmented with business hours in Appendix A. The online version of the Student Handbook, available at
http://www.law.georgetown.edu/go/handbook, will also include any policy changes made during the course of the academic year (any such changes are also communicated by email to students).

The First-Year Experience – Developing Good Study Habits

Many students find the first year of the part-time program the most challenging. During the first year, students acquire the tools for legal analysis while learning substantive law and developing legal research and writing skills. As with any new endeavor, much of the challenge lies in developing a routine that works for you. Although the demands of the classroom do not decrease in later years, having an established routine and a solid educational foundation from the first year make these years more manageable. What follows is some advice on developing good study habits during the first year and beyond.

FINDING TIME TO DO YOUR READING

The amount of time students spend reading/taking notes and how they fit these hours into their week varies dramatically. In the first year, it will be important to identify your priorities and maintain a balance between school and your other commitments. The student notes below offer individual perspectives on finding the right balance between work, school, and personal commitments.

Student Notes:

1) Start law school with as few time commitments as possible (e.g., take a break from any time- or energy-consuming hobbies, etc.). Then as you learn how to efficiently manage your schedule and law school classes, add back in your hobbies and social life. Managing law school as a part-time student can be a steep learning curve, so you should give yourself as much time and energy in learning how to do it from the very outset, to avoid burnout in the first semester.

2) Time management is very important and something I struggled with early on. I found that doing all my reading and case briefs over the weekends worked best. If I was able to find time in the mornings or after class, I would usually just skim over my case briefs as a refresher. As the semester progresses, you will become more accustomed with what the professor is looking for and this will tremendously help speed up your reading and preparing for class.

3) I use the early mornings and the weekends to do my reading and Legal Practice projects. If I’m diligent about studying an hour every morning before going to work, I am able to have about half of my weekend free (except for first semester, when everything took longer). On occasion, my lunch hour is committed to school stuff, but I try to use that hour to get some exercise. This schedule allows me to have a late dinner with my husband and to have some free time to play on the weekends.

4) While the time demands of work and school necessitate slimming down your personal life and extra-curricular activities, it is very important to maintain relationships with friends and family, and to stay physically active. It’s been a struggle for me to balance everything and to be effective with my study time. My tendency is to block out all of my time for studying, which has the unintended effect of leaving me unhappy and unengaged (which doesn’t make for effective studying). The key to combating this is to make time to get my mind off of school and work - to recharge and to enjoy other things in life. Just like everything, you must schedule this in and be deliberate, but without it, the stress can lead to being overwhelmed and depressed. We are on an incredible and intense journey, working and going to school in Washington - we should be excited and engaged. Taking time to get your mind off of school will help give you a renewed sense of purpose when you sit back down to study.
STUDY GROUPS

Many students find it helpful to join a study group in order to have a structure for reviewing course material and preparing for exams. Others find they study more efficiently on their own. As with most aspects of law school, it is important to decide what works best for you and your own priorities. To make the most of study groups, you may want to have an agenda for your meetings, such as covering a certain doctrine or set of cases in the early weeks, or practicing writing out and comparing answers to short questions from commercial aids or longer questions from prior exams later in the semester. Simply meeting to “talk about” an entire subject can turn unproductive. As listed above, the Library maintains several group study rooms for students.

Student Notes:

1) Study groups can be beneficial, or they can be a waste of time. Because time is precious to part-time students, if your group is wasting your time, don’t hesitate to get out of it or to form a smaller group with one or more people you can work with well. Sometimes it is best to study alone first, and then get together with someone to talk through problems or old exam questions after you have done them alone.

2) I was in a study group for most of the year. I enjoyed it immensely, even when we got off on tangents, which we were wont to do. Admittedly, it is not the most efficient way to study, but it is a good place to discuss the material and work out any difficulties you had with it especially before exams. It was very helpful when we all outlined a certain section of the material and then got together and walked through it, because then you could make sure that you weren’t missing, misinterpreting or misunderstanding anything. It is also a good way to get to know some of the people in your class and to get varying opinions and interpretations of the law.

3) During undergrad, I never participated in study groups. I found them distracting and an inefficient use of time. However, during my first year in law school, I did one semester with a study group and one without and found it to be very helpful. The key is to find a group of like-minded individuals and start early. We would meet every other week throughout the semester and make sure we all had the same takeaways from class. Many aspects of law are abstract and can easily be overlooked. Building a consensus with multiple people helps alleviate this. You just have to be weary that when you have that many people (who are all really smart I might add) putting forth ideas (also known as debating legal theory) that you stay on track and not venture far off topic.

4) I made very limited use of study groups. In the fall of my first year, I got together with a few classmates during the exam period. I was further along in my preparation than others in my group and thus found it largely a waste of time. There is a social aspect to study groups that is important to some students that I missed out on. I prefer to make my studying time as efficient as possible so I have more time to spend with my spouse and non-law school friends. It’s important to trust your instincts. I got my highest grades during the first year in courses that I never discussed with anyone. A study group is NOT a necessity to good exam preparation and performance.

5) I found study groups most helpful as a way to minimize procrastination – if I knew I had to review certain material at a study group, I would prepare beforehand. In classes where I didn’t have a study group, I generally began reviewing much too late. In one class, I did my entire review in one weekend, my grade reflected it, and I realized what a difference having a study group made simply for that reason.
6) It is immensely important to keep the groups relatively small and consistent. I found my study group was most helpful when we focused narrowly on issues that one or more people did not understand rather than simply going through the material. Our discussions focused on simply going through the material more as the group grew (generally as the exam date approached) and included people who had not consistently worked in our group. Even if you feel like you are ahead of others in your outlining, it’s extremely helpful to be forced to explain the material out loud and on the spot.

1L 101

1L 101 is an academic support program that helps first-year students maximize their study and learning skills in response to the particular demands of law school. The Dean of Students Office, in conjunction with other academic offices, hosts this series of useful workshops throughout the Fall and Spring semesters to help you acclimate to life as a first-year law student. A calendar of these events, which include topics such as Briefing and Outlining (discussed in some detail below), as well as exam preparation and “first-year choices”, is included in Appendix B of this Handbook. There are parallel sessions held in the evenings for our first-year part-time students. Additionally, webcasts and handouts can be downloaded at https://www.law.georgetown.edu/campus-life/advising-counseling/1L-101.cfm.

CASE BRIEFING

Because much of the reading you will be doing for class will be cases (i.e., written “opinions” by a judge or judges deciding a dispute), understanding how to take notes on this type of material is an important step in your learning and preparation for class. The Dean of Students Office offers a 1L 101 session [during Orientation Week] that in addition to introducing you to the classroom dynamic and case reading strategies, teaches specific “notetaking” or “briefing” techniques for cases (see above and Appendix B for more information on 1L 101). Effective case briefing includes distilling the principal elements of a case (e.g., the facts, procedural history, issue, and rule) for ease of understanding and discussion, and contextualizing the case within the broader legal doctrine you are studying. Students with additional questions about briefing should contact Elizabeth Ewert, Director of Academic Enhancement Programs, at ee3@law.georgetown.edu or call 202-662-4066 to schedule an appointment.

OUTLINING

Outlining is a catch-all term for the process of reviewing all of the material in a course and preparing a systematic summary. Many students find that outlining a course helps them “own” the material. Some students say they do not refer to the outline much during the exam, but the process of preparing an outline or summary of the course is an important part of their preparation. Other students prepare a joint outline with a study group. You should bear in mind that outlining is simply a technique for learning the material, and not an end in itself. The outline itself is meaningless if it does not help you learn. A lengthy outline that simply regurgitates your class notes and readings may not be much help during the exam itself. An outline in which you synthesize the materials and identify the key points will help you see the big picture and will provide you with a more succinct and useful outline during the exam. Try to prepare a short topics outline to go with the course outline, and do as much hypothetical problem-solving in the body of the outline as possible.

Student Notes:

1) I found outlining to be an extremely useful way of organizing and learning the information, even though I did not use my outlines extensively during the exams. I found that I never really had a good grip on the material until I outlined it. A useful method is to outline everything in your
class notes and notes from your reading in a fairly comprehensive manner, let it rest a day or two and then go back and make a smaller outline of only the black letter law, leaving out all of the cases, theories, etc. I would recommend having the large outline done on the last day of class which then gives you enough time to condense it and do a practice exam. (I would give myself a minimum of four weeks to work on it; most people start sooner.) I did not buy any of the commercial outlines (law books are expensive enough as it is), and used them only in my study group when we were having a serious disagreement about something.

2) Outlining doesn’t work for everyone, and many part-time students find they simply do not have enough time to create an outline for every class. If you don’t have time to create your own outline but like using an outline to study, often you can find a recent outline done for your course and professor. Study aids can be very helpful, but they are best used as a supplement rather than in place of your assigned reading and notes. Flash cards often work well for rule-based courses such as Civil Procedure and Evidence. If you do not want to buy flash cards, try putting an ad on the bulletin board outside the cafeteria. Some students sell them at low cost, or even lend them to you for the semester.

3) As an evening student with limited time, it’s important to be strategic when deciding when to outline on your own, when to use one that is handed down, and when it’s appropriate to use commercial materials (and picking which materials to use). The majority of the handed-down outlines were not useful, but there were a few excellent ones that I relied on extensively. Even if you do use other students’ outlines or commercial materials, still go through the material very carefully. Having an outline or commercial materials is not a substitute for studying. I thought that the Freer hornbook was indispensable, the Chemerinsky hornbook was helpful for Con Law, and Emmanuel’s was somewhat helpful for Contracts. I didn’t use any commercial materials for Torts or Property. One universal piece of advice: make sure you have a very short, checklist-style outline by test day.

4) In spite of all the advice I heard before entering law school about not using commercial outlines, I did purchase them and used them to help me get the general overview of a course before I began my outline. I found this method to be exceptionally helpful because it allowed me to put together all the pieces of the puzzle and to really understand what the course was about. However, I never would use a commercial outline as a replacement for reviewing my personal notes. There are always going to be issues discussed in class that you won’t find in a commercial outline.

5) ALWAYS create your own outlines from scratch. This is a critical step in learning the material. But it is also very important to have at least 1-2 commercial outlines for the foundational lecture classes to make sure you don’t miss anything, that everything you have is correct, or to see if there are better ways to explain concepts or structure them in your outline.

PREPARING FOR EXAMS

As the Fall semester proceeds, you will begin to think about preparing for your first law school exams. In early November, the Office of the Dean of Students will offer several programs on preparing for and taking law school exams that provides faculty and advisor perspectives on this important issue.

The very best way to prepare for exams is to write out answers to as many practice questions as possible. Short questions and answers can be found in certain commercial study aids to help you target particular doctrinal areas. You can start doing these as soon as you complete a doctrine or set of cases in a class.
The Library maintains past exams indexed by course and by faculty member, which can be accessed on the Library’s webpage under the tab for students. Exams from Spring 1998 forward are available online at http://apps.law.georgetown.edu/exams-archive/. Hard copies of exams are available in the Robert L. Oakley Reading Room in the Williams Building.

Many faculty members file a “feedback” memo or “best exam” with their exams. The feedback memos vary in format but provide some sort of explanation of the exam questions and correct answers. Students make use of these past exams in a variety of ways:

- Reviewing several years’ worth of your professor’s exams will highlight issues that are likely to be tested.
- Completing past exam questions under simulated time limits will give you a feel for how time-intensive your professor’s exams are likely to be and provide some guidance as to the depth of analysis he or she expects in answers.
- Completing practice exams provides you with a guidepost against which to measure your level of preparedness and will identify areas where your understanding may be weak. Of course, this is most helpful if you have left yourself time for further preparation after taking the practice exam.
- Completing old exams provides an agenda for discussion with a study group.

**Student Notes:**

1) **This is a MUST DO.** Old exams are the best study tool, but you have to save time at the end to do them. You should outline first, try to learn the course pretty well, and THEN do the exam. I like to do them in a group, with others. Many people actually take them timed as if they were for real. Clearly, that would be the ideal thing to do, but I’m always strapped for time.

2) **Doing a practice exam, where I sat down and gave myself four hours and took the exam as if it were the final, was helpful.** Unfortunately, since I do not usually have four hours to spare in the last week before exams, I was only able to do this once. I definitely recommend it, especially before your first exam or two. If you (like me) do not have enough time to do this, I strongly recommend that you at least read a couple of old exams from each professor and try to answer some of the questions. The exams with feedback memos are the best because they show you not only what type of questions the professor is likely to ask, but what kind of answers they are looking for. I also found it helpful to get together with my study group after we had all outlined and to go through the exams together, working out what we thought the answers should be.

3) **Making use of old exams is critical.** You must spend as much time thinking about how you will structure an answer on a test as you do learning the material. Translating the information from the outline to a solid exam answer is more challenging than most people (including myself) realized. Old tests are the best way to practice this, even if you’re not able to take them under timed conditions. You should, however, take at least one exam timed before your first fall exam. I was shocked by how poorly I paced myself.

4) **First, go read Getting to Maybe. Second, re-read Getting to Maybe. Then – take actual, timed practice exams.** Read them critically, compare them to best examples. Lastly – do not put off finals prep until the exam period.

5) **Simple. The key thing is to start preparing early:** (1) Go to classes and pay attention. (2) Take good notes. (3) Read the material efficiently. (4) Create a working outline from the beginning of
the semester. (5) Finish outline at least 1-2 weeks before finals and spend the remaining days taking practice exams.

ACADEMIC ADVISING AND SUPPORT

Making Your Needs Known

You will find that the Georgetown Law community is an active, vibrant one with a busy calendar of lectures, student events, and other interesting programs throughout the academic year. As a part-time student, you may feel it is harder to participate as fully as your full-time counterparts in the school’s extracurricular life given the demands of work and other commitments. Both the administration and student organizations attempt to schedule events at times when part-time students can attend, but this is not always possible. **The most important thing you can do is come forward and communicate your needs and concerns.** The administration is eager to understand the needs of its part-time students, but you must let those needs be known in order for us to be able to address them. A good place to start is the Office of the Dean of Students, 210 McDonough Hall, (202) 662-4066. Dean of Students Mitch Bailin serves as an advocate for student interests at Georgetown Law and as a primary liaison between students and the faculty and administration.

Additionally, a list of telephone numbers and office hours for many Georgetown Law offices is provided in Appendix A. Please consult Appendix A for individual office schedules. The Office of the Dean of Students, the Office of J.D. Academic Services, the Assistant Dean for Financial Aid, the Office of Public Interest and Community Service, the Office of Career Services and the Registrar are available after normal working hours by appointment.

Academic and Personal Advising and Counseling

Georgetown Law is committed to providing academic as well as personal advising services to our students. The Office of the Dean of Students provides a comprehensive guide to academic and personal advising services at registration during Orientation Week. Counseling resource information is also published on Georgetown Law’s website at [http://www.law.georgetown.edu/campus-life/advising-counseling/index.cfm](http://www.law.georgetown.edu/campus-life/advising-counseling/index.cfm). You are invited to call on the following for assistance with personal as well as academic matters:

- Mitch Bailin, Dean of Students at (202) 662-4066
- Sally McCarthy*, Assistant Dean for J.D. Academic Services at (202) 662-9041
- Sarah Hulsey*, Assistant Dean for the J.D. Academic Programs at (202) 662-9041
- Rachel Taylor, Assistant Dean of Experiential Education at (202) 662-9865
- Margaret Gerety*, Director, J.D. Program at (202) 662-9041
- Elizabeth Ewert, Director of Academic Enhancement Programs at (202) 662-4066
- Carmia Caesar, Director of Externship Program at (202) 662-6677
- Denise Sangster, Assistant Dean and Registrar at (202) 662-9220

*These are advisors in the Office of J.D. Academic Services. Academic advising questions can be emailed directly to jdas@law.georgetown.edu. Students are also encouraged to complete a course selection advising form, available on the Office of J.D. Academic Service’s website, [https://www.law.georgetown.edu/academics/academic-programs/jd-program/jd-programs-office/index.cfm](https://www.law.georgetown.edu/academics/academic-programs/jd-program/jd-programs-office/index.cfm), when they seek an advising appointment on course planning and selection for their second year. Students typically request these appointments during the preregistration period for 2016-2017 courses – in April and May, after the 2016-2017 course schedule is released. Students will receive more information on preregistration in the spring.
Students are also encouraged to contact the Campus Ministry Office at (202) 662-9295, the Office of the Dean of Students at (202) 662-4066, or the Office of Student Life at (202) 662-9292 for help and advice.

Georgetown University’s Counseling and Psychiatric Service (CAPS) provides professional confidential counseling by appointment throughout the school year. CAPS offers a range of psychological and psychiatric services that attempt to balance the unique needs of individual students with the broader demands of a diverse community. Part-time students are eligible for evaluations, consultations, and referral services. For additional information go to http://www.law.georgetown.edu/campus-life/advising-counseling/personal-counseling/caps-services.cfm. Call Patrick Lillis, Intake Coordinator, at (202) 687-6985 to schedule an appointment. The office for the CAPS counselors is located in the lower level of the Gewirz Student Center (L-102) on the Law Center campus.

Sexual Assault and Relationship Violence Services

Laura Cutway is the Sexual Assault and Relationship Violence Liaison (SARVL) for the Law Center. In this capacity, she is an extension of the Health Education Services Office on main campus. Laura provides confidential crisis interventions and options counseling for law students who are struggling with issues related to interpersonal violence. Services include assistance in accessing medical care, student and/or criminal judicial systems, counseling services, safety planning, academic assistance, support groups, and housing relocation. Laura is available to provide confidential consultations with survivors and friends of survivors. More information is available at http://www.law.georgetown.edu/campus-life/advising-counseling/personal-counseling/sarvl/index.cfm. You may contact Laura by email at lmc228@law.georgetown.edu, by phone at (202) 662-4042, or in person in the Office of the Dean of Students at 210 McDonough Hall.

Students with Disabilities

Students at Georgetown Law have been diagnosed with a variety of disabilities which could include physical disabilities, learning disabilities, attention disorders, chronic health conditions, and psychological disabilities. In compliance with applicable federal law, Georgetown Law provides accommodations to students who present appropriate documentation to the Office of Disability Services. All accommodations approved on the basis of disability must be provided by or in consultation with Laura Cutway, the Director of Disability Services, within the Office of the Dean of Students. You may contact Laura by email at lmc228@law.georgetown.edu, by phone at (202) 662-4042, or in person in the Office of the Dean of Students at 210 McDonough Hall.

Peer Advisors

All part-time students are assigned a Peer Advisor for the first year of law school. Peer Advisors are upperclass students who introduce first-year students to Georgetown Law and the D.C. area and serve as informal mentors throughout the first year. Entering part-time students will receive a note from their Peer Advisor by email at the end of July to provide advice and guidance and to answer your questions from a student perspective. Peer Advisors will correspond with you throughout the academic year, are available for individual meetings, and will host advice programs and social events for your section. They are great sources of information about the campus and its resources, life as a first-year and part-time student, and D.C. neighborhoods and cultural opportunities.

Meeting With Faculty

We encourage you to get to know the faculty, both those who are your current teachers and those who share your specific interests in the law. Many faculty who teach in the evening hold office hours just before class. In addition, faculty often offer an alternative means of consulting with them. Many will
meet with you after class by appointment and/or will consult by phone and email. Faculty members generally will announce how best to reach them at the first class and in their syllabus. If you are unsure of the best way to reach your faculty or of their office hours, do not hesitate to ask!

**Subject Matter Tutors**

Each year, the Dean of Students Office hires upperclass students who provide tutoring services in particular first-year subject areas. To request a tutor, a student must first meet with Elizabeth Ewert, the Director of Academic Enhancement Programs, in the Dean of Students Office. More information about the tutorial program can be found at [https://www.law.georgetown.edu/campus-life/advising-counseling/academic-support-tutoring.cfm](https://www.law.georgetown.edu/campus-life/advising-counseling/academic-support-tutoring.cfm). Interested students should contact the Office of the Dean of Students at (202) 662-4066.

**Extracurricular Activities in the First Year**

The first-year curriculum is a rigorous introduction to the law, one crafted to give you the tools you need to succeed in your upperclass years and throughout your legal career. It is also a mandatory and time-intensive one, which provides you with limited opportunities to make choices about what you study and how to spend your time. However, there are a few opportunities to participate in extracurricular activities in your first year through the moot court competitions with the Barristers’ Council or by getting involved with one of the many student organizations or Student Bar Association. Below is some information about these opportunities.

**MOOT COURT/MOCK TRIAL/ALTERNATIVE DISPUTE RESOLUTION**

Participating in Georgetown Law’s moot court or mock trial competition is an excellent way to develop real world litigation skills. This is a particularly valuable opportunity for part-time students, many of whom may be unable to participate in a clinic in their upperclass years because of work obligations. The Barristers’ Council oversees the mock trial, moot court, and Alternative Dispute Resolution (ADR) programs at Georgetown Law. Please visit the Barristers’ Council website, [http://www.law.georgetown.edu/barristers/](http://www.law.georgetown.edu/barristers/), for specific information about these programs.

Part-time students are members of moot court, mock trial, and ADR teams every year. Students report that the time required as a team member is fairly concentrated. For a good part of the year, team members have no obligations, but they spend a lot of time preparing during the two months prior to their competition. Practices are often scheduled in the evening and on weekends not only to accommodate part-time student participation but also because many coaches are practicing attorneys and are not available during the work day. The amount of time spent practicing varies from team to team. Some competitions may require out of town travel for up to three days.

**Student Notes:**

1) Competing with Georgetown’s trial team has been one of the most fulfilling aspects of law school! Preparing for a trial competition involves countless hours developing opening statements, cross examinations, etc., with other team members and coaches, but that investment of time and energy pays off by helping develop valuable trial techniques. Since our coaches are successful trial attorneys in the D.C. area, being on a trial team also gives you the opportunity to build a network of mentors who can offer career advice and introduce you to potential employers.

2) I did the Beaudry Competition (for moot court) and probably would have been better off if I hadn’t done it. I spent my entire Spring Break doing it, and then another week preparing for the orals. Since I work full time, this meant that I fell two weeks behind in my schoolwork, which was
a bad situation to be in, especially since there wasn’t much time left in the semester to make it up. I then topped it off by bombing my oral argument. I had had a rough day at work and was assigned to argue at 9:45 that night, which meant I had to hang around for another hour after my two hours of class. By the time I finally got up to argue, I was so worn out that I just wasn’t functioning on all four cylinders. The up side was that it was excellent practice for Journal Write On and left me feeling much less intimidated about that competition. It was a worthwhile writing exercise in and of itself, and I would recommend it if you have the spare time for it, but it was more of a time commitment than I should have taken on.

3) **Barrister’s Council (BC)** is a great opportunity to gain real-world legal research, writing, and oral advocacy skills in a relatively low-stakes setting. Additionally, the program is flexible enough that part-time students can still take full advantage of it. While the entry competitions are difficult and time-consuming during the competition period, evening students are at no disadvantage and actually over-represented in several of the divisions. Be advised though that the initial competitions are a major commitment during the competition period and any students interested should be aware they will have to carve out the time. But, once you are on a team, the workload is intermittent and highly flexible (other than the actual tournament weekend). Many tournaments are in the DC area, and my coaches and teammates have been understanding of my work schedule. During final tournament prep they even switched our practice rounds to 9 pm to accommodate my class schedule. I’ve also made some great friends through the program and have really enjoyed the entire experience. BC is really worth the time investment.

**PRO BONO AND COMMUNITY SERVICE**

Participating in Pro Bono work your first year can be a great way to gain practical experience, build relationships, explore new areas of law, put your legal courses in context, and give back to the community around you. Part-time students are encouraged to sign up for the Georgetown Pro Bono Pledge, and are also eligible to participate in the fall and spring semester Georgetown Pro Bono Service Project, which matches students with pro bono placements in the DC area. Because we recognize that part-time students often have limited availability during the week due to work and class obligations, we strive to include as many weekend opportunities as possible in our Pro Bono programmatic offerings.

**Pro Bono Pledge**

The Georgetown Law Pro Bono Pledge challenges all incoming law students to pledge to complete at least 75 hours of law-related volunteer work and community service before they graduate. Students who sign up for the Pledge will receive a biweekly newsletter advertising local pro bono and community service opportunities. Students who complete the Pledge will receive a certificate signed by the Dean and an honor cord to wear at graduation. There are no negative consequences for students who sign up for, but do not complete, the Pledge. To learn more about the Pro Bono Pledge and how to sign up, please visit: [http://www.law.georgetown.edu/careers/opics/pro-bono/pro_bono_pledge/](http://www.law.georgetown.edu/careers/opics/pro-bono/pro_bono_pledge/).

**PART-TIME STUDENT ORGANIZATIONS AND STUDENT GOVERNANCE**

**Student Organizations**

A list of more than 115 existing student organizations at Georgetown Law can be found on the Student Organization OrgSync Portal at [http://www.law.georgetown.edu/campus-life/activities-organizations/student-organizations/list.cfm](http://www.law.georgetown.edu/campus-life/activities-organizations/student-organizations/list.cfm). They include organizations based on ethnicity, field-of-law interest, religion, social interest, and many more. The Student Organization Fair is held at the beginning of the Fall semester to provide an opportunity for new students to meet the leaders of organizations and
learn more about the organization activities. Organizations are encouraged to schedule evening meetings and events to permit part-time students to participate. This is not always possible because part-time students do not have a lot of free blocks of time during which these events can be scheduled. However, you should contact the leadership of any group that interests you because most student organizations will make a concerted effort to accommodate part-time students who want to be active participants. For more information, please contact the Office of Student Life at (202) 662-9292.

The Student Bar Association

The Student Bar Association (SBA) is the student government of Georgetown Law. All students are voting members and elect the officers and delegates annually. Part-time students have delegates in the SBA for each year as well as an Evening Vice President who is on the SBA Executive-Board. The SBA allocates money for all student organizations as well as funds to be used solely for part-time student programming. The latter money is administered by the SBA Evening Student Committee. All students are welcome to attend SBA meetings, which are typically scheduled on Tuesdays at 9:00 p.m., after evening classes. For more information, contact the Evening Vice President James Danford jbd47@law.georgetown.edu.

Student-Faculty Committees: The Student Bar Association appoints student members to faculty-student committees. Committee service is an excellent opportunity to influence Georgetown Law’s decision-making process and to assure that a part-time division perspective is heard. The SBA office can provide you with a list of committees. The SBA will accept applications early in the Fall semester. Watch for notices or contact the SBA Office at (202) 662-9268 or sba@law.georgetown.edu.

Part-Time Student Socials

The Office of the Dean of Students, Office of Student Life, Peer Advisors, and the Student Bar Association host occasional socials before or after classes during each semester. Watch the Office of Student Life broadcast emails for dates. The SBA also will send out emails regarding part-time student activities and receptions. These events are a great opportunity to get to know your classmates and faculty.

Student Notes:

1) As an evening student, I recommend trying a few student orgs early on, but picking one to stick with and to dedicate precious time to. Focusing on one extracurricular allows you to be more active in setting their agenda and planning their events. The more active you become in your group, the more responsive the group will become to hosting events that are convenient for evening students. I knew I wanted to partake in student government when I came back to school, and I have put a lot of my spare time into my work on SBA. It paid off, though, when I was elected President of the entire student body for next year.

2) Georgetown Law will make an impact on me: I wanted to make an impact on it. Serving as officer in the Student Bar Association has allowed me to meet a lot of people from all over the country and the world. I’ve also gotten to know full-time students, and to understand what life is like from their perspective. This not only broadened my perspective, but also my social circle. The most satisfying aspect of my work with SBA is knowing I’m representing and serving other part-time students. I think it’s important for part-time students to make some noise and to plan and organize. I’m really proud of being a part-time student because we juggle work, school, family, personal life, and spiritual life. For these reasons, I love planning an event and celebrating it with my fellow part-time students. We as part-time students need to give ourselves these opportunities to get together and laugh because, if we lose our perspective and focus only on the seriousness of it all, we’ll never make it through. All this said, there are some challenges.
I am unable to commit to things other SBA members can. I know they don’t understand my time constraints and think I’m just being lazy. It is a challenge not to alienate full-time representatives and instead gain their support for the ‘part-time student cause.’ It is nearly impossible for a part-time student to become the driving force behind the SBA because we’re simply at a disadvantage due to constraints on our time.

3) I met my first friends at a social event planned for evening students. These events have helped me reconnect with friends who I no longer take classes with. As an evening student, my time is limited so I normally cannot go out for long meals at places off-campus. The social events have been very accommodating of difficult schedules. I found the SBA to be very active and involved with students concerns, so I became an evening delegate. As part of the SBA, I have gotten to speak with different administrators and plan various events that are specifically geared toward evening students’ needs and schedules.

4) I haven’t participated in many student organizations at Georgetown Law, choosing instead to focus on law review and research assistant positions. During my first year, the Women’s Legal Alliance (WLA) offered incoming first-year women the opportunity to be paired with upper-class mentors. Knowing that I wouldn’t be at the law school much for extra-curriculars, I thought it would be a good way to meet upper-class students. I was paired with a 3E, and she has been a great source of knowledge throughout my first two years of law school. She’s offered advice on everything from classes and professors to EIW and work/life balance. I recommend finding at least one outlet during your first year that allows you to know upper-class students, the first opportunity being to get to know your peer advisor.

5) As an evening student, it can be difficult to find time for participating in student organizations, but this should not prevent you from meeting members of those you may be interested in and getting yourself put on their email list. Many events are held during the day or in the evening, when we are at work or in class, but on occasion I’ve been able to schedule a long lunch, or get permission from a professor to miss class in order to attend a Journal symposium. This was a refreshing change of pace, allowed me to learn something new, and feel more a part of the larger law school community.

**COMMUNICATIONS AND TECHNOLOGY**

**Getting and Staying Connected**

Georgetown Law makes it easy for part-time students to stay connected with the Law Center community. Here is information about some of those resources.

**Student Portal Webpage** – Most of the information that you need on academic programs, course schedules, and student life can be found online via the Student Portal page of Georgetown Law’s website, which is located at [http://www.law.georgetown.edu/students.html](http://www.law.georgetown.edu/students.html). A Technology Orientation for new students is located at [http://www.law.georgetown.edu/campus-services/ist/orientation-information/TechnologyOrientationStudents.cfm](http://www.law.georgetown.edu/campus-services/ist/orientation-information/TechnologyOrientationStudents.cfm).

**Email** – The Law Center uses the Georgetown Google Apps for Education email system.
- Your Georgetown University email address is YourNetID@georgetown.edu.
- To open the Georgetown Google Apps for Education email system, navigate to [http://apps.georgetown.edu](http://apps.georgetown.edu).
The Georgetown Google Apps for Education email system works best with the Google Chrome browser. If you do not have Chrome installed on your computer, you can download it from https://www.google.com/intl/en/chrome/browser.

To forward your Georgetown Google Apps for Education email account to another email account, please follow the instructions located at https://sites.google.com/a/georgetown.edu/georgetown-law-google-apps-help/forwarding.

An online tutorial for the Georgetown Google Apps for Education email system is available at https://sites.google.com/a/georgetown.edu/georgetown-law-google-apps-help.

MyAccess – This is a secure website that enables students to view their student account, pay their tuition online or request a refund online, update personal information, view their course schedules, and register for upperclass courses. To log into MyAccess, navigate to https://myaccess.georgetown.edu/.

You should have already retrieved your NetID, your Georgetown University password, and your 9-digit GOCard number from the Admitted Students Website, located at http://www.law.georgetown.edu/admissions/admitted/index.cfm. To change your password, you must use the Georgetown NetID Password Management System webpage, located at https://password.georgetown.edu. Please be advised that you must setup answers to the personal questions asked on that webpage before you can reset your password; and you must reset your password before you can log into MyAccess.

If you have questions regarding your login credentials or need assistance in resetting your Georgetown University password, please contact the Technology Service Desk at help@law.georgetown.edu.

HOYAlert Emergency Notification System – All Georgetown Law students are asked to register their contact information in the event of an emergency including school closings or delays as a result of inclement weather. HOYAlert sends notification of emergency information via email, text messaging, and/or voice. To log into HOYAlert Emergency Notification System, navigate to https://myaccess.georgetown.edu/.

Events Calendar – The home page of the Georgetown Law website has a link to the Events Calendar http://www.law.georgetown.edu/events/ The events calendar lists all scheduled meetings, special events, symposia, workshops, as well as academic deadlines, academic guidance, and career planning events. The calendar allows for events to be added to your personal calendar, shared, emailed, and an RSS feed is available.

Technology at Georgetown Law

PERSONAL COMPUTERS

All first-year students are required to have a laptop meeting the specifications listed at http://www.law.georgetown.edu/campus-services/ist/personal-computers/index.cfm. The Law Center offers wireless network connectivity throughout the campus. Instructions for connecting to GULAW-SECURE (the Law Center's wireless network) can be found at http://www.law.georgetown.edu/campus-services/ist/communications/GULAW-SECURE.cfm.

PUBLIC PRINTING

Public printers are available throughout the Law Center campus. Printing costs 6¢ per page, deducted from your GOCard. Information on the public printing system (including wireless printing from your laptop) can be found at http://www.law.georgetown.edu/campus-services/ist/support-training/PublicPrinting.cfm (further information on the GOCard is on pages 24-25 of this Handbook).
COMPUTERS IN THE CLASSROOM

Many professors permit students to take notes in class on laptops. However, faculty members may regulate the use of laptops in their classrooms in any manner that they feel is necessary. To maintain an atmosphere conducive to learning and to avoid distracting others, you should make sure your computer makes no audible signals (reminders, receipt of emails, etc.) while in use. Professors who do not allow laptops in their class usually will give notice to students on or before the first day of classes and may include that notice in their course description in the online Curriculum Guide at http://www.law.georgetown.edu/curriculum/tab_courses.cfm.

Note that the use of personal computers, tablets, cell phones, and similar personal electronic resources in classrooms should be limited to activity directly related to course content and note-taking as directed or permitted by the professor. Use of electronic resources for other purposes (e.g., browsing the web, playing games, using email, streaming video, watching or listening to DVDs, etc.) is inappropriate to the classroom, and may provide a significant and unwanted distraction to those near the student using these devices.

COMPUTER USAGE FOR EXAMS

If you want to take your exams on a computer, you will need to use your own laptop, which must have Microsoft Word installed and be able to connect to the Internet (in order to upload your final exam answer). Please be advised that the Law Center does not provide loaner laptops or power cords for student use. Additional information, from the Office of Information Systems Technology (IST), on Hardware and Software is available online at http://www.law.georgetown.edu/campus-services/ist/personal-computers/HardwareSoftwareRecommendations.cfm.

If you experience a medical or family emergency which may impact your ability to sit for an exam, please contact the Office of the Registrar at 202-662-9220 or lawreg@law.georgetown.edu and not your professor. Exam relief is determined by the Registrar and not your professor. Additional information on the Exam Relief Policy is available online at http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/Exam-Conflicts.cfm and in the Student Handbook, http://www.law.georgetown.edu/campus-services/registrar/handbook/index.cfm.

CAREER PLANNING

Once actively participating in the legal marketplace, part-time students can typically expect strong employment outcomes. Employers value students with work experience and they recognize the dedication required to work while going to school. Having said that, part-time students face unique challenges with respect to their career planning. One of the biggest challenges, of course, is a lack of time to pursue opportunities that could enhance their competitiveness in the legal employment market. Below are some general guidelines and suggestions about career planning that are of particular relevance to part-time students. No specific path is right for everyone, however.

One of the best and earliest steps you can take in your career planning is to meet with an Office of Career Services (OCS) and/or Office of Public Interest and Community Service (OPICS) advisor to discuss your particular situation and career goals. Both offices are open Monday through Thursday until 5:30 p.m. and Friday until 5:00 p.m. When possible, both OCS and OPICS try to schedule appointments outside of business hours to accommodate your schedule, and phone appointments are welcome. The two offices also record many of their programs and post them on their website, allowing you to watch the programs on video or webcast at your convenience. In addition, you will receive weekly emails, Career Clips, which will keep you updated on upcoming programs, networking opportunities, and other career news.
Getting Legal Experience

If at all possible, you should try to obtain legal experience while in law school. The degree to which such experience is valued varies greatly by employer, but most employers will expect that you have worked in some type of law-related capacity at some point during your law school years. Below are some considerations for how to gain legal experience:

EXPERIENTIAL OFFERINGS AND SUMMER ASSOCIATE POSITIONS

With some long-range planning, many part-time students have found creative ways to make time to gain legal experience without completely giving up their regular jobs. Some possibilities include using accumulated vacation time, negotiating a leave of absence or a reduction in hours in the student’s job, or changing jobs completely in order to pursue legal work. During the academic year, part-time students seeking such experience might consider:

- an externship,
- a practicum course,
- a clinic (contact clinic directors to discuss the required time commitment and whether it might work for your schedule),
- a DC Advantage program (see the Curriculum Guide at http://apps.law.georgetown.edu/curriculum/ for details), or
- a not-for-credit internship with a legal employer.

In the summer, part-time students might enroll in one of our summer scholars programs or complete an externship or internship or undertake a summer associate position. OCS and OPICS receive many inquiries from legal employers seeking part-time students to work full-time. Symplicity is our extensive online jobs database, https://law.georgetown-csm.symplicity.com/students/, which will include these and many other job postings. You can also consult your OCS or OPICS advisor.

If you are interested in working for a large law firm after graduation, it is particularly important to work for a large law firm during your third summer. The model that most large firms traditionally employ is to hire summer associates who are one summer away from graduating, and at the end of the summer, extend an offer of an associate position to members of their program. Therefore, typically, our part-time students seek summer associate positions in the summer after their 3E year (and are recruited in the fall of their 3E year). Only a very small minority of large law firms will have openings for new associates who have not summered with them, so students who wait until their last year of law school to interview with large law firms greatly reduce their chances of obtaining associate positions with such firms.

Unlike large law firms, small law firms, government agencies, and nonprofit organizations often put as much or more emphasis on relevant experience and demonstrated interest as they do on academic credentials. To be competitive with these employers, you should try to obtain as much relevant practical legal experience (as discussed immediately below, this could include clinics, externships, and skills courses, etc.) as possible while in law school. If at all possible, try to intern or extern with particular small firms, government agencies, and/or non-profit organizations at which you would like to obtain permanent employment.

NOTE: Our part-time students may request a transfer into the full-time program after three or more part-time semesters. Approved students continue to pay on a per-credit basis and graduate no earlier than seven academic semesters (part-time and full-time semesters combined). This may facilitate some of the above mentioned summer associate and externship and internship opportunities. Please review the Student Handbook under the Transfer Between Full-Time and Part-Time Programs section for more information on this policy.
CURRICULAR OPTIONS

During the upperclass years, part-time students can enroll in courses that offer hands-on legal experience. Indeed, some of our offerings are specifically designed and/or prioritized for our evening students. A significant number of “practicum courses” are suitable for part-time students who can commit to attending as well as complete the required number of project hours a week. A number of the courses hold the seminar portion of class during evening hours, in part to accommodate part-time students. For example, the practicum courses “Communications and Technology Policy: Advocacy in the Public Interest” and “Advanced Environmental Law: Climate Change” meet in the evening and involve project work that could mostly be done outside of business hours. We also typically offer the clinic “Street Law: Community”, in which students teach courses in practical law to adults in a variety of community settings, during the summer term and give preference to part-time students. We also offer a number of skills-based courses, through which part-time students can acquire important legal skills—including drafting, negotiations, presentation skills, leadership training, and trial skills. These courses are typically taught by adjunct professors, who work during the day, and are often offered during the evening or weekend time slots.

OTHER OPPORTUNITIES

If your job or other demands are such that you simply cannot pursue a legal position, consider other ways to make yourself more marketable to future potential legal employers. Possible options include working on a legal project in your current job or in your employer’s legal department if it has one, joining a law journal (especially if its subject matter is relevant to your career goals), writing a publishable paper on a relevant topic, participating in moot court, getting involved in your local bar association, joining organizations such as the American Inns of Court, which may be helpful in developing contacts, or working as a research assistant for a professor who teaches in your areas of interest.

Preparing a Writing Sample

Employers frequently ask to see a writing sample prior to making a decision on your candidacy. Your writing sample should be an example of legal writing, not another type of professional writing. Always submit the best possible example of your legal writing when an employer requests a writing sample.

Many students use writing samples prepared during the Legal Practice: Writing and Analysis class. You can also use something written at a summer job or other law-related position, but you must get prior permission from the employer and you may have to redact names and other identifying information in the document. Regardless of the source of your writing sample, it should be something that shows your ability to research, analyze, and write about legal issues. It should contain NO typographical or grammatical errors. The sample you submit should demonstrate both your competence and your care as a legal writer.

Effect of Extracurricular Activities on Employment Opportunities

Employers often value extracurricular activities such as moot court, involvement in student groups, pro bono activity, and law journal. As with legal experience, the degree to which they value such activities varies greatly by employer. You should discuss with your OCS or OPICS advisor the importance particular employers place on such activities.

Part-time students often wonder particularly about the importance of law journal membership. Some employers value such membership highly and journal membership may be particularly important for those who seek certain judicial clerkships. Other employers give it little weight. If you are not on a law
journal, some employers may ask why; be prepared to give an explanation and discuss other ways you have developed your writing skills (e.g., publishing an article, being a Law Fellow, entering a writing competition, taking numerous writing seminars (which you can find in the Curriculum Guide at http://apps.law.georgetown.edu/curriculum/tab_schedules.cfm?Status=Main)).

**FINANCIAL AID**

**Financial Aid Guidebook**

The Financial Aid Guidebook is a comprehensive guide to Georgetown Law’s financial aid policies. The Guidebook also describes aid application procedures, provides tools for financial management, and explains federal and institutional aid requirements. The Guidebook is available online through the Office of Financial Aid’s website. Remember, you must apply for aid every year (including a renewal FAFSA, online Georgetown Law Financial Aid Application, and applicable loan renewal requirements).

**Aid for Summer School**

Federal regulations dictate that federal funds for summer study are available only to students enrolled at least half-time (3 or more credits in the summer). If you plan to borrow to cover the costs of summer school, contact the Office of Financial Aid at (202) 662-9210 in early March for details and deadlines.

**Federal Work-Study Program**

Part-time students may be eligible for Federal Work-Study funds to supplement their finances. The maximum number of hours a student can work during the academic year is 15 hours per week unless approved for a higher amount based on aid eligibility and academic history. Part-time students can work up to 40 hours per week on-campus during the summer. Contact the Office of Financial Aid at (202) 662-9210 for more information.

**Only Borrow What You Need to Meet School-Related Expenses**

Most part-time students, even those who are working, can qualify for loans in excess of tuition and books. Graduate PLUS loans are the most common source of living expense funding, and, with a fixed interest rate of approximately 6.84% and a 4.292% fee at disbursement, these loans should be used sparingly. Don’t borrow just because it’s available and don’t be surprised by the amount that you owe following graduation. Financial aid counselors are available to review your borrowing and general spending plans for your four years at Georgetown Law and beyond.

**Take Advantage of Student Discounts**

Don’t forget that you are once again a student. Your student ID (your “GOCard”) can save you money on movies, haircuts, computer hardware and software, and many other items and services. Student Advantage, available with your GOCard, provides pre-negotiated discounts with companies such as Amtrak, National Car Rental, and drugstore.com. If you use your GOCard to purchase food or beverage items in any of our food service areas then your purchase is tax free – a 10% discount. In addition, Student Bar Association membership also includes some valuable savings opportunities.

**Student Discount Tickets** – The Office of Student Life offers student discount tickets to movie theatres, Hoya Men’s Basketball games, the Newseum, and other cultural and sporting attractions. GoCard payment is accepted for the student discount tickets in McDonough Room 171.
BAR INFORMATION

Georgetown Law advises students on bar-related matters through presentations to first-year students at registration, yearly panel discussions that focus on the bar admissions process, and one-on-one meetings on an as-needed basis. Bar information, including a video of these presentations facilitated by Georgetown Law’s Ethics Counsel, Professor Michael Frisch, is available online on the Office of the Registrar’s website at [http://www.law.georgetown.edu/campus-services/registrar/bar-information/index.cfm](http://www.law.georgetown.edu/campus-services/registrar/bar-information/index.cfm). The best source of current information about bar admissions and requirements is the website of the National Conference of Bar Examiners: [www.ncbex.org](http://www.ncbex.org). In addition to the above resources, Professor Frisch is available to assist students on an individual and confidential basis with questions relating to the bar admission process. He may be reached at frischm@law.georgetown.edu.

Each state has rules and deadlines concerning applications and admission to the bar. Applicants should timely review the bar admission website for the bar they intend to take.

Please note that the American Bar Association (ABA Standard 504) requires that we advise all applicants that there are character, fitness, and other qualifications for admission to the bar and encourage each applicant prior to matriculation in a Juris Doctor (J.D.) program to determine what those requirements are in the state(s) in which the applicant intends to practice. For more information, please visit the American Bar Association website at [http://www.americanbar.org/aba.html](http://www.americanbar.org/aba.html).

### Registering for the Bar

Some state bars have lower fees for students who register during the first year of law school. In general, there is a financial penalty for failing to register as a student by a particular state’s deadline. It is your responsibility to check with the pertinent state bar to ensure you meet all of its requirements and deadlines. Georgetown Law cannot advise as to the requirements and applicable deadlines of each state’s bar and bar admissions criteria. You should check the requirements early in your law school career of all the state Bars to which you may apply (see National Conference of Bar Examiners website at [www.ncbex.org](http://www.ncbex.org)).

### MPRE

The Multistate Professional Responsibility Examination (MPRE) is administered by the Law School Admission Council on behalf of the National Conference of Bar Examiners. The MPRE is a 60-question, two-hour, multiple-choice examination administered three times per year at established test centers across the country.

The MPRE is based on the law governing the conduct of lawyers, including the disciplinary rules of professional conduct currently articulated in the American Bar Association (ABA) Model Rules of Professional Conduct, the ABA Model Code of Judicial Conduct, and controlling constitutional decisions and generally accepted principles established in leading federal and state cases and in procedural and evidentiary rules.

The MPRE is required for admission to the bars of all but three U.S. jurisdictions (Maryland, Wisconsin, and Puerto Rico). The MPRE is typically taken by students in their final year of law school.

Many of our students take their MPRE in their second to last semester at school and find it helpful to take their Professional Responsibility course concurrently with or prior to the exam. Note, however, that this sequence is not required.

Registering for a Bar Review Course

There are several benefits to registering for a bar review course well before you graduate and sit for the bar exam. For example, BARBRI, one of the largest bar review companies, locks in your tuition rate for your bar review course when you put down a deposit. Once registered, these companies generally provide outlines and review lectures for some law school courses. If you are unsure which bar exam you will ultimately take, consult with one of the companies’ representatives. They often advise students to select a bar exam and pay the deposit to lock in the tuition rate for the course because the “tuition lock” can be applied towards the tuition of any bar review course you ultimately take. Representatives from BARBRI and other bar review companies are on campus regularly. You can generally find them outside the Chapel on the first floor of McDonough Hall.

CAMPUSS INFORMATION

GOCard

The Georgetown One Card (GOCard) is the official identification card of Georgetown Law. All students, faculty, staff, and affiliates of Georgetown Law need to carry the GOCard for identification as well as for accessing buildings on campus. You can also use your GOCard to pay for your campus purchases, including items in the bookstore and at vending machines, to pay for your locker, course materials, event tickets, printing, photocopying, and parking. You can also use your GOCard to make purchases at several off-campus merchants. The list of on-campus and off-campus merchants is available at http://gocard.georgetown.edu/where/.

If your GOCard is lost or stolen, you should deactivate it as soon as possible. You can deactivate your GOCard online or you may report the lost or stolen card to the GOCard Law Satellite by calling (202) 662-9915 or email gocard@law.georgetown.edu. To receive a replacement card you will need to go to the Satellite Office. Replacement cards cost $25 and can only be purchased by using your GOCard debit account.

There are two ways to add money to the GOCard debit account. Cash deposits are accepted at one of four Deposit Stations located around campus: McDonough Hall 1st floor Café, Sport and Fitness Center lobby, Wolff Library 3rd floor, and the Williams Law Library 3rd floor copy room. Make online deposits directly to your account through the GOCard Online Card Office, which accepts Visa and MasterCard credit and debit cards only, at http://onlinecardoffice.georgetown.edu.

The GOCard office is open weekdays during the semester, Monday – Thursday from 9:00 a.m. to 5:30 p.m. and Friday 9:00 a.m. to 5:00 p.m. You may email a passport size photo of yourself with a plain background (full-face view directly facing the camera) at least 3-5 business days before arriving from Orientation. The form and photo can be emailed to gocard@law.georgetown.edu or have your picture taken at the GOCard office. The office is located in Sports and Fitness Center Suite 2110. The lobby may be entered without a GOCard via the security guard station at the entrance to the Hotung building. Additional information about the GOCard program is available at www.law.georgetown.edu/campus-services/gocard/index.cfm.
**Lockers**

Students will be able to obtain a locker in either McDonough Hall, first floor of the Williams Library, or the Hotung/Fitness building. The lockers in the Hotung/Fitness building are not in the Fitness Center, but are just outside the locker rooms on the 1st floor, north corridor.

Locker registration is coordinated through Facilities Management. Staff members will be available throughout Orientation week, August 24-28, 2015, to process locker sign-ups outside the St. Thomas More Chapel in McDonough Hall.

**Getting to and from Georgetown Law**

**PARKING**

Georgetown Law has very limited on-campus parking. Daily student spaces are on the P2 (bottom) level of McDonough garage. The garage is entered from the corner of 1st and F Street. Student spaces are often full by 8:30 a.m. with modest relief after 5:00 p.m. when students can park in the staff areas on P1 as well. Parking in the garage is free weekdays after 5:00 p.m. and all-day on the weekends by using your GOCard. You must obtain special permission from the parking office to leave your car overnight.

In order to park in the McDonough Hall garage, all students need to register their car with the Parking Office and receive their 2015-2016 parking hang tag. Students may register their vehicle and receive their hang tag during Orientation week, August 24-28, 2015, at the Parking Office, McDonough Hall, room 154. Eight dollars and twenty cents ($8.20)* will be deducted from your GOCard account per swipe upon arrival at the parking booth entrance when parking. Facilities Management staff members will be available throughout Orientation to process parking requests and answer any questions you may have. During Orientation Week only, students may park for free on a space-available basis on the P2 Level only.

Students may also park at meters on the streets surrounding Georgetown Law. Be sure to pay the meter. Many of the spots near the Law Center use the Parkmobile phone app, [http://us.parkmobile.com/members/members-mobile-apps/](http://us.parkmobile.com/members/members-mobile-apps/). Enforcement officers ticket heavily in the area surrounding Georgetown Law right up until 10:00 p.m. after which you don’t have to pay the meter. Also keep in mind that street parking will be especially limited in 2015-2016 due to the closure of 2nd street. See [http://3rdsttunnel.com/](http://3rdsttunnel.com/) for more information on the “Third Street Tunnel Project” from DDOT.

Additional information about campus parking can be found at [http://www.law.georgetown.edu/campus-services/parking-transportation/index.cfm](http://www.law.georgetown.edu/campus-services/parking-transportation/index.cfm)

**METRO/SHUTTLE BUS**

Many part-time students travel to and from Georgetown Law by Metro ([http://www.wmata.com](http://www.wmata.com)). Georgetown Law is between the Judiciary Square and Union Station stops on the Red Line. You should not walk to the Metro alone after class. Arrange to walk to the Metro with classmates.

Alternatively, Georgetown Law runs a free daily shuttle to and from Union Station in the evenings between the hours of 5:00 p.m. and 12:00 a.m. This is the safest and best way to travel to and from Union Station, especially at night. On weeknights, the shuttle leaves from 1st and F Streets at 9:00 p.m. and 10:00 p.m. to accommodate students getting out of evening classes. At other times, the shuttle bus departs from 1st and F Streets every hour, except at 5:00pm and 5:30pm, to pick-up and drop-off passengers at the following locations:
Union Station, Harris Teeter, Giant, and Safeway before returning to Georgetown Law at:

- 1st & M Street, NE (in front of Harris Teeter);
- 4th & H Street, NW (in front of Giant) and;
- 5th & L Street, NW (in front of Safeway).

Union Station shuttle schedules are available at the New Jersey Avenue Security Desk in McDonough Hall and on the bus.

During hours of darkness, DPS officers are happy to escort members of Georgetown Law community to any area(s) on campus. Simply call the DPS Command Center at (202) 662-9325 or make your request known to the officer at the New Jersey Avenue Security Desk, McDonough Hall ((202) 662-5079). An officer on patrol will be summoned to your location to provide the requested escort.

BIKING

Bike racks are located on the Quad between the Williams Library Building and McDonough Hall, as well as in the Tower Green between McDonough Hall and the Sport and Fitness Center Building. Students may also register their bikes with Campus Security and gain access to a secure bike cage in the parking garage below Gewirz and McDonough Hall P2 student parking area. Bikes should be well secured with a “U” lock, and quick release wheels and seats should be removed or locked to the frame.

Students may also be interested in using Capitol Bikeshare bikes available throughout the city. There is a Bikeshare rack on F Street between New Jersey and Massachusetts Avenues.

Food Services

MARKET CAFÉ

Bon Appétit Management Company operates the food services program at Georgetown Law. The Market Café is located on the first floor of McDonough Hall. It features a variety of menu selections, including hot entrees, pizza, a full salad selection, grab-and-go sandwiches and salads, a deli bar, sushi, and a full grill. A variety of beverages are offered, including gourmet-flavored coffees and an assortment of bottled beverages and juices. The Market Café is open:

- Monday through Thursday, 8:00 a.m. – 7:15 p.m.
- Friday, 8:00 a.m. – 5:00 p.m.

Please note these hours are shortened during holidays and breaks. Menus are posted weekly online at: http://www.cafebonappetit.com/menu/your-cafe/georgetown-law.

Use your GOCard for purchases at the Market Café to waive the 10% prepared food tax. For more details on how to deposit money to your GOCard account, please visit the GOCard website at http://www.law.georgetown.edu/campus-services/gocard/index.cfm.

The Market Café is always looking for feedback. If you have any menu suggestions or comments regarding the food services, please email GULawServices@law.georgetown.edu.
SWEET YO
Just outside of the Market Café in McDonough Hall is Sweet Yo, featuring a variety of frozen dessert treats and a Starbucks espresso bar featuring cappuccinos, mochas, coffees, teas, pastry items, and more. Sweet Yo is open:

- Monday through Thursday, 8:00 a.m. – 9:00 p.m.,
- Friday, 8:00 a.m. – 7:00 p.m.,
- Saturday, 9:00 a.m. – 7:00 p.m., and
- Sunday, 10:00 a.m. – 6:00 p.m.

SUBWAY CAFÉ
The Subway Café is located in the Sport and Fitness Lobby and offers all of the standard Subway salads and subs. The Café also offers a full variety of breakfast sandwiches, coffee, espresso based drinks, pastries, snacks, and much more. The Subway Café is open:

- Monday through Friday, 7:00 a.m. – 9:00 p.m.,
- Saturday, 8:00 a.m. – 8:00 p.m., and
- Sunday, 10:00 a.m. – 8:00 p.m.

VENDING
Vending machines offering beverages, cold food, and snacks are located in the Market Café seating area, in the kitchen next to the Faculty Lounge on the fifth floor of McDonough Hall, on the first and third floors of the E.B. Williams Law Library, and in the TV lounge located in the Gewirz Student Center. Additional vending is located in the Sport and Fitness Center Building, on the third and fourth floors, and in the Hotung International Building on the first and sixth floors. Keep an eye out for a new self-serve 24-hour micro market to be installed in the basement floor of the Williams Library. Details of the new micro market will be distributed in the Fall semester—stay tuned for more information!

Sport and Fitness Center
This 84,000 square foot state-of-the-art facility features a four-lane lap pool, fitness area with cardiovascular and strength training equipment, 8,400 square feet of multi-purpose court space for basketball and volleyball, two group exercise studios, a spinning studio, two racquet ball courts, and locker rooms with whirlpools. A variety of programs and classes are offered as well as personal training. Group exercise classes and day use lockers in the fitness center are included with your student membership, but long-term locker rentals (inside the facility), specialty classes, and personal training are available at an extra charge. Student spouse memberships are also available for purchase for a monthly fee. You must complete a membership agreement before using the facility. Visit http://www.law.georgetown.edu/campus-services/fitness/index.cfm for additional information, including hours of operation, programs and services offered, group exercise schedules, and membership eligibility.
APPENDIX A

STUDENT SERVICES QUICK GUIDE

Emergency Numbers

Public Safety ................................................................. 202-662-9325
Counseling and Psychiatric Services (CAPS)
   Monday–Friday, 9:00 a.m.–5:00 p.m................................. 202-687-6985
   After Hours Pager ...................................................... 202-444-PAGE (7243)
Poison Control .............................................................. 800-222-1222
Sexual Assault Hotline .................................................... 202-333-7273

Nearest Hospitals

George Washington University Hospital .................. 202-715-4000 .................. 900 23rd St., NW
Georgetown University Hospital ............................ 202-444-2000 ............... 3800 Reservoir Rd., NW
Howard University Hospital .................................. 202-865-6100 ............... 2041 Georgia Ave., NW
Providence Hospital ................................................. 202-269-7000 ............... 1150 Varnum St., NE
Sibley Memorial Hospital ....................................... 202-537-4000 ............... 5255 Loughboro Rd., NW
Washington Hospital Center .................................. 202-877-7000 ............... 110 Irving St., NW

Switchboards

Georgetown Law Switchboard ................................. 202-662-9000
Main Campus Switchboard ....................................... 202-687-0100

Dean, Associate Deans, and Vice Presidents

William M. Treanor, Executive Vice President and Dean of the Law Center
Jane Aiken, Associate Dean for Experiential Education
Mitchell C. Bailin, Associate Vice President and Dean of Students
Naomi Mezey, Associate Dean for the J.D. Program
Kevin T. Conry, Vice President for Strategic Development and External Affairs and Associate Dean for
   External Affairs
Andrew P. Cornblatt, Associate Vice President for Graduate Admissions and Enrollment and Dean of
   Admissions
Eve L. Dubrow, Associate Dean for Administration and Finance
James V. Feinerman, Associate Dean for Transnational Programs
Nan D. Hunter, Associate Dean for Graduate Programs
Joshua Teitelbaum, Associate Dean for Research and Academic Programs
Advising for J.D. Students

J.D. Academic Services .................................................. 202-662-9041 .................................................. McDonough 352
Hours: Monday-Friday, 8:30 a.m.-6:00 p.m.
Academic and personal advising; academic policies and Handbook; student concerns about faculty or courses; course selection/planning and registration questions; enrolling in Main Campus courses; joint and concurrent degrees; transfer students; visiting away and visiting students; Week One; and withdrawal from courses.
Sarah Hulsey, Assistant Dean
Sally McCarthy, Assistant Dean
Margaret Gerety, Director

Clinics, Practicum Courses & Externships ... 202-662-9041 .................................................. McDonough 352
Hours: Monday-Friday, 9:00 a.m.-5:00 p.m.
Academic and personal advising; clinical courses; practicum courses; and externships.
Rachel Taylor, Assistant Dean for Experiential Education
Carmia N. Caesar, Director of Externships and Public Interest Law Scholars

Office of the Registrar .................................................. 202-662-9220 .................................................. McDonough 315
Hours: Monday -Thursday, 9:00 a.m.-6:00 p.m. and Friday, 9:00 a.m.-3:30 p.m. (Other times by appointment)
Academic and personal advising; academic policies and Handbook; course registration; degree audits; exams and exam conflicts/deferrals; official transcripts; state bar and other certifications; state bar information; veteran services; and withdrawal from courses.
Denise Sangster, Assistant Dean and Registrar

Office of the Dean of Students ...................................... 202-662-4066 .................................................. McDonough 210
Hours: Monday-Friday, 9:00 a.m.-5:30 p.m. (Other times by appointment)
Academic and personal advising; sensitive or urgent student concerns; community/student life issues; leaves of absence; liaison for students to administration; study and exam skills; tutoring requests for first-year students; and withdrawal from courses or from the Law Center.
Mitchell Bailin, Associate Vice President and Dean of Students
Elizabeth Ewert, Director of Academic Enhancement Programs

Financial Aid .................................................................... 202-662-9210 .................................................. McDonough 335
Hours: Monday-Friday, 9:30 a.m.-5:45 p.m. (Other times by appointment)
Personal financial, credit, debt, and post-graduation financial preparation advising.
Charles Pruett, Assistant Dean

Transnational Programs and Center for
Transnational Legal Studies ............................................ 202-662-9860 .................................................. Hotung 5006
R. Scott Foster, Assistant Dean for Graduate and Transnational Programs
Cara E. Morris, Director (study abroad, London Summer Program, local contact for CTLS, Global Law Scholars, risk management issues related to international student travel)

Ethics Counsel .................................................................. 202-662-9300 .................................................. McDonough 415
Academic honesty; bar admissions; and professional ethics.
Michael S. Frisch, Ethics Counsel

Office of Public Interest & Community
Service (OPICS) ...................................................... 202-662-9655 .................................................. McDonough 212
Hours: Monday-Friday, 9:00 a.m.-5:30 p.m.
Academic and career advising; and public interest law.
Barbara Moulton, Assistant Dean
Office of Career Services (OCS) .......................... 202-662-9300 .......................... McDonough 328
Hours: Monday-Thursday, 9:00 a.m.-5:30 p.m. and Friday, 9:00 a.m.-5:00 p.m. (Other times by appointment.)
Academic and career advising. Dean Shannon serves as the OCS career advisor for Section 7 (part-time) students.
Marcia Shannon, Assistant Dean

International Student Advisor .......................... 202-662-9319 .......................... Hotung 5000
Visa services and counseling.
Colleen Burke

Quick Department and Services List

Academic Conferences and Continuing Education .......................... 202-662-9890 .......................... Hotung 6000
Lawrence J. Center, Assistant Dean
Jill Castleman, Director

Admissions Office .......................... 202-662-9015 .......................... McDonough 589
Alison Spada, Director of J.D. Admissions
Caryn Voland, Director of Graduate Admissions

Alumni, Development, and Communications
Matthew Calise, Director, Alumni Affairs .......................... 202-662-4078 .......................... Hotung 2006
TBD, Executive Director,
Development .......................... 202-662-9521 .......................... Hotung 1001B
Elissa Free, Executive Director,
Communications .......................... 202-662-9519 .......................... Hotung 1001K

Audio-Visual Department .......................... see Technology Requests

Bar Admissions .......................... 202-662-9926 .......................... McDonough 415
Michael S. Frisch, Ethics Counsel

Bookstore .......................... 202-662-9676 .......................... 101 F Street
Hours: Monday-Thursday, 9:00 a.m.-6:00 p.m., Friday, 9:00 a.m.-5:00 p.m. and Saturday,
12:00 p.m.-5:00 p.m. (Note: Bookstore hours are typically extended one hour daily during the first two weeks of class. Summer hours are abbreviated. Visit: http://www.bkstr.com/georgetownlawstore/store-info-contact-us)

Thomas G. Clark, Chief Financial Officer

Campus Ministry .......................... 202-662-9295 .......................... McDonough 113

Career Services, J.D. students .......................... 202-662-9300 .......................... McDonough 328

Center for Transnational Legal Studies .................................. 011 44 (0)203 077 5900 .......................... London
http://www.ctls.georgetown.edu/

Center for Wellness Promotion .......................... 202-662-9835 .......................... McDonough 167
Karen Pierce, Director

Centers and Institutes .......................... 202-661-6675 .......................... Williams 357
http://www.law.georgetown.edu/academics/centers-institutes/
Vicki A. Arroyo, Assistant Dean

Class Cancellations .................................. 202-662-9446 (recorded message)
http://www.law.georgetown.edu/campus-services/registrar/class-cancellations/class-cancellation-announcements.cfm
Clinics .................................................. 202-662-9041 ....................... McDonough 352
Rachel Taylor, Assistant Dean

Counseling and Psychiatric Services .......... 202-687-6985
Emergencies/after hours ......................... 202-444-PAGE (7243)

Course Materials (Faculty Support) ...... 202-662-9280 .................. McDonough 475
https://www.law.georgetown.edu/students/course-materials/index.cfm
Monica Stearns, Director, Faculty Support & Campus Services

Course Recordings ................................ classrecordingrequest@law.georgetown.edu

Dean of Students, Office of the (ODOS) ..... 202-662-4066 .................. McDonough 210
deanofstudents@law.georgetown.edu

Disability Services ................................ 202-662-4042 .................. McDonough 210
Laura Cutway, Director

Email (questions about your georgetown.edu account) .......... see Technology Requests

Experiential learning, J.D. program ........ see clinics, externships, practicums

Externships, J.D. students .................. 202-662-9041 .................. McDonough 352
Carmia Caesar, Director

Exam Administration ......................... 202-662-9220 .................. McDonough 315
http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/index.cfm

Financial Aid ...................................... 202-662-9210 .................. McDonough 335
Charles Pruett, Assistant Dean
Denae Newman, Director, Financial Aid and LRAP

Food Service/Catering ......................... 202-662-9046 .................. McDonough 193

GOCard Satellite Office ....................... 202-662-9915 ...... Sport and Fitness Lobby 2110
Hours: Monday-Thursday, 9:00 a.m.-5:30 p.m. and Friday, 9:00 a.m.-5:00 p.m.

J.D. Academic Services, Office of .......... 202-662-9041 .................. McDonough 352

Journals .............................................. 202-662-9423 .................. Williams 170

Library
Michelle Wu, Director

Edward Bennett Williams Law Library .......... Williams Building
Information .................................. 202-662-9131 .................. Circulation Desk
Research Assistance ......................... 202-662-9140 .................. Reference Desk

John W. Wolff International and
Comparative Law Library ................... Hotung 3rd and 4th floors
Information .................................. 202-662-4194 .................. Circulation Desk
Research Assistance ......................... 202-662-4195 .................. Reference Desk

Lockers .............................................. 202-662-9330 .................. McDonough 154

Lost and Found ................................ 202-662-9325 .......... McDonough 2nd St. Lobby

Notary .............................................. 202-662-9574 ........... McDonough 130L
Teruko Richardson, Executive Assistant and Notary Public

Office of Public Interest and Community
Service (OPICS) .................................. 202-662-9655 .................. McDonough 212
Parking .......................................................... 202-662-9331 .............................. McDonough 154

Payroll .......................................................... 202-662-9050 .............................. McDonough 583
Melvinia Towns, Manager

Photocopiers and scanners for student use
http://www.law.georgetown.edu/library/about/services-policies/printing.cfm
http://www.law.georgetown.edu/campus-services/ist/communications/faxscannerservices.cfm

Practicum Courses .............................................. 202-662-9041 .............................. McDonough 352
Rachel Taylor, Assistant Dean

Public Safety .......................................................... 202-662-9325 .............................. McDonough 125

Registrar, Office of the ........................................... 202-662-9220 .............................. McDonough 315

Residence Life and Off Campus Housing
Chris Hall, Director of Residence Life
& Student Programs ............................................. 202-662-9298 .............................. McDonough 210
Gewirz Front Desk ............................................... 202-662-9290 .............................. Gewirz 104

Sexual Assault & Relationship Violence
Services .......................................................... 202-662-4042 .............................. McDonough 210
Laura Cutway, Liaison

Sport and Fitness Reception Desk .......... 202-662-9294  .......... Sport and Fitness Lobby
Hours: Monday-Thursday, 6:30 a.m.-10:30 p.m., Friday, 6:30 a.m.-8:00 p.m., Saturday,
9:00 a.m.-6:00 p.m. and Sunday, 9:00 a.m.-8:00 p.m.

Student Accounts ................................................. 202-662-9057 .............................. McDonough 581
Hours: Monday-Friday, 9:00 a.m.-5:00 p.m.
Cora Osborne, Manager

Student Health Center ............................................. 202-687-2200
http://studenthealth.georgetown.edu/medical-care/

Student Life, Student Organizations
(Room Reservations) .............................................. 202-662-9292 .............................. McDonough 170
Hours: Monday-Tuesday, 9:00 a.m.-8:00 p.m., Wednesday-Thursday, 9:00 a.m.-6:00 p.m. and Friday,
9:00 a.m.-5:30 p.m.

Technology Requests & Incidents
(Law Center Service Desk) ...................................... 202-662-9284 .............................. McDonough 152
help@law.georgetown.edu
Hours: Monday-Friday 9:00 a.m. to 6:00 p.m.
George Petasis, Assistant Dean for Information
Technology and Chief Information Officer

Transnational Programs ............................................. 202-662-9860 .............................. Hotung 5006

Veteran Services .................................................. 202-662-6769 .............................. McDonough 315
Dinah Maurelus, Manager of Records and Veteran Services, Office of the Registrar

Writing Center ..................................................... 202-662-9525 .............................. McDonough 540
writingcenter@law.georgetown.edu
**APPENDIX B**

**FIRST YEAR PART-TIME PROGRAM TIMELINE**

The following schedule is for the Fall 2015 semester only. A Spring 2016 timeline of important events will be distributed early in the spring semester to all first year students. You will want to integrate the due dates from your Legal Practice: Writing and Analysis Syllabus into this overview. Consult the job search timetable in the Career Planning Manual on the OCS website.

<table>
<thead>
<tr>
<th>1E: FALL 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday, September 16</strong></td>
<td><strong>1L 101</strong> Program, (8:00-9:00 p.m., Room TBD) on Secrets for Success: Managing Time, Stress, and More</td>
</tr>
<tr>
<td><strong>Tuesday, October 7</strong></td>
<td><strong>1L 101</strong> Program, (8:00-9:00 p.m., Room TBD) on Synthesizing the Material: Pulling the Course Materials Together for Studying and Exam-Taking</td>
</tr>
<tr>
<td><strong>September through Academic year</strong></td>
<td>Search Before the Search: programs include taking ownership of your career and introduction to the job search</td>
</tr>
<tr>
<td><strong>Early - Mid October</strong></td>
<td>OCS and OPICS Orientations by Section – Dates and Times TBD</td>
</tr>
<tr>
<td><strong>Tuesday, October 21</strong></td>
<td><strong>1L 101</strong> Program (8:00-9:00 p.m., Room TBD) Exam Strategies</td>
</tr>
<tr>
<td><strong>Tuesday, November 4</strong></td>
<td><strong>1L 101</strong> Program, (8:00-9:00 p.m., Room TBD) Preparing for First Year Exams (Faculty Panel)</td>
</tr>
<tr>
<td><strong>End of October</strong></td>
<td>Some state bars have reduced registration fees for students who register within the first 60 or 90 days of their program.</td>
</tr>
<tr>
<td><strong>Early November</strong></td>
<td>Apply for Spring Financial Aid if you did not apply previously for the academic year.</td>
</tr>
<tr>
<td><strong>November 18</strong></td>
<td>World Of Choices: Forum on Careers in the Law, 3:30 p.m. – 5:30 p.m., McDonough – 2nd &amp; 3rd Floor atriums</td>
</tr>
<tr>
<td><strong>November TBD</strong></td>
<td>LRW in-class exam; students pick up take-home exam.</td>
</tr>
<tr>
<td><strong>November TBD</strong></td>
<td>LRW take home exam DUE.</td>
</tr>
<tr>
<td><strong>Thanksgiving</strong></td>
<td>This is a crucial study time. Exams start a week to 10 days after Thanksgiving weekend.</td>
</tr>
<tr>
<td><strong>December 10</strong></td>
<td>Civil Procedure Exam</td>
</tr>
<tr>
<td><strong>December 12</strong></td>
<td>Torts Exam</td>
</tr>
</tbody>
</table>
# APPENDIX C

## FALL 2015: SECTION 7 SCHEDULE

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:45-7:45</td>
<td>Torts</td>
<td>Civil Procedure</td>
<td>Torts</td>
<td>Civil Procedure</td>
</tr>
<tr>
<td>7:55-8:50</td>
<td>Legal Practice (all sections) 7:55-8:50</td>
<td>Legal Practice (all sections) 7:55-8:50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CR.</th>
<th>PROFESSORS</th>
<th>DAYS</th>
<th>TIME</th>
<th>EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAWJ-001-97</td>
<td>CIVIL PROCEDURE</td>
<td>4</td>
<td>Cohn, S</td>
<td>TR</td>
<td>5:45</td>
<td>7:45</td>
</tr>
<tr>
<td>LAWJ-005-71</td>
<td>LEGAL PRACTICE: WRITING AND ANALYSIS (YR)</td>
<td>2</td>
<td>Shulman, J</td>
<td>MW</td>
<td>7:55</td>
<td>8:50</td>
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<tr>
<td>LAWJ-005-72</td>
<td>LEGAL PRACTICE: WRITING AND ANALYSIS (YR)</td>
<td>2</td>
<td>Shulman, J</td>
<td>MW</td>
<td>7:55</td>
<td>8:50</td>
</tr>
<tr>
<td>LAWJ-005-73</td>
<td>LEGAL PRACTICE: WRITING AND ANALYSIS (YR)</td>
<td>2</td>
<td>Shulman, J</td>
<td>MW</td>
<td>7:55</td>
<td>8:50</td>
</tr>
<tr>
<td>LAWJ-005-74</td>
<td>LEGAL PRACTICE: WRITING AND ANALYSIS (YR)</td>
<td>2</td>
<td>Shulman, J</td>
<td>MW</td>
<td>7:55</td>
<td>8:50</td>
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<tr>
<td>LAWJ-005-75</td>
<td>LEGAL PRACTICE: WRITING AND ANALYSIS (YR)</td>
<td>2</td>
<td>Shulman, J</td>
<td>MW</td>
<td>7:55</td>
<td>8:50</td>
</tr>
<tr>
<td>LAWJ-005-76</td>
<td>LEGAL PRACTICE: WRITING AND ANALYSIS (YR)</td>
<td>2</td>
<td>Shulman, J</td>
<td>MW</td>
<td>7:55</td>
<td>8:50</td>
</tr>
<tr>
<td>LAWJ-008-97</td>
<td>TORTS</td>
<td>4</td>
<td>Peller, G</td>
<td>MW</td>
<td>5:45</td>
<td>7:45</td>
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</tbody>
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# SPRING 2016: SECTION 7 SCHEDULE

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:45-7:45</td>
<td>Contracts</td>
<td>Constitutional Law I</td>
<td>Contracts</td>
<td>Constitutional Law I</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(B week Thursdays: 1/28, 2/11, 3/3, 3/24, 4/7, 4/21 &amp; Saturday, 4/30)</td>
</tr>
<tr>
<td>7:55-8:50</td>
<td>Legal Practice (all sections)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CR.</th>
<th>PROFESSORS</th>
<th>DAYS</th>
<th>TIME</th>
<th>EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAWJ-004-97</td>
<td>CONSTITUTIONAL LAW I: THE FEDERAL SYSTEM</td>
<td>3</td>
<td>Stromseth, J</td>
<td>T</td>
<td>5:45</td>
<td>7:45</td>
</tr>
<tr>
<td>LAWJ-002-97</td>
<td>CONTRACTS</td>
<td>4</td>
<td>Mansfield, C</td>
<td>MW</td>
<td>5:45</td>
<td>7:45</td>
</tr>
<tr>
<td>LAWJ-005-71</td>
<td>LEGAL PRACTICE: WRITING AND ANALYSIS (YR)</td>
<td>2</td>
<td>Shulman, J</td>
<td>M</td>
<td>7:55</td>
<td>9:55</td>
</tr>
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<td>LAWJ-005-72</td>
<td>LEGAL PRACTICE: WRITING AND ANALYSIS (YR)</td>
<td>2</td>
<td>Shulman, J</td>
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<td>9:55</td>
</tr>
<tr>
<td>LAWJ-005-74</td>
<td>LEGAL PRACTICE: WRITING AND ANALYSIS (YR)</td>
<td>2</td>
<td>Shulman, J</td>
<td>M</td>
<td>7:55</td>
<td>9:55</td>
</tr>
<tr>
<td>LAWJ-005-75</td>
<td>LEGAL PRACTICE: WRITING AND ANALYSIS (YR)</td>
<td>2</td>
<td>Shulman, J</td>
<td>M</td>
<td>7:55</td>
<td>9:55</td>
</tr>
<tr>
<td>LAWJ-005-76</td>
<td>LEGAL PRACTICE: WRITING AND ANALYSIS (YR)</td>
<td>2</td>
<td>Shulman, J</td>
<td>M</td>
<td>7:55</td>
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