Dear Student:

Combining a world-renowned faculty, a dedication to intellectual stimulation and community, and a location in the heart of the nation’s capital, Georgetown is a unique place to study law. Georgetown Law nurtures the very highest standards of scholarly inquiry, intellectual rigor and ethical behavior in a way that respects each student’s individuality and fosters his or her particular interests and career goals. This is particularly evident in its part-time program, which matches the intellectual depth and professional training provided in our, or indeed any, full-time program.

This Transfer Student Guide has been prepared by the Office of J.D. Academic Services to provide the information you need to get started at Georgetown Law as a new, but also experienced student. We welcome your comments on the Guide and any suggestions for future revisions.

We hope that this Guide 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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**APPENDIX A:** Student Services Quick Guide

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INTRODUCTION

Each year, Georgetown Law admits over 100 transfer students who have achieved tremendous success in their first-year law schools around the country. Transfer students enrich our community through their motivation and diversity of experience, but we recognize that this is a significant transition.

This Guide is meant as a useful primer for getting started at Georgetown Law. It sets forth the basics of life on campus and the resources available to you so that you can be confident you are starting out your second year of law school on the same page as all Georgetown Law students.

Orientation

Transfer Student Orientation will take place on August 22, 2016, beginning at 9 a.m. and continuing through the afternoon. Orientation provides an overview of essential academic and administrative matters. It is an opportunity to meet key faculty members and staff and to get to know your fellow transfer students. At Orientation, you will be able to sign-up for career and/or academic advising sessions. The Transfer Student Peer Mentors will also be available to answer questions and help organize informal social events.

You are encouraged to attend the optional faculty academic talks taking place during Orientation Week. All transfer students are invited to attend 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/. Details about the Orientation schedule will be available in August.

You will receive an email during Orientation Week from the Law Library regarding your personal password for Westlaw, Lexis, and BloombergLaw. You may need to use your Westlaw or Lexis password 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, which includes research guides, treatise guides, study room reservations, research consultations, and the exam archive.

Although formal Orientation events conclude before classes begin, we encourage you to take advantage of informal social events held by the Transfer Student Association and other student organizations early in the semester.

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/) 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. Please note that this information may not be available until late summer for most Fall and Spring courses.

You can purchase your textbooks from the Georgetown Law Bookstore. The Bookstore is next to McDonough Hall and has a separate entrance from F Street. For current hours, please call the Bookstore at (202) 662-9676.

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
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 two online learning management systems or class websites, described in more detail below. On these websites, professors may post documents (including reading materials and syllabi), 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 websites to look for and enroll yourself in your courses.

- **Canvas** is an advanced learning management system that 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. Students are automatically enrolled in Canvas sites once they are enrolled in a course that uses the system. To log into Canvas, go to [https://georgetownlaw.instructure.com/](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](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 must 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](http://www.law.georgetown.edu/library/research/tutorials/twen/index.cfm).

**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 for more information.); or
- 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 professor 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.

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 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.

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 states:

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.

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 a recording of the missed class(es). There are two ways courses may be recorded: conventional audio-recording or Echo 360 video-recording. Audio-recordings 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. Audio-recordings made by the institution are only available to authorized students for 28 days after the date of the original recording. If your professor chooses to use Echo 360, each class session will be video-captured, and students will be able to view the recordings without prior permission through the end of the exam period.

The Law Center will only record classes if permitted by the faculty member or will audio-record if required by law as a reasonable accommodation for students with disabilities.

At the start of each semester, faculty members provide their recording preferences to the Office of J.D. Academic Services. If you have questions about a particular professor’s recording preference, please contact the Office of J.D. Academic Services.

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 recordings 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.

EXAMS

The exam date and time for each course is set forth in the course description available on the Curriculum Guide. You will need to plan accordingly as there are limited circumstances for exam deferrals.

As stated in the Exam Relief Policies section in the General Administrative Policies chapter of the Student Handbook, 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. An exam conflict is defined as occurring when a student has two examinations which begin within 25 hours, three examinations scheduled within four consecutive days, or...
four exams scheduled within five consecutive days. Please contact the Office of the Registrar
(lawreg@law.georgetown.edu) with any exam deferral requests.

ACADEMIC EVALUATION AND THE PASS/FAIL POLICY

Please be aware that there may be significant differences between the grading policies of your first-year law school and those of Georgetown Law. We encourage you to carefully review the Student Handbook for the most complete information, but have highlighted below two common distinctions: Georgetown Law’s Recommended Grading Curve and the Pass/Fail Policy.

Recommended Grading Curve

The following is the faculty-approved recommended curve for all first-year and upper-level examination courses.

- A 12%
- A- 19%
- B+ 28%
- B 31%
- B- 5–10%
- C+ 10%
- C 5–
- C- 10%
- D
- F

Pass/Fail Option

The pass/fail option is intended to encourage students to be adventurous in their course selection and not be deterred from taking a course out of concern for their grade point averages. Upperclass J.D. students are permitted to take a maximum of 7 credits pass/fail in elective courses that are available on a pass/fail basis. Mandatory pass/fail courses (e.g., Week One courses) and the pass/fail components of experiential course offerings (e.g., field placements in practicum courses and externships) do not count against the 7-credit pass/fail limit. In other words, the 7-credit limit applies only to classroom courses that students elect to take on a pass/fail basis. Courses taken on a mandatory pass/fail basis in an approved study-abroad program or at another ABA-approved law school (e.g., while the student is a visiting student), also do not count against the 7-credit ceiling.

Eligible Students

Upperclass J.D. students are eligible to use the pass/fail option for upperclass electives at the Law Center, the Center for Transnational Legal Studies, and the London Summer Program, and for cross-listed Law Center graduate courses that are available for pass/fail. Students sign up for the pass/fail option online and receive instructions on how to do so from the Office of the Registrar.

*Because the target percentage of grades of B- and below is a range, rather than a specific number, the target percentage of B grades can increase by one percent for every percent below 10 percent that a faculty member decides to award grades of B- and below.
Non-Eligible Courses

The following courses are not eligible for the pass/fail option:

- Courses in the required first-year program;
- Any course that meets the Professional Responsibility requirement
- Upperclass legal writing requirement seminars
- Supervised Research projects
- Clinics
- Law Center graduate courses that are not cross-listed
- Courses for which the faculty member has elected not to make the pass/fail option available
- For students pursuing a J.D./LL.M. joint degree, courses that are considered “specialization credits” pursuant to the LL.M. degree requirements (see the Graduate Programs chapter of this Handbook)

The list of the courses not eligible for the pass/fail option for each semester is available on the Office of the Registrar’s website, at http://www.law.georgetown.edu/campus-services/registrar/course-registration/Registration-Information.cfm. All other courses may be available for the pass/fail option.

Other Restrictions

Students may exercise the option to take an otherwise graded course on a pass/fail basis only once a semester. This does not apply to mandatory pass/fail courses, which do not count against the 7-credit pass/fail limit (i.e., students may only elect to take one course pass/fail in a semester, but may take any number of mandatory pass/fail courses in the same semester). Students who elect to take a yearlong course on a pass/fail basis may exercise the option in a Fall semester course as well. Students must make any pass/fail designations by the fourth week of the relevant semester (second week of Summer session) in order to exercise the pass/fail option that semester. No late designations will be permitted.

Grading

By the fourth week of the relevant semester (second week of Summer session), a student who wishes to use the pass/fail option must designate to the Office of the Registrar: (1) the course; and (2) the grade the student hopes to receive in the course (this is referred to as the “target” grade). If a student elects to take a course pass/fail but fails to designate a target grade by the deadline, the Office of the Registrar will assign to the student a target grade that is equal to or just above the student’s current cumulative grade point average (GPA). For example, if a student has a GPA of 3.33/4.00, a target grade of B+ will be assigned; if a student has a GPA of 3.42/4.00, a target grade of A- will be assigned. No changes to the pass/fail designation or target grade will be permitted after the deadline.

Faculty are not informed of who is taking their course on a pass/fail basis, and students should not inform them. If the student earns the target grade or above, the actual grade will appear on the student’s transcript and will be included in calculating his or her grade point average. If the student earns a grade below the target but a grade of at least a C, a pass will appear on the transcript. If the student earns a grade of C- or lower, the actual grade will appear on the transcript and will be included in calculating his or her grade point average. Whether a student receives a pass or the grade, the credits associated with the course will count against the 7-credit pass/fail limit. If a student withdraws from a course taken on a pass/fail basis, the credits associated with the course will still count against the 7-credit pass/fail limit.
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 departments and services at the Law Center, which we have replicated and augmented with business hours in Appendix A.

PREPARING FOR EXAMS

As transfer students, you have all been through law school examinations, and should be confident that the same methods that brought you success in your first year will serve you well here at Georgetown Law.

One of these methods may have been to study from past exams. Georgetown Law’s Library maintains past exams indexed by course and by professor, 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.

We understand that many law schools have different rules, regulations, and software requirements when it comes to exams, and that being familiar with these formats ahead of time can help ease some of the stress of exam time. In early November, the Office of J.D. Academic Programs and the Office of the Registrar will put on a presentation for transfer students designed to familiarize you with Georgetown Law’s examination procedures. Look for more information later in the Fall semester.

ACADEMIC ADVISING AND SUPPORT

Making Your Place at Georgetown

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 transfer student, you may find it intimidating to “start over” building your personal community. But be assured that your peers in the second year are often in much the same boat. Georgetown Law has one of the largest J.D. student populations, and most second-year students are meeting students outside of their section for the first time.

We strongly encourage you to get involved in organizations and students groups that interest you, or to start your own. Your Transfer Student Peer Mentors are a great resource for the various student groups and extracurricular opportunities at Georgetown Law.
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 during Orientation. Counseling resource information is also published on Georgetown Law’s website at 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
- Mustaq Gunja, **Assistant Dean for J.D Academic Programs** at (202) 662-9041
- **Sarah Hulsey, Assistant Dean for the J.D. Academic Programs** at (202) 662-9041
- **Sally McCarthy, Assistant Dean for J.D. Academic Services** at (202) 662-9041
- **Emily Wack, Director, J.D. Programs** at (202) 662-9041
- **Margaret Gerety, Assistant Dean of Experiential Learning** at (202) 662-9041
- **Rachel Taylor, Assistant Dean of Experiential Education** at (202) 662-9865
- **Kennisha Austin, Director of Externship Program** at (202) 662-6677
- **Denise Sangster, Assistant Dean and Registrar** at (202) 662-9220

*Academic advising questions can be emailed directly to jdas@law.georgetown.edu.*

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. All 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 the 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**

Nicole Sandoz 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. Nicole 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. Nicole 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 Nicole by email at ns1028@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 Mara.
Bellino, the Director of Disability Services, within the Office of the Dean of Students. You may contact Mara by email at mcb260@law.georgetown.edu, by phone at (202) 662-4042, or in person in the Office of the Dean of Students at 210 McDonough Hall.

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. Most faculty hold office hours, which will be posted. 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. Professors 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!

Academic Enhancement

The Director of Academic Enhancement Programs, in the Dean of Students Office, is a great resource should you find yourself struggling in your course work. Interested students should contact the Office of the Dean of Students at (202) 662-4066.

Extracurricular Activities

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. 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/, for specific information about these programs.

PRO BONO AND COMMUNITY SERVICE

Participating in Pro Bono work 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. All 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. Keep in mind that some state bar organizations require pro bono hours for admission to the bar.

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/topics/pro-bono/pro_bono_pledge/.

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. 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. For more information, please contact the Office of Student Life at (202) 662-9292.

**Transfer Student Association:** The TSA is dedicated to creating community between transfer students and advocating for transfer students concerns within the greater law school community through outreach, education, activism, and social bonding. The TSA holds events for transfer students including happy hours and job panels.

**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. Transfer students have delegates in the SBA and are also represented among the 3L delegates. The SBA allocates money for all student organizations. All students are welcome to attend SBA meetings, which are typically scheduled on Tuesdays at 9:00 p.m., after evening classes.

**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 transfer student 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.

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**COMMUNICATIONS AND TECHNOLOGY**

**Getting and Staying Connected**

At Georgetown Law, it is important for students to stay connected with the Law Center community. Here is information about some of those resources.

**Connecting to Wifi:** You can connect to wifi on campus by selecting the “gulaw-secure” network and signing in with your Net ID and password.

**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](mailto: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](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](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/.

**LiveSafe Mobile App:** In addition to the HOYAlert Emergency Notification System, we encourage all Georgetown Law students to download the LiveSafe Mobile App. For more information, please visit: http://www.law.georgetown.edu/campus-services/public-safety/emergency/safety-app.cfm.

**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 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, professors 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, 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 internet, using social media, playing games, using email, streaming video, 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.

Students are responsible for ensuring their computers are in good working order prior to exams. Should you experience a technical difficulty during an exam, you should immediately bring it to the attention of a proctor or contact the Office of the Registrar at 202-662-9220 or lawreg@law.georgetown.edu—do not contact 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

Although many transfer students will already have met with an advisor in the Office of Career Strategy (OCS) and/or Office of Public Interest and Community Service (OPICS) prior to the start of their Fall 2L semester, the value of meeting with an advisor to discuss your particular situation and career goals cannot be understated. Both offices are open Monday through Thursday until 5:30 p.m. and Friday until 5:00 p.m. 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.

FINANCIAL AID

Office of Financial Aid

The Office of Financial Aid is your best resource for navigating Georgetown Law’s financial aid policies. The Office of Financial Aid can help you with aid application procedures, provide tools for financial management, and explain federal and institutional aid requirements. You can find resources and contact information on their website at https://www.law.georgetown.edu/admissions-financial-aid/office-of-
Take Advantage of Student Discounts

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

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. The best source of current information about bar admissions and requirements is the website of the National Conference of Bar Examiners: 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.

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.
The 2016–2017 MPRE test dates are August 13, 2016, November 5, 2016, March 18, 2017, August 12, 2017, and November 4, 2017. Registration opens in mid-December for tests for the following year. Additional information is available on the MPRE website at
http://www.ncbex.org/exams/mpre/registration/.

Many 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.

**CAMPUS 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 you may 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, the first floor of the Williams Library, or the first floor, north corridor of the Hotung/Fitness building. Locker registration is coordinated through Facilities Management. Staff members will be available throughout Orientation week, August 22–27, 2016, 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 2016–2017 parking hang tag. Students may register their vehicle and receive their hang tag during Orientation week, August 22-27, 2016, at the Parking Office, McDonough Hall, room 154. Eight dollars and forty cents ($8.40) 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/. 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 are especially limited due to the closure of 2nd street. See 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.

METRO/SHUTTLE BUS

Many students travel to and from Georgetown Law by Metro (http://www.wmata.com). Georgetown Law is between the Judiciary Square and Union Station stops on the Red Line. Please keep in mind that Metro service in 2016–2017 will be affected by the Metrorail’s “SafeTrack” track work plan. More information about scheduled service interruptions can be found at www.wmata.com/safetrack.

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 the Metro 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:

- 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 register their bikes with Campus Security to 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. During the academic year, 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.

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

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. Additionally, there is a self-serve 24-hour micro market, Legal Eats, in the basement floor of the Williams Library.

Sport and Fitness Center

This 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. 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)
Sexual Assault Hotline .......................................................................................... 202-333-7273

Technology Services

lawhelp@law.georgetown.edu .............................................................................. 202-662-9284

Directory

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, Vice Dean of the Law Center and Associate Dean for Experiential Education
Mitchell C. Bailin, Associate Vice President and Dean of Students
Rosa Brooks, Associate Dean for Graduate Programs
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
Naomi Mezey, Associate Dean for the J.D. Program
Joshua C. Teitelbaum, Associate Dean for Research and Academic Programs
Quick Department and Services List

Admissions Office ........................................................................................................... 202-662-9015
Alison Spada, Director of J.D. Admissions
Justin Swinsick, Associate Director of Graduate Admissions

Alumni, Development, and Communications
Matthew Calise, Director, Alumni Affairs...202-662-4078.........................Hotung 2006
Priscilla Rawlins, Executive Director, Development. ..........................202-662-9797....................Hotung 1001B

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)

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

Career Strategy
carsvcs1@law.georgetown.edu ..................202-662-9300 .......................McDonough 328

Center for Transnational Legal Studies ........................................202-662-9036 .............Hotung 5000
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 (ODOS) ........................................202-662-4066 .....................McDonough 210
deanofstudents@law.georgetown.edu

Disability Services .........................................................202-662-4042 .....................McDonough 210
Mara Bellino, Director


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

Experiential Learning.................................see clinics, externships, practicums, simulations

Externships..............................................202-662-9041...........McDonough 352
Kennisha Austin, 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..............................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..................................................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
Nicole Sandoz, Liaison

Simulation Courses ......................... 202-662-9041 ................. McDonough 352
Margaret Gerety, Assistant Dean

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
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
lawhelp@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
# 2016 Fall Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., July 25</td>
<td>Tuition due for first-year J.D. students</td>
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<tr>
<td></td>
<td>Tuition due for incoming graduate students</td>
</tr>
<tr>
<td>Mon., Aug. 22</td>
<td>Registration and Orientation for:</td>
</tr>
<tr>
<td></td>
<td>Incoming J.D. transfer students,</td>
</tr>
<tr>
<td></td>
<td>Incoming J.D. visiting students,</td>
</tr>
<tr>
<td></td>
<td>New graduate students</td>
</tr>
<tr>
<td>Mon., Aug. 22–Fri., Aug. 26</td>
<td>Orientation for:</td>
</tr>
<tr>
<td></td>
<td>Full-time first-year J.D. students and</td>
</tr>
<tr>
<td></td>
<td>New graduate students</td>
</tr>
<tr>
<td>Tues., Aug. 23</td>
<td>Registration and Orientation for part-time first-year J.D. students</td>
</tr>
<tr>
<td>Wed., Aug. 24</td>
<td>Registration for full-time first-year J.D. students</td>
</tr>
<tr>
<td>Fri., Aug. 26</td>
<td>Tuition due for continuing, transfer, and visiting students</td>
</tr>
<tr>
<td>Mon., Aug. 29</td>
<td>Classes begin for all students</td>
</tr>
<tr>
<td>Mon., Aug. 29–Tues., Sept. 6</td>
<td>Add/drop and waitlist activity for Fall and Spring courses</td>
</tr>
<tr>
<td>Mon., Sept. 5</td>
<td>LABOR DAY HOLIDAY:</td>
</tr>
<tr>
<td></td>
<td>No classes meet</td>
</tr>
<tr>
<td>Mon., Oct. 10</td>
<td>COLUMBUS DAY HOLIDAY:</td>
</tr>
<tr>
<td></td>
<td>No classes meet</td>
</tr>
<tr>
<td>Tues., Oct. 11</td>
<td>Monday classes meet instead of Tuesday classes</td>
</tr>
<tr>
<td>Wed., Nov. 23–Sun., Nov. 27</td>
<td>THANKSGIVING HOLIDAY:</td>
</tr>
<tr>
<td></td>
<td>No classes meet</td>
</tr>
<tr>
<td>Sat., Dec. 3</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Sat., Dec. 3 &amp; Mon., Dec. 5</td>
<td>Rescheduled classes and reading day</td>
</tr>
<tr>
<td>Tues., Dec. 6–Sat., Dec. 17</td>
<td>Final exams</td>
</tr>
<tr>
<td>Fri., Dec. 16</td>
<td>All papers due unless other due date set by the professor</td>
</tr>
<tr>
<td>Mon., Dec. 19, Tues., Dec. 20, Mon., Jan. 2 &amp; Tues., Jan. 3</td>
<td>Fall 2016 exam deferral dates</td>
</tr>
</tbody>
</table>

# 2017 Spring Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., Jan. 9</td>
<td>Week One elective classes begin for first-year J.D. students</td>
</tr>
<tr>
<td></td>
<td>Week One elective mini courses begin for upperclass students</td>
</tr>
<tr>
<td></td>
<td>Note: If students elect to take a Week One class, mandatory</td>
</tr>
<tr>
<td></td>
<td>attendance is required at all class sessions, first-year and</td>
</tr>
<tr>
<td></td>
<td>upperclass, Monday – Thursday</td>
</tr>
<tr>
<td></td>
<td>Note: Some clinics may require their students to begin</td>
</tr>
<tr>
<td></td>
<td>clinic activities this week</td>
</tr>
<tr>
<td>Tues., Jan. 10</td>
<td>Spring tuition due for all students</td>
</tr>
<tr>
<td>Fri., Jan. 13</td>
<td>Regular, semester-long classes begin for all students</td>
</tr>
<tr>
<td>Fri., Jan. 13–Mon., Jan. 23</td>
<td>Add/drop and waitlist activity for Spring courses</td>
</tr>
<tr>
<td>Mon., Jan. 16</td>
<td>MARTIN LUTHER KING HOLIDAY:</td>
</tr>
<tr>
<td></td>
<td>No classes meet</td>
</tr>
<tr>
<td>Fri., Jan. 20</td>
<td>INAUGURATION DAY:</td>
</tr>
<tr>
<td></td>
<td>No classes meet</td>
</tr>
<tr>
<td>Mon., Feb 20</td>
<td>PRESIDENTS DAY HOLIDAY:</td>
</tr>
<tr>
<td></td>
<td>No classes meet</td>
</tr>
<tr>
<td>Tues., Feb. 21–Wed., Feb. 22</td>
<td>Faculty Retreat: No classes meet</td>
</tr>
<tr>
<td>Thurs., Feb. 23</td>
<td>Monday classes meet instead of Thursday classes</td>
</tr>
<tr>
<td>Sun., Mar. 12–Sun., Mar. 19</td>
<td>SPRING BREAK: No classes meet</td>
</tr>
<tr>
<td>Fri., Apr. 14–Sun., Apr. 16</td>
<td>EASTER BREAK: No classes meet</td>
</tr>
<tr>
<td>Sat., Apr. 29</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Mon., May 1</td>
<td>Rescheduled classes and reading day</td>
</tr>
<tr>
<td></td>
<td>May graduates’ papers due unless an earlier due date set by the</td>
</tr>
<tr>
<td></td>
<td>professor</td>
</tr>
<tr>
<td>Tues., May 2–Tues., May 16</td>
<td>Final exams</td>
</tr>
<tr>
<td>Tues., May 16</td>
<td>All papers due unless other due date set by the professor</td>
</tr>
<tr>
<td>Sun., May 21</td>
<td>Commencement</td>
</tr>
<tr>
<td>Tues., May 23–Thurs., May 25</td>
<td>Spring 2017 exam deferral dates</td>
</tr>
</tbody>
</table>
Appendix C: Campus Map

Williams Law Library
- Computer Lab
- Legal Eats
- Student Journal Offices

McDonough Hall
- Campus Ministry
- Dean of Students
- Disability Services
- Financial Aid
- JD Academic Services
- Law Clinics
- Market Café
- OCS/OPICS
- Parking Offices
- Philip A. Hart Auditorium
- Registrar
- Student Accounts
- Student Life
- Sweet Yo
- Writing Center

Hotung International Building
- Development and Public Relations
- Graduate Programs
- International & Transnational Programs
- John Wolff International and Comparative Law Library
- Supreme Court Institute Moot Court Auditorium
- Visa Issues

Sports & Fitness Center
- Go Card Office
- Subway Café

Gewirz Student Center
- Moot Courtroom
- Residential Life
- Student Health Center
- Student Lounge