June 2013

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 J.D. Academic Services Office 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 a unique period in your life.

Sincerely,

J. Peter Byrne
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.

The purpose of this handbook is to provide useful information on the first-year experience and managing your studies. Throughout this handbook, we supplement our general advice with more specific tips from 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, part-time students pursue a 20-semester hour required program of study. There are six required courses: Civil Procedure (4 credits), Constitutional Law I (3 credits), Contracts (4 credits), Legal Research and Writing (4 credits, year-long), Torts (4 credits), and Week One: Law in a Global Context (1 credit, graded pass/fail).

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 2014 semester, Constitutional Law I is every Tuesday and alternating Thursdays from 6:00 p.m. to 8:00 p.m. Legal Research and Writing also meets twice a week, all year-long, from 7:55 p.m. to 8:50 p.m.

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 before you graduate. The Office of the Registrar posts lists 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 (formerly, the Bulletin), available at http://www.law.georgetown.edu/go/handbook. There will be advising sessions regarding 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 if you have any initial concerns or questions.
Orientation

Orientation for part-time students is held in late August, in the late afternoon and evening, on one day during the week before classes start. The schedule for Orientation typically includes information sessions on academic and administrative matters, one or more faculty lectures and panel presentations, a section service project, and several social events. There is a reception with the President of the University and the Dean of Georgetown Law at the end of Orientation week. This event is a great chance to meet your full-time counterparts in the first-year program. For more information about Orientation, log on to the Admitted Students website at http://apps.law.georgetown.edu/admitted-students/.

Georgetown Law has organized several law library tours during the Orientation period. Led by librarians with law degrees, the tour guides will provide information that will help you succeed as a student and research tips that may aid you during your professional career.

During the orientation week, the library staff will provide an orientation session for part-time students. At that time, the staff will distribute personal passwords 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, to obtain readings or syllabi from your professors (see the section on Getting Started in the First Weeks below).

The library also maintains a website with helpful links for new law students at http://www.law.georgetown.edu/library/students/new-students.cfm. The page will include information about how to find readings, access TWEN and Web-Courses, or contact a librarian for help with a research project.

Each fall, the Office of the Dean of Students and the Office of J.D. Academic Services organize a continuing 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 writing. 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. A schedule of the sessions will be included in the Orientation packet you receive in August.

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 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.bkstr.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 site.
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.

CLASS-RELATED WEBSITES: COURSEWARE, TWEN, AND WEB-COURSES

All Georgetown Law professors and students have access to three online course management tools or class-related websites: Courseware, TWEN, and Web-Courses. On these websites, professors may post documents (including reading materials), list links to materials for students to read, e-mail messages to students enrolled in the site, and facilitate online discussions. Your professors will let you know if they have a class-related website and, if so, which system they are using. You may also want to log into each of the following class-related websites to look for your courses.

Courseware is Georgetown Law’s 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 e-mail the students who enrolled in the site. Each student must enroll themselves into the website or the faculty member may enroll the students. In order to use Courseware, you will need to log into the application with your NetID and Law Center password. Instructions for using Courseware are located at http://www.law.georgetown.edu/campus-services/ist/support-training/online-tutorials/courseware/CoursewareTutorialStudents.cfm.

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 a TWEN website link directly to the documents that are available on Westlaw. Students enroll themselves by adding the course to their TWEN account. Faculty can e-mail students at the e-mail 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 a Blackboard (common courseware used by undergraduate institutions) course tool. 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. 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.

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/. 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:

- Courseware
- TWEN
- Web-Courses
• In an e-mail (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.

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

READINGS AND TEXTBOOKS ON COURSE RESERVE

The Library purchases a copy of all required textbooks and keeps them on course reserve at the Williams Circulation Desk. All materials requested for Course Reserve will be listed both by professor and course in the Library’s online catalog. 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 library 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 service for audio learners. Students may use two unique productivity tools:

• **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://apps.law.georgetown.edu/library-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 and Class Recordings

Please remember that attendance is required at all classes. The Georgetown Law Student Handbook of Academic Policies stipulates that “regular and punctual attendance at all class sessions is required of each student.... A student who, even though registered for a course, has not regularly attended and participated 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… or receive a lowered 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. Students who miss class(es) may 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-Recording of Classes. 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 Graduate Programs Office.

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 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.

**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) *I use the early mornings and the weekends to do my reading and Legal Research and Writing 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.

2) I generally try to do most of my reading on the weekend if possible. I’ve discovered that I can also get 10-15 pages read during my lunch hour, so I usually leave the last few pages for lunch the day of the class. Sometimes I work in the evenings, depending on how much work is assigned for that week, but after class I’m really only good for another 20 pages or so. I try to reserve Saturday mornings for myself to sleep or do errands. Fortunately, I have a lot of friends in class, so I don’t feel that I’ve been totally deprived of a social life.

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 then going over questions from prior exams or commercial aids 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 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.

3) 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.

4) 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.

5) 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.

OUTLINING

Outlining is a catch-all term for the process of reviewing 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 may not be much help during the exam itself. Try to prepare a short topics outline to go with the 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.

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.

**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. 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.

**Personal Advising and Counseling**

In addition to addressing academic needs, Georgetown Law is also committed to providing 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 Hulse, *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
- Gilda Mossadegh, *Director, J.D. Programs* 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, *Registrar* at (202) 662-9220
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](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.

Additionally, a list of telephone numbers and office hours for many Georgetown Law offices is provided in Appendix A. The Career Services, Registrar’s, and Student Life Offices are open until 7:00 p.m. or 8:00 p.m. on Monday and/or Tuesday evenings. 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, and the Registrar are available after normal working hours by appointment.

**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](http://www.law.georgetown.edu/campus-life/advising-counseling/personal-counseling/sarvl/index.cfm). You may contact Laura at lmc228@law.georgetown.edu or (202) 662-4042.

**Students with Disabilities**

A number of students at Georgetown Law have been diagnosed with disabilities, including physical, learning, attention, chronic health, and psychological disabilities. In compliance with applicable federal law, Georgetown Law provides reasonable 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 at lmc228@law.georgetown.edu or (202) 662-4042 or you may stop by the office in McDonough Hall, Room 210.

**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 e-mail about a month before the Fall semester begins. Peer Advisors are great sources of information about the campus and its resources, life as a first-year student, and D.C. neighborhoods and cultural opportunities. They also will connect you with recent Georgetown Law alums who graduated from the part-time program.
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 typically suggest an alternative means of consulting with them. Many will meet with you after class by appointment and/or will consult by phone and e-mail. 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 tutors to be made available to students in particular first year subject areas. Tutors are assigned to requesting first-year students after a meeting between the requesting student and the Director of Academic Enhancement Programs, Elizabeth Ewert, in the Dean of Students Office. 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. However rich the curriculum, 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 extra-curricular 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 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/ 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 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.
1) 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.

2) I competed for a position on the Alternative Dispute Resolution team in my first year. The only problem was that I failed to factor in the amount of time I would need to be truly prepared given the tight five day window between distribution of the packet and the competition. I received the packet on a Sunday night at 10:00 p.m. and had to compete the following Saturday morning. Working full time and attending classes every night did not leave much time to prepare. If you are working full time, I suggest waiting and competing in a year when you will have sufficient time to juggle this competition and your other commitments or trying another competition that might be more accommodating to your schedule. I highly recommend checking with the ADR Division for details on the timeline for Spring.

PART-TIME STUDENT ORGANIZATIONS AND STUDENT GOVERNANCE

Student Organizations

A list of more than 100 existing student organizations at Georgetown Law can be found on the Student Organization OrgSync Portal at http://georgetownlaw.orgsync.com. 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 to be used solely for part-time students. This money is administered by the Evening Student Affairs Committee of SBA. Please note, most SBA meetings are scheduled at 9:00 p.m., after evening classes.

Committee Service: 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 e-mails for dates. The SBA also will send out e-mails regarding part-time student activities and receptions. These events are a great opportunity to get to know your classmates and faculty.

Student Notes:

1) 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.

2) 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.

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. Information on student technology orientation is located at http://www.law.georgetown.edu/campus-services/ist/orientation-information/TechnologyOrientationStudents.cfm.

E-mail – 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.
• 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, 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 NetID 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 NetID password, please visit https://netid-mgmt.georgetown.edu/passwd. If you have questions regarding your NetID or NetID password, please contact the Law Center 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 e-mail, text messaging, and/or voice. To log into HOYAlert Emergency Notification System, navigate to https://myaccess.georgetown.edu/.

Georgetown Law’s Newsletter – Georgetown Law’s newsletter, What’s Happening!, is published weekly during the academic year. Administrative offices (Dean of Students, J.D. Academic Services, Registrar, Financial Aid, Career Services, Student Life, etc.) highlight important events and deadlines in their entries. What’s Happening! is located online at http://www.law.georgetown.edu/students/whats-happening.cfm, posted in elevators around McDonough Hall, or made available in hard copy on Monday evenings in the Office of J.D. Academic Services (352 McDonough Hall).

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/ist/students/computerrecs/comrec.htm.

The Law Center offers wireless network connectivity throughout the campus. Instructions for connecting to GULAW-SECURE (the Law Center's new wireless network) can be found at http://www.law.georgetown.edu/campus-services/ist/communications/GULAW-SECURE.cfm.

PUBLIC COMPUTERS

There are some public computers available for student use. The public computers located in the third floor atrium of McDonough Hall run Internet applications for web browsing and e-mail access. The computers located in the Williams and Wolff Law Libraries are equipped with the Microsoft Office Suite
and have access to laser printers. Printing is 6¢ per printed side, which is deducted from your GOCard account (further information on the GOCard is at page 19 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, there should be no audible signals emanating from student computers 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.

**COMPUTER USAGE FOR EXAMS**

If you want to take your exams on a computer you will need to use your own laptop, which must be able to connect to the Internet. It is also a good idea to have a second (backup) laptop battery, because not all exam rooms have electrical outlets. Please be advised that professors may restrict or disallow laptop usage during an exam.

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 Exam Relief Policy is available online at http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/Exam-Conflicts.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. OCS is open Monday through Thursday evenings until 6:00 p.m. and Friday until 5:00 p.m. during the academic year. OPICS is 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. Be sure to sign up for Hoya Headlines, the daily blog from OCS and OPICS that provides students with information on upcoming events, deadlines, and other career-related matters. The link to sign up is on the OCS/OPICS homepage, http://www.law.georgetown.edu/careers/.

**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. Although many graduates of the part-time division have found rewarding post-graduate legal jobs without gaining legal experience during law school, you will be more competitive for more positions if you are able to spend some time with a legal employer while you are at Georgetown Law.

With some long-range planning, many part-time students have found creative ways to make time in order to gain legal experience without completely giving up their regular jobs. Some possibilities include using accumulated vacation time, temporarily going part-time, or taking a leave of absence. 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 that may be helpful in developing contacts, or working as a research assistant for a professor who teaches in your areas of interest. OCS and OPICS also receive many inquiries from legal employers seeking part-time students to work full-time. Simplicity 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. As a result, only a very small minority of the large law firms will have additional openings for new associates that are not filled by summer associates at that firm, 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 (through clinics, externships, summer internships, 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.

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 Research and Writing class. If you believe your written work from this class is not an accurate reflection of your writing ability and have no other written legal work to submit, consider taking a paper from your Legal Research and Writing class to the Writing Center to work on improving it. If you wrote something at your previous summer job or in another position that you would like to use as your writing sample, be sure to get permission from your employer before using it. 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 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, 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 placed on each of these activities by employers in whom you are interested.

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 at http://www.law.georgetown.edu/admissions-financial-aid/office-of-financial-aid/Index.cfm. 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 Financial Aid Office 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 by the Associate Dean for Research. Part-time students can work up to 40 hours per week on-campus during the summer. Contact the Financial Aid Office 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 7.9% and a 4.204% 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.

**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. A video of the presentations facilitated by Georgetown Law’s Ethics Counsel, Professor Michael Frisch, are available online on the Office of the Registrar’s website at [http://www.law.georgetown.edu/registrar/](http://www.law.georgetown.edu/registrar/). 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 Bar(s) 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.
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.

CAMPUS INFORMATION

GOCard

The Georgetown One Card (GOCard) is the official identification card of Georgetown Law. All students, faculty, staff and affiliates with Georgetown Law need to carry the GOCard for identification as well as for accessing buildings on campus. The GOCard can also be used to pay for your campus purchases which allows you to take advantage of the D.C. law exempting students from the 10% prepared food tax at on-campus food service facilities. You can use it to purchase items in the bookstore, vending machines, to purchase your locker, course materials, event tickets, printing, photocopying, and parking and to make purchases at several off-campus merchants. The list 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 at the GOCard Satellite Office in the Sports and Fitness Center Suite 2110 or by calling (202) 662-9915. To receive a replacement card you will need to go to the Satellite Office. Replacement cards cost $25.

There are three ways to add money to the GOCard. The Satellite Office accepts deposits of cash, checks, and credit cards. Deposit Stations can be used to add cash to your GOCard debit account. There are five Deposit Stations locations around campus: McDonough Hall 1st floor, Gewirz Student Lounge, Sport and Fitness Center lobby, Wolff Library 3rd floor and the Williams Law Library 3rd floor copy room. Finally, online deposits can be made directly to your account through the GOCard Online Card Office which only accepts Visa and Master cards. Visit: http://onlinecardoffice.georgetown.edu.

The GOCard office is open weekdays Monday – Friday from 9:00 a.m. to 5:00 p.m. You may complete and submit the GOCard Express ID Request form via email or mail and attach a frontal-view passport size photo of yourself at least 3-5 business days before your arrival. 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 held Monday through Friday in the Hart Auditorium Lobby, August 26-30, 2013.

Getting to and from Georgetown Law

PARKING

Georgetown Law has very limited on-campus parking. Daily student spaces are on the P2 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.

Students pay for their daily parking through their GOCard account. When you arrive at the parking booth, have your GOCard easily accessible and out of any protective badge holder, wallet, case, purse, book bag, etc. Swipe your GOCard (with the magnetic strip to the right) on the DAILY card reader by the parking booth and the gate arm will lift up once payment has been accepted. The parking rate is $8.00 per entry.

All student vehicles parking in the garage must be registered with the parking office and have Georgetown Law-issued hangtags visible at all times. This will avoid any unnecessary parking tickets. Students may register their vehicle and receive their hang tag during Orientation and Registration at the Parking and Locker registration desk in the Hart Lobby, August 26-30, 2013. Check the Orientation schedule for dates and times.

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.

METRO/SHUTTLE BUS

Many part-time 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. 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 and Capitol Hill/NE D.C. in the evenings between the hours of 5:00 p.m. and 12:30 a.m. (with the exception of a 30 minute driver break from 9:30 p.m. to 10:00 p.m.), is the safest and best way to travel to and from Union Station and Capitol Hill/NE D.C., especially at night. On weeknights, the shuttle leaves from the McDonough Hall 2nd Street driveway at 9:10 p.m. and 10:10 p.m. to accommodate students getting out of evening classes. At other times, the shuttle bus departs from the McDonough Hall 2nd Street driveway every 30 minutes and picks-up and drops-off passengers at the following locations:

Union Station, near the stop sign on Columbus Circle, near the escalators leading to the Metro station, and makes drop-offs before returning to Georgetown Law at:

- Third and F Streets, NE (in front of Martin’s Mini-Market);
- The corner of Sixth and F Streets, NE, and;
- Sixth Street and Maryland Avenue, NE (across from the Imani Temple).
Union Station shuttle schedules are available at the 2nd Street 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 DPS 2nd Street 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 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 St. between New Jersey and Massachusetts Avenue.

**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. Hours of operation are posted at the entrance to the Café. Menus are posted weekly online at: [http://www.cafebonappetit.com/menu/your-cafe/georgetown-law](http://www.cafebonappetit.com/menu/your-cafe/georgetown-law).

Students who use the GOCard for purchases at on campus dining facilities will be exempt from the 10% prepared food tax. For more details on how to deposit money to your GOCard debit account, please visit the GOCard website at [http://www.law.georgetown.edu/campus-services/gocard/index.cfm](http://www.law.georgetown.edu/campus-services/gocard/index.cfm).

**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. Hours of operation are posted at the entrance to Sweet Yo.

**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. Hours of operation are posted at the entrance to the Café.

**VENDING**

The vending service is open 24 hours and offers beverage, cold food, and snack machines in several locations: 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.

**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, and 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 by semester. You must complete a membership agreement before using the facility. Visit [http://www.law.georgetown.edu/campus-services/fitness/index.cfm](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.

There are limited lockers available for year-long rental at the Sport and Fitness Center. Students who would like to obtain a locker at the fitness center can do so by going to the front desk as early on in the semester as possible. These lockers are assigned very quickly so don’t delay. If you miss out, there are other lockers available for daily use inside the locker rooms. With these daily lockers be sure to remove all your items before the Fitness Center closes. The Fitness Center will cut locks on any daily use locker that are left overnight and the cost of the lock will not be reimbursed.
# APPENDIX A

## GEORGETOWN LAW OFFICE HOURS

*Hours may vary when classes are not in session.*

<table>
<thead>
<tr>
<th>Bookstore</th>
<th>Career Services, Room 328</th>
</tr>
</thead>
<tbody>
<tr>
<td>(202) 662-9676</td>
<td>Marcia Pennington Shannon, Assistant Dean (202) 662-9300</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>9:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>12:00 p.m.-5:00 p.m.</td>
</tr>
<tr>
<td><strong>Note:</strong> Bookstore hours are typically extended one hour daily during the first two weeks of class. Summer hours are abbreviated.</td>
<td></td>
</tr>
<tr>
<td>Monday-Thurs</td>
<td>Monday-Thurs</td>
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<tr>
<td>Friday</td>
<td>Friday</td>
</tr>
<tr>
<td>Saturday</td>
<td><strong>Other times by appointment</strong></td>
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<table>
<thead>
<tr>
<th>Clinical and Practicum Programs, Room 352</th>
<th>Office of the Dean of Students (ODOS), Room 210</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachel Taylor, Assistant Dean (202) 626-9865</td>
<td>Mitchell Bailin, Dean of Students (202) 662-4066</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>9:00 a.m.-5:00 p.m.</td>
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<tr>
<td><strong>Other times by appointment</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Aid, Room 335</th>
<th>Gewirz Front Desk (202) 662-9290 (off-campus housing information available here)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Pruett, Assistant Dean (202) 662-9210</td>
<td></td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>9:30 a.m.-5:45 p.m.</td>
</tr>
<tr>
<td><strong>Other times by appointment</strong></td>
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<table>
<thead>
<tr>
<th>J.D. Academic Services, Room 352</th>
<th>Office of Public Interest and Community Service, Room 212</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Hulsey, Assistant Dean (202) 662-9041</td>
<td>Barbara Moulton, Assistant Dean (202) 662-9655</td>
</tr>
<tr>
<td>Sally McCarthy, Assistant Dean (202) 662-9041</td>
<td></td>
</tr>
<tr>
<td>Rachel Taylor, Assistant Dean (202) 662-9865</td>
<td></td>
</tr>
<tr>
<td>Margaret Gerety, Director (202) 662-9041</td>
<td></td>
</tr>
<tr>
<td>Gilda Mossadegh, Director (202) 662-9041</td>
<td></td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>8:30 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td><strong>Office of Public Interest and Community Service, Room 212</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registrar, Room 315</th>
<th>Satellite GOCard Office, Sport and Fitness Center Building, Room 2110 (202) 662-9915</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denise Sangster, Registrar (202) 662-9220</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>9:00 a.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Tuesday-Thursday</td>
<td>9:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m.-3:30 p.m.</td>
</tr>
<tr>
<td><strong>Office of Public Interest and Community Service, Room 212</strong></td>
<td></td>
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</tbody>
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<thead>
<tr>
<th>Sport and Fitness Center</th>
<th>Student Accounts, Room 581 (202) 662-9057</th>
</tr>
</thead>
<tbody>
<tr>
<td>(202) 662-9294</td>
<td></td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>6:30 a.m.-10:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>6:30 a.m.-8:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>9:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td><strong>Law Center Service Desk, Room 152 <a href="mailto:help@law.georgetown.edu">help@law.georgetown.edu</a></strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Life, Room 171</th>
<th>Monday-Friday 9:00 am to 6:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Garrison, Director of Student Life (202) 662-9292</td>
<td></td>
</tr>
<tr>
<td>Monday-Tuesday</td>
<td>9:00 a.m.-8:00 p.m.</td>
</tr>
<tr>
<td>Wednesday-Thursday</td>
<td>9:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m.-5:30 p.m.</td>
</tr>
</tbody>
</table>
APPENDIX B

FIRST YEAR PART-TIME PROGRAM TIMELINE

The following schedule is for the Fall 2013 semester only. A Spring 2014 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 Research and Writing Syllabus into this overview. Consult the job search timetable in the Career Planning Manual on the OCS website.

<table>
<thead>
<tr>
<th><strong>1E: FALL 2013</strong></th>
<th><strong>Event</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, September 10</td>
<td><strong>1L 101</strong> Program, (8:00-9:00 p.m., Hart Auditorium) on Understanding the Law School Classroom: Strategies for Reading, Class Interaction, and Note-Taking</td>
</tr>
<tr>
<td>Tuesday, October 1</td>
<td><strong>1L 101</strong> Program, (8:00-9:00 p.m., Hart Auditorium) on Synthesizing the Material: Pulling the Course Materials Together for Studying and Exam-Taking</td>
</tr>
</tbody>
</table>
| Mid October | OCS and OPICS Orientations by Section – Dates and Times TBD  
World Of Choices: Forum on Careers in the Law (Date and Time TBD) |
| Tuesday, October 22 | **1L 101** Program (8:00-9:00 p.m., Room TBD) Exam Strategies |
| Tuesday, October 29 | **1L 101** Program, (8:00-9:00 p.m., Room TBD) Preparing for First Year Exams (Faculty Panel) |
| End of October | Some state bars have reduced registration fees for students who register within the first 60 or 90 days of their program. |
| Early November | Apply for Spring Financial Aid if you did not apply previously for the academic year. |
| November TBD | LRW in-class exam; students pick up take-home exam. |
| November TBD | LRW take home exam DUE. |
| Thanksgiving | This is a crucial study time. Exams start a week to 10 days after Thanksgiving weekend. |
| December 12 | Civil Procedure Exam |
| December 17 | Torts Exam |