STUDENT SERVICES QUICK GUIDE

Emergency Numbers

Public Safety................................................................. 202-662-9325

Counseling and Psychiatric Services (CAPS)
  Monday-Friday, 9:00 a.m.—5:00 p.m............................... 202-687-6985
  After Hours Pager...................................................... 202-444-PAGE (7243)

Poison Control............................................................... 800-222-1222

DC Rape Crisis Center (24/7 hotline).............................. 202-333-7273

Nearest Hospitals

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

Switchboards

Georgetown Law Switchboard........................................ 202-662-9000

Main Campus Switchboard........................................... 202-687-0100

Dean, Associate Deans, and Vice Presidents

William M. Treanor, Executive Vice President and Dean of the Law Center
Jane Aiken, Vice Dean of the Law Center and Associate Dean for Academic Affairs
Mitchell C. Bailin, Associate Vice President and Dean of Students
Rosa Brooks, Associate Dean for Graduate Programs
Andrew P. Cornblatt, Associate Vice President for Graduate Admissions and Enrollment and Dean of Admissions
James V. Feinerman, Associate Dean for Transnational Programs
Kristin N. Henning, Associate Dean for Clinical Programs and Centers and Institutes
Craig Hoffman, Associate Dean for Strategic Initiatives
David S. Mao, Associate Vice President and Chief Operating Officer
John Mikhail, Associate Dean for Research and Academic Programs
Michelle Wu, Associate Dean for Library Services
Advising for J.D. Students

Office of J.D. Academic Services
lawjdas@georgetown.edu .......................... 202-662-9041 ........... McDonough 352
Academic and personal advising; course selection planning; academic policies and Handbook; student concerns about faculty or courses; enrolling in Main Campus courses; joint and concurrent degrees; transfer students; visiting away and visiting students; underloading/overloading requests; and withdrawal from courses.

Mushtaq Gunja, Assistant Dean
Sarah Hulsey, Assistant Dean
Sally McCarthy, Assistant Dean
Emily Wack, Director

Experiential Education
lawexp@georgetown.edu .......................... 202-662-9041 ........... McDonough 352
Academic and personal advising; clinical courses; practicum courses; J.D. externships; and simulation courses.

Kristin Henning, Associate Dean for Clinical Programs and Centers and Institutes
Margaret Gerety, Assistant Dean
Rachel Taylor, Assistant Dean
Kennisha Austin, Director of Externships

Office of the Registrar
lawreg@georgetown.edu .......................... 202-662-9220 ........... McDonough 315
Academic and personal advising; academic policies and Handbook; course registration; degree audits; exams and exam conflicts/deferrals; official transcripts; state bar and other certifications; state bar information; veteran services; underloading/overloading requests; and withdrawal from courses.

Denise Sangster, Assistant Dean and Registrar

Office of the Dean of Students
lawdeanofstudents@georgetown.edu .......................... 202-662-4066 ........... McDonough 210
Academic and personal advising; sensitive or urgent student concerns; community/student life issues; leaves of absence; liaison for students to administration; study and exam skills; tutoring requests for first-year students; underloading/overloading requests; and withdrawal from courses or from the Law Center.

Mitchell Bailin, Associate Vice President and Dean of Students
Judith Perez Caro, Ph.D., Director of Equity, Community and Inclusion
Maura DeMouy, Director of Academic Success and Deputy Title IX Coordinator

Financial Aid
lawfinaid@georgetown.edu .......................... 202-662-9210 ........... McDonough 335
Personal financial, credit, debt, and post-graduation financial preparation advising.

Charles Pruett, Assistant Dean

Transnational Programs and Center for Transnational Legal Studies (CTLS)
lawtransnational@georgetown.edu .......................... 202-662-9860 .......................... Hotung 5006
Cara E. Morris, Director of Transnational Programs (study abroad, London Summer Program, Global Law Scholars, risk management issues related to international student travel)
Maike Kotterba-Wilson, Administrative Director for CTLS in London (on-site director for registration, scheduling, and participation information and assistance.)
# Ethics Counsel

Michael S. Frisch, Ethics Counsel

Office of Public Interest & Community Service (OPICS)

<table>
<thead>
<tr>
<th>Office of Public Interest &amp; Community Service (OPICS)</th>
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</thead>
<tbody>
<tr>
<td><a href="mailto:opics@georgetown.edu">opics@georgetown.edu</a></td>
<td>202-662-9655</td>
<td>McDonough 208</td>
</tr>
</tbody>
</table>

Barbara Moulton, Assistant Dean

Office of Career Strategy (OCS)

<table>
<thead>
<tr>
<th>Office of Career Strategy (OCS)</th>
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<tbody>
<tr>
<td><a href="mailto:lawcareerstrategy@georgetown.edu">lawcareerstrategy@georgetown.edu</a></td>
<td>202-662-9300</td>
<td>McDonough 328</td>
</tr>
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</table>

Marcia Shannon, Assistant Dean

International Student Advisors

<table>
<thead>
<tr>
<th>International Student Advisors</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><a href="mailto:lawventrvisa@georgetown.edu">lawventrvisa@georgetown.edu</a></td>
<td>202-662-9036</td>
<td>Hotung 5000</td>
</tr>
</tbody>
</table>

Colleen Burke

---

## Advising for LL.M. and S.J.D. Students

Graduate Academic Advisors provide academic and personal advising on course selection; underloading/overloading; leaves of absence; withdrawal from courses or the Law Center; enrollment in classes outside of the Law Center; and advise on certificate requirements.

### Doctor of Juridical Science (S.J.D.)

Alexa Freeman, Faculty Director | 202-662-9231 | Hotung 5005 |

### Master of Laws in Advocacy (Clinical Teaching Fellowship)

Kristin Henning, Associate Dean | 202-662-9592 | McDonough 352 |

### Master of Laws (LL.M.)

**Individualized/General Studies**

Caryn Voland, Assistant Dean | 202-662-9470 | Hotung 5000 |

**DCALF Fellows**

Rachel Camp, LLM. Director | 202-662-9698 | Hotung 5000 |

**Environmental and Energy Law**

Sara Colangelo, Program Director | 202-661-6543 | Williams 506 |

**Global Health Law**

Ana Ayala, Program Director | 202-662-9462 | Williams 365 |

**International Business and Economic Law (IBEL)**

Caryn Voland, Assistant Dean | 202-662-9470 | Hotung 5000 |

**International Legal Studies (ILS)**

Caryn Voland, Assistant Dean | 202-662-9470 | Hotung 5000 |

**National Security Law**

Tiffany Joly, Director of LLM. Academic Services | 202-662-9319 | Hotung 5000 |
Securities and Financial Regulation
Russ Stevenson, Faculty Director 202-661-6593 McDonough 582

Taxation
Ellis Duncan, Program Director 202-662-4056 Hotung 5000
Stafford Smiley, Faculty Director 202-662-9906 Hotung 5022

Two-Year LL.M. Program with Certificate in Legal English
Marta Baffy, Program Director 202-662-9236 Hotung 5000

Executive and Online Programs
Cynthia Rockwell, Director 202-662-9793 Hotung 5000

Certificate in International Arbitration and Dispute Resolution
Anne Marie Whitesell, Faculty Director 202-662-9036 Hotung 5029

Certificate in Refugees and Humanitarian Emergencies
Andy Schoenholtz, Faculty Director 202-662-9929 McDonough 582

Certificate in World Trade Organization (WTO) Studies
Christine Washington, Director of Programs and External Affairs Institute of International Economic Law (IIEL) 202-662-4193 cqw@georgetown.edu

LL.M. Academic Services
llmas@georgetown.edu 202-662-9036 Hotung 5000
Student concerns about faculty or courses; Graduate Independent Research (GIR) approval; academic policies; degree requirements and specializations; certificate requirements; withdrawal from courses and the Law Center; and leaves of absence.

Tiffany Joly, Director

Externships
Externship opportunities for LL.M. students
Molly Jackson, LL.M. Externship Director 202-662-9853 Hotung 5000
Caroline Springer, Director of Career Services 202-662-9017 Hotung 5000

International Student Advisors
lawinternationalvisa@georgetown.edu 202-662-9036 Hotung 5000
F-1 and J-1 international student services and counseling.
Colleen Burke
Tina Zimmerman

Legal Research and Writing (International Students)
Craig Hoffman, Faculty Director 202-662-9531 Hotung 6021

Office of the Registrar
lawreg@georgetown.edu 202-662-9220 McDonough 315
Academic and personal advising; academic policies and Handbook; course registration; degree audits; exams and exam conflicts/deferrals; official transcripts; state bar and other certifications; state bar information; veteran services; underloading/overloading requests; and withdrawal from courses.
Denise Sangster, Assistant Dean and Registrar.

Office of the Dean of Students
lawdeanofstudents@georgetown.edu 202-662-4066 McDonough 210
Academic and personal advising; sensitive or urgent student concerns; community/student life issues; leaves of absence; liaison for students to administration; study and exam skills; tutoring
requests for first-year students; underloading/overloading requests; and withdrawal from courses or from the Law Center.

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Judith Perez Caro, Ph.D., Director of Equity, Community and Inclusion
Maura DeMouy, Director of Academic Success

Financial Aid
lawfinaid@georgetown.edu ........................................ 202-662-9210 ................................ McDonough 335
Personal financial, credit, debt, and post-graduation financial preparation advising.

Charles Pruett, Assistant Dean

Transnational Programs and Center for Transnational Legal Studies (CTLS)
lawtransnational@georgetown.edu ................................ 202-662-9860 ................................ Hotung 5006
Study abroad; London Summer Program, Global Law Scholars; risk management issues related to international student travel.

Cara E. Morris, Director of Transnational Programs
Maike Kotterba-Wilson, Administrative Director for CTLS in London
### Quick Department and Services List

<table>
<thead>
<tr>
<th>Department and Services</th>
<th>Contact Information</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Conferences and Continuing Legal Education</strong></td>
<td><a href="mailto:cle@law.georgetown.edu">cle@law.georgetown.edu</a> 202-662-9890</td>
<td>Hotung 6000</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>Jill Castlemen, Executive Director</td>
<td></td>
</tr>
<tr>
<td>J.D. Admissions</td>
<td>Alison Spada, Director of Admissions <a href="mailto:lawadmis@georgetown.edu">lawadmis@georgetown.edu</a> 202-662-9015</td>
<td>McDonough 589</td>
</tr>
<tr>
<td>Graduate Admissions</td>
<td>Justin Swinsick, Associate Director <a href="mailto:lawillmadmis@georgetown.edu">lawillmadmis@georgetown.edu</a> 202-662-9010</td>
<td>McDonough 589</td>
</tr>
<tr>
<td><strong>Alumni Affairs and Development</strong></td>
<td>Matthew Calise, Senior Director, Alumni Affairs 202-662-4078</td>
<td>Hotung 2006</td>
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<tr>
<td></td>
<td>Priscilla Rawlins, Executive Director, Development 202-661-9797</td>
<td>Hotung 1001B</td>
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<tr>
<td><strong>Audio-Visual Department</strong></td>
<td>see Technology Requests</td>
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<td><strong>Bar Admissions</strong></td>
<td>Michael S. Frisch, Ethics Counsel</td>
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<td></td>
<td>202-662-9926</td>
<td>McDonough 415</td>
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<tr>
<td><strong>Bookstore</strong></td>
<td>202-662-9676</td>
<td>Sport and Fitness Lobby</td>
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<tr>
<td><strong>Business and Financial Affairs</strong></td>
<td>202-662-9059</td>
<td>McDonough 510</td>
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<td>Thomas G. Clark, Chief Financial Officer</td>
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<tr>
<td><strong>Campus Ministry</strong></td>
<td>202-662-9295</td>
<td>McDonough 113</td>
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<tr>
<td><strong>Career Services, LL.M. students</strong></td>
<td><a href="mailto:gradprofdevp@georgetown.edu">gradprofdevp@georgetown.edu</a> 202-662-9036</td>
<td>Hotung 5000</td>
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<tr>
<td></td>
<td>202-662-9295</td>
<td>McDonough 113</td>
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<tr>
<td><strong>Career Strategy, J.D. students</strong></td>
<td><a href="mailto:lawcareerstrategy@georgetown.edu">lawcareerstrategy@georgetown.edu</a> 202-662-9300</td>
<td>McDonough 328</td>
</tr>
<tr>
<td><strong>Center for Legal English Studies</strong></td>
<td><a href="mailto:languagecenter@law.georgetown.edu">languagecenter@law.georgetown.edu</a> 202-662-4260</td>
<td>Williams 420AB</td>
</tr>
<tr>
<td><strong>Center for Transnational Legal Studies</strong></td>
<td><a href="mailto:lawtransnational@georgetown.edu">lawtransnational@georgetown.edu</a> 202-662-9860</td>
<td>Hotung 5006</td>
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<td>Cara E. Morris, Director</td>
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<td></td>
<td>Maike Kotterba-Wilson, Admin. Director...... 011 44 (0)20 3077 5900</td>
<td>London</td>
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<tr>
<td><strong>Center for Wellness Promotion</strong></td>
<td>202-662-9835</td>
<td>Gewirz L102G</td>
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<tr>
<td></td>
<td>Karen Pierce, Director</td>
<td></td>
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<tr>
<td><strong>Centers and Institutes</strong></td>
<td>202-661-6675</td>
<td>Williams 357</td>
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<tr>
<td></td>
<td>Vicki A. Arroyo, Assistant Dean</td>
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<tr>
<td><strong>Class Cancellations</strong></td>
<td>202-662-9446 (recorded message)</td>
<td></td>
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<td><a href="http://www.law.georgetown.edu/campus-services/registrar/class-cancellations/class-cancellation-announcements.cfm">http://www.law.georgetown.edu/campus-services/registrar/class-cancellations/class-cancellation-announcements.cfm</a></td>
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<tr>
<td><strong>Clinics</strong></td>
<td><a href="mailto:lawclinics@georgetown.edu">lawclinics@georgetown.edu</a> 202-662-9592</td>
<td>McDonough 352</td>
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<td></td>
<td>Kristin Henning, Associate Dean</td>
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</tbody>
</table>
Communications
Mimi Koumanelis, Executive Director ........202-662-9519........mediarelations@law.georgetown.edu

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

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

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

Disability Services
mcb260@georgetown.edu ......................202-662-4042..................McDonough 210
Mara Bellino, Director

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

Equity, Community and Inclusion
Judith Perez Caro, Ph.D., Director ........202-661-6621..................McDonough 214

Experiential Learning, J.D. program
https://www.law.georgetown.edu/go/lawexp

Externships, J.D. students
lawexp@georgetown.edu ......................202-662-9041..................McDonough 352
Kennisha Austin, Director

Externships, LL.M. students
jacksonm@georgetown.edu .....................202-662-9036..................Hotung 5000
Molly Jackson, LL.M. Externship Director
Caroline T. Springer, Director, Graduate Career and Professional Development

Exam Administration .........................202-662-9220..................McDonough 315
http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/index.cfm
Lynda Sanders, Associate Director, Office of the Registrar

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

Food Service/Catering
Bon Appétit Market Cafe .......................202-662-9047..................McDonough 193
Legal Eats ........................................301-595-4909..................Williams Ground Floor
Subway Cafe ......................................202-661-6639..................Sport and Fitness Lobby

GOCard Satellite Office
lawgocard@georgetown.edu .....................202-662-9915..................McDonough 171

Graduate Programs, Office of
lawgradprog@georgetown.edu .................202-662-9036..................Hotung 5000

Health Insurance, Student .....................http://studenthealth.georgetown.edu/insurance

J.D. Academic Services, Office of
lawjdas@georgetown.edu .......................202-662-9041..................McDonough 352

2017–2018 Georgetown Law Student Handbook of Academic Policies
Journals
lawj@georgetown.edu ......................................................... 202-662-9423 ......................................................... Williams 170

LL.M. Academic Services
llmas@georgetown.edu ......................................................... 202-662-9036 ......................................................... Hotung 5000

Library
http://www.law.georgetown.edu/library/
Michelle Wu, Associate Dean for Library Services
Edward Bennett Williams Law Library ......................................................... Williams Building
Information ......................................................... 202-662-9131 ......................................................... Circulation Desk
Research Assistance ......................................................... 202-662-9140 ......................................................... Reference Desk

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

Lost and Found................................................................. 202-662-9325 ......................................................... McDonough New Jersey Ave.

Notary
Teruko Richardson, Executive Assistant ......................................................... McDonough 130L

Office of Public Interest and Community Service (OPICS)
opics@georgetown.edu ......................................................... 202-662-9655 ......................................................... McDonough 208

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

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

Registrar, Office of the
lawreg@georgetown.edu ......................................................... 202-662-9220 ......................................................... McDonough 315
https://www.law.georgetown.edu/campus-services/registrar/index.cfm

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

Sexual Assault & Relationship Violence Services
ns1028@georgetown.edu ......................................................... 202-662-9293 ......................................................... McDonough 212
Nicole Sandoz, Law Center Liaison
Jen Schweer, Health Education Services ......................................................... Main Campus

Sport and Fitness Reception Desk ......................................................... 202-662-9294 ......................................................... Sport and Fitness Lobby

Student Accounts
myaccount@law.georgetown.edu ......................................................... 202-662-9057 ......................................................... McDonough 581
Cora Osborne, Director

Student Health Center
http://studenthealth.georgetown.edu/medical-care/ ......................................................... 202-687-2200 ......................................................... Gewirz L102
Student Life, Student Organizations (Room Reservations)
lawstudentlife@georgetown.edu .......................................................... 202-662-9292 ............................................ McDonough 212
Nicole Sandoz, Director of Student Life

Technology Requests & Incidents (Law Center Service Desk)
lawhelp@georgetown.edu .......................................................... 202-662-9284 ............................................ McDonough 152
George Petasis, Assistant Dean for Information Technology and Chief Information Officer

Transnational Programs
lawtransnational@georgetown.edu ................................ ....................... 202-662-9860 ............................................ Hotung 5006
Cara E. Morris, Director

Veteran Services .......................................................... 202-662-9220 ............................................ McDonough 315
Dinah Maurelus, Manager, Office of the Registrar

Writing Center
lawwritingcenter@georgetown.edu .................................................. 202-662-9529 ............................................ McDonough 537