STUDENT SERVICES QUICK GUIDE

Emergency Numbers

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

Counseling and Psychiatric Services (CAPS)

  Monday-Friday, 9:00 a.m.–5:00 p.m. ......................................................... 202-687-6985
  After Hours Pager ............................................................................ 202-444-PAGE (7243)

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

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

Nearest Hospitals

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

Switchboards

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

Dean, Associate Deans, and Vice Presidents

  William M. Treanor, Executive Vice President and Dean of the Law Center
  Jane Aiken, Vice Dean of the Law Center and Associate Dean for Experiential Education
  Mitchell C. Bailin, Associate Vice President and Dean of Students
  Rosa Brooks, Associate Dean for Graduate Programs
  Andrew P. Cornblatt, Associate Vice President for Graduate Admissions and Enrollment and
      Dean of Admissions
  Eve L. Dubrow, Associate Dean for Administration and Finance (on leave)
  James V. Feinerman, Associate Dean for Transnational Programs
  Craig Hoffman, Associate Dean for Strategic Initiatives
  Naomi Mezey, Associate Dean for the J.D. Program
  Joshua C. Teitelbaum, Associate Dean for Research and Academic Programs
  Michelle Wu, Acting Associate Dean for Administration and Finance
Advising for J.D. Students

Office of J.D. Academic Services
lawjdas@law.georgetown.edu............................................. 202-662-9041......................... McDonough 352
Course selection planning; academic and personal advising; 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; Week One; 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.
  Margaret Gerety, Assistant Dean
  Rachel Taylor, Assistant Dean
  Kennisha Austin, Director of Externships

Office of the Registrar
lawreg@law.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
deanofstudents@law.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
  TBA, Director of Academic Enhancement Programs

Financial Aid
finaid@law.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)
transnational@law.georgetown.edu ...................................... 202-662-9860......................... Hotung 5006
  Scott Foster, Assistant Dean for Graduate and Transnational Programs (D.C. contact for program information, registration matters, and academic advice for CTLS)
  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 ....................................................... 202-662-9300 ................................................... McDonough 415

Michael S. Frisch, Ethics Counsel

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

Academic and career advising; and public interest law.

Barbara Moulton, Assistant Dean

Office of Career Strategy (OCS)
carsvcs1@law.georgetown.edu ........................................ 202-662-9300 .............................................. McDonough 328

Academic and career advising.

Marcia Shannon, Assistant Dean

International Student Advisor
lawcentervisa@georgetown.edu .................................... 202-662-9036 .............................................. Hotung 5000

Visa services and counseling.

Colleen Burke

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

‡ Caryn Voland, Assistant Dean .................. 202-662-9470 .............................................. Hotung 5000

Academic and personal advising for foreign-trained students in General LL.M., International Legal Studies and IBEL; leaves of absence; petitions for extensions of period of study; permission to take additional credits; and withdrawal from courses and the Law Center.

‡ Ana Ayala, Program Director .................. 202-662-9462 .............................................. Williams 365

Global Health Law LL.M. program.

Mitchell Bailin, Associate Vice President

and Dean of Students .................................................. 202-662-4066 .............................................. McDonough 210

Academic and personal advising; sensitive or urgent student concerns; community and student life issues; and liaison to administration for students.

Colleen Burke, International Student Advisor .................. 202-662-9036 .............................................. Hotung 5000

Visa services and counseling. lawcentervisa@georgetown.edu

‡ Sara A. Colangelo, Program Director ........ 202-661-6543 .............................................. Williams 506

Academic advising for Environmental Law LL.M. program.

‡ G. Ellis Duncan, Program Director .................. 202-662-4056 .............................................. Hotung 5000

Advising for Tax students; leaves of absence; and withdrawal from Law Center.

‡ Scott Foster, Assistant Dean for Graduate

and Transnational Programs .................................. 202-662-9596 .............................................. Hotung 5000

Advising for Executive LL.M. Students; leaves of absence; and withdrawal from Law Center.

‡ Alexa Freeman, Faculty Director .................. 202-662-9231 .............................................. Hotung 5005

S.J.D. Program.

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

Academic honesty; bar admissions; and professional ethics.

* Authorized to approve withdrawals from courses. Please see website (http://www.law.georgetown.edu/campus-life/advising-counseling/llm-sjd-advising.cfm) as this list is updated periodically. For more information about withdrawal from courses, refer to pages 77-78 (Graduate Programs).

‡ Academic Advisor in the Graduate Programs.
Craig Hoffman, Faculty Director ....................... 202-662-9531 ..................................... Hotung 6021
Legal Research and Writing (International Students).

Molly Jackson, Director, External Relations/Business Manager,
LL.M. Externship Director ............................... 202-662-9853 ..................................... Hotung 5000

Charles Pruett, Assistant Dean ........................ 202-662-9210 ..................................... McDonough 335
Personal financial, credit, debt, and post-graduation financial preparation advising.

Denise Sangster, Assistant Dean and Registrar ........................................ 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; veteran services; and withdrawal from courses.

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

Stafford Smiley, Faculty Director ....................... 202-662-9906 ..................................... Hotung 5022
Advising for Tax students; leaves of absence; and withdrawal from Law Center.

Caroline T. Springer, Director ........................... 202-662-9017 ..................................... Hotung 5000
Externship and career advising for LL.M. students.

Russell Stevenson, Faculty Advisor ................... 202-661-6593 ..................................... McDonough 582
Advising for students in Securities and Financial Regulation program; leaves of absence; and withdrawal from Law Center.

Christine Q. Washington, Director of Programs and External Affairs at the Institute of International Economic Law (IIEL) .............................. 202-662-4193 ..................................... cqw@law.georgetown.edu
WTO Certificate.

Anne Marie Whitesell, Faculty Director ......... 202-662-9036 ..................................... Hotung 5029
Academic advising for International Arbitration and Dispute Resolution Certificate.

Tina Zimmerman, Program Director and International Student Advisor ...................... 202-662-9660 ..................................... Hotung 5000
Academic advising for the National Security Law LL.M. program, U.S.-educated students in the Individualized LL.M. program and IBEL LL.M. program; Visa services and counseling; leaves of absence; and withdrawal from courses and the Law Center.

* Authorized to approve withdrawals from courses. Please see website (http://www.law.georgetown.edu/campus-life/advising-counseling/llm-sjd-advising.cfm) as this list is updated periodically. For more information about withdrawal from courses, refer to pages 77-78 (Graduate Programs).

‡ Academic Advisor in the Graduate Programs.
Quick Department and Services List

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<tr>
<th>Department and Services List</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Academic Conferences and Continuing Legal Education</td>
<td><a href="mailto:cle@law.georgetown.edu">cle@law.georgetown.edu</a> ................................. 202-662-9890.......................... Hotung 6000</td>
</tr>
<tr>
<td>Lawrence J. Center, Assistant Dean</td>
<td></td>
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<tr>
<td>Jill Castleman, Director</td>
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<tr>
<td>Admissions Office</td>
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<tr>
<td>Osaka Spada, Director of Admissions</td>
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<tr>
<td>J.D. Admissions</td>
<td><a href="mailto:admis@law.georgetown.edu">admis@law.georgetown.edu</a> .......................... 202-662-9015............................ McDonough 589</td>
</tr>
<tr>
<td>Graduate Admissions</td>
<td><a href="mailto:llmadmis@law.georgetown.edu">llmadmis@law.georgetown.edu</a> ......................... 202-662-9010............................ McDonough 589</td>
</tr>
<tr>
<td>Alumni Affairs and Development</td>
<td>Matthew Calise, Senior Director,</td>
</tr>
<tr>
<td>Alumni Affairs</td>
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<tr>
<td>Priscilla Rawlins, Executive Director,</td>
<td>Development........................................ 202-661-9797 .................................. Hotung 1001B</td>
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<tr>
<td>Business and Financial Affairs</td>
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<tr>
<td>Thomas G. Clark, Chief Financial Officer</td>
<td>202-662-9059 ........................................ McDonough 510</td>
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<td>Campus Ministry</td>
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<tr>
<td>Career Services, LLM. students</td>
<td></td>
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<tr>
<td><a href="mailto:gradprofdevp@law.georgetown.edu">gradprofdevp@law.georgetown.edu</a> ......................... 202-662-9036............................ Hotung 5000</td>
<td></td>
</tr>
<tr>
<td>Career Strategy, J.D. students</td>
<td></td>
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<tr>
<td><a href="mailto:carsvcs1@law.georgetown.edu">carsvcs1@law.georgetown.edu</a> ......................... 202-662-9300............................ McDonough 328</td>
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<tr>
<td>Center for Transnational Legal Studies</td>
<td><a href="http://www.ctls.georgetown.edu/">http://www.ctls.georgetown.edu/</a> .......................... 202-662-9036............................... Hotung 5000</td>
</tr>
<tr>
<td>Scott Foster, Assistant Dean</td>
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<tr>
<td>Maike Kotterba-Wilson, Admin. Director</td>
<td>011 44 (0)20 3077 5900............................ London</td>
</tr>
<tr>
<td>Center for Wellness Promotion</td>
<td>202-662-9835 ........................................ McDonough 167</td>
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<td>Class Cancellations</td>
<td>202-662-9446 (recorded message)</td>
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<td>Clinics</td>
<td><a href="mailto:lawexp@georgetown.edu">lawexp@georgetown.edu</a> .......................... 202-662-9041............................ McDonough 352</td>
</tr>
<tr>
<td>Communications</td>
<td>Mimi Koumanelis, Executive Director .......................... 202-662-9519........ <a href="mailto:mediarelations@law.georgetown.edu">mediarelations@law.georgetown.edu</a></td>
</tr>
</tbody>
</table>
Counseling and Psychiatric Services .......................... 202-687-6985
Emergencies/after hours .......................................... 202-444-PAGE (7243)

Course Materials (Faculty Support) ......................... 202-662-9280
https://www.law.georgetown.edu/academics/course-materials/index.cfm
Therese Lee Stratton, Assistant Dean

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

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

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

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

Equity, Community and Inclusion
Judith Perez Caro, Ph.D., Director .......................... 202-662-4066
McDonough 2

Experiential Learning, J.D. program
https://www.law.georgetown.edu/academics/academic-programs/clinical-programs/

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

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

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

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

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

GOCard Satellite Office
gocard@law.georgetown.edu .................................. 202-662-9915
Sport and Fitness Lobby 2110

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

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

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

Journals
ojid@law.georgetown.edu ........................................ 202-662-9423
Williams 170

Language Center (Center for Legal English Studies)
languagecenter@law.georgetown.edu ....................... 202-662-4260
Williams 420AB

LL.M. Academic Services ........................................ see Graduate Programs
Library

http://www.law.georgetown.edu/library/

Michelle Wu, Director

**Edward Bennett Williams Law Library**

Information ......................................................... 202-662-9131 Circulation Desk

Research Assistance ............................................ 202-662-9140 Reference Desk

**John W. Wolff International and Comparative Law Library**

Information ......................................................... 202-662-4194... Circulation Desk

Research Assistance ............................................ 202-662-4195 Reference Desk

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

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

**Notaries**

Peter Mattingly, Office Manager .......................... 202-662-9599 McDonough 123

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

**Office of Public Interest and Community Service (OPICS)**

opics@law.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/faxscansers.cfm

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

**Registrar, Office of the**

lawreg@law.georgetown.edu ................................. 202-662-9220 McDonough 315

https://www.law.georgetown.edu/campus-services/registrar/index.cfm

**Residence Life and Off Campus Housing**

housing@law.georgetown.edu ................................. 202-662-9298 McDonough 210

Gewirz Front Desk ............................................. 202-662-9290 Gewirz 104

**Sexual Assault & Relationship Violence Services**

ns1028@law.georgetown.edu ................................. 202-662-9293 McDonough 212

Nicole Sandoz, Liaison

**Student Accounts**

myaccount@law.georgetown.edu ............................ 202-662-9057 McDonough 581

Cora Osborne, Manager

**Student Health Center**

http://studenthealth.georgetown.edu/medical-care/ .. 202-687-2200 Gewirz L102

**Student Life, Student Organizations (Room Reservations)**

studentlife@law.georgetown.edu.......................... 202-662-9292 McDonough 208

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

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

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

Writing Center
writingcenter@law.georgetown.edu ................................ 202-662-9525 .................................................. McDonough 537