

**GRADUATE STUDENT HANDBOOK  
2008-2009**



**GEORGETOWN LAW**

**GEORGETOWN LAW**  
**2008-2009 ACADEMIC CALENDAR**  
**GRADUATE PROGRAMS**

**2008 FALL SEMESTER**

Fri., July 25	<i>Tuition due for incoming Graduate Students</i>
Mon., Aug. 25	<b>Registration and Orientation</b> for new Graduate Students
Tues., Aug. 26 - Thurs., Aug. 28	Continuing Orientation for new Graduate Students
Thurs., Aug. 28	Late Registration: all unregistered New and Continuing Students (\$80 late fee) ( <i>Tuition due upon registration</i> ) Financial Aid Transactions: All Students
Mon., Sept. 1	LABOR DAY HOLIDAY: <i>No classes meet</i>
Tues., Sept. 2 Tues., Sept. 2 – Tues., Sept. 9	<b>Classes Begin</b> Add/Drop and Wait-list activity for Fall and Spring Courses <b>Late Registration:</b> ( <i>Tuition due upon registration</i> )
Mon., Oct. 13 Tues., Oct. 14	COLUMBUS DAY HOLIDAY: <i>No classes meet</i> <i>Monday classes meet instead of Tuesday classes</i>
Wed., Nov. 26 - Sun., Nov. 30	THANKSGIVING HOLIDAY: <i>No classes meet</i>
Sat., Dec. 6 Sat., Dec. 6 and Mon., 8 Dec. Tues., Dec. 9 – Sat., Dec. 20 Fri., Dec. 19	<b>Last day of classes</b> Make-up and Reading Day <b>Final Exams</b> All Papers Due unless other due date set by the professor

**2009 SPRING SEMESTER**

Fri., Jan. 2	Spring tuition due for all students Deferred Exams from Fall 2008
Mon., Jan. 5	Week One classes begin for first-year J.D. Students <i>Week-long mini courses for upperclass students begin</i> <i>Note: Some clinics may require their students to begin clinic activities this week</i>
Fri., Jan. 9	Deferred Exams from Fall 2008
Mon., Jan. 12 Mon., Jan. 12 – Wed., Jan. 21	<b>Regular, semester-long classes begin for all students</b> Add/Drop and Wait-list activity <b>Late Registration:</b> Continuing students (\$80 late fee) ( <i>Tuition due upon registration</i> )
Mon., Jan. 19 Tues., Jan 20	MARTIN LUTHER KING HOLIDAY: <i>No classes meet</i> INAUGURATION DAY: <i>No classes meet</i>
Mon., Feb 16 Tues., Feb. 17 Wed., Feb. 18 Thurs., Feb. 19	PRESIDENTS DAY: <i>No classes meet</i> Faculty Retreat: <i>No classes meet</i> Monday classes meet instead of Wednesday classes Tuesday classes meet instead of Thursday classes
Sun., March 8 – Sun., March 15	SPRING BREAK: <i>No classes meet</i>
Fri., April 10 – Sun., April 12	Easter Break: <i>No classes meet</i>
Sat., April 25 Mon., April 27	<b>Last Day of Classes</b> Snow Make Up and Reading Day <b>May Graduates' Papers Due</b> unless an earlier due date set by the professor
Tues, April 28 – Tues., May 12	<b>Final Exams</b>
Tues., May 12	<b>All Other Papers Due</b> unless due date set by the professor
Sun., May 17	<b>Commencement</b>

**GRADUATE STUDENT HANDBOOK  
2008-2009**

This Handbook highlights many of the most important procedures and services of Georgetown Law. It is not meant as a substitute for the *Bulletin*, which is the official source for Georgetown Law’s rules and requirements.

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## I. PEOPLE TO SEE

### **Graduate Programs**

Hotung International Law Building, Suite 6000

Phone: (202) 662-9036

Fax: (202) 662-9487

e-mail: [gradprog@law.georgetown.edu](mailto:gradprog@law.georgetown.edu)

The Graduate Programs Office hours are: Monday through Thursday from 9:00 a.m. to 5:30 p.m., and on Friday from 9:00 a.m. to 5:00 p.m. If you need an appointment outside of those hours, please call (202) 662-9036. In addition, our professional development staff often hold evening hours which are posted.

### **Wendy C. Perdue**

Phone: (202) 662-9093

e-mail: [perdue@law.georgetown.edu](mailto:perdue@law.georgetown.edu)

She is a full-time professor and is the Associate Dean for Graduate Programs. Dean Perdue oversees all of the LL.M. programs as well as the S.J.D. program. She has final authority in all matters regarding the Graduate Program.

### **Lakuita Bittle**

Phone: (202) 662-9036

e-mail: *TBD*

Graduate Programs' Administrative Assistant is the first point of contact for visitors to the office. Visitors must check in with her before being seen by other staff members. She provides administrative support to the Associate Dean. If you are unsure which person or office to contact, please call her.

### **Sandra P. Buteau**

Phone: (202) 662-9847

e-mail: [spb29@law.georgetown.edu](mailto:spb29@law.georgetown.edu)

She is the Director for Graduate Career Services and Professional Development. Sandra provides professional development counseling, programs, and advice for all LL.M. candidates, and is the primary counselor for foreign-trained attorneys. She is available during drop-in sessions.

### **Peter K. Cramer**

Phone: (202) 662-4260

e-mail: [pkc24@law.georgetown.edu](mailto:pkc24@law.georgetown.edu)

Dr. Cramer is the Deputy Director of the Center for Global Legal English. He teaches U.S. Legal Discourse II and offers ESL assistance of various kinds to foreign students.

### **Indira Dingleline**

Phone: (202) 662-9319

e-mail: [img4@law.georgetown.edu](mailto:img4@law.georgetown.edu)

She is the Visa Coordinator for all international students. International students should consult Indira regarding their visa status and visa regulations. In addition, Indira is the primary contact for all S.J.D. students.

### **Ingrid Epperly**

Phone: (202) 662-9660

e-mail: [ial3@law.georgetown.edu](mailto:ial3@law.georgetown.edu)

She is the Assistant Director of LL.M. Academic Services and is responsible for the adjunct faculty administration of all Graduate Programs.

### **Sara Fargnoli**

Phone: (202) 662-9368

e-mail: *TBD*

She is one the Associate Director for Graduate Career Services and Professional Development. Sara provides professional development counseling, programs, and advice for LL.M. candidates. She is available during drop-in sessions.

**Craig Hoffman**

Hotung 6021

Professor Hoffman is the Director of the Center for Global Legal English. He teaches U.S. Legal Discourse (USLD), USLD II, and works with foreign students in the Two-Year LL.M. Program.

Phone: (202) 662-9531

e-mail: [hoffmanc@law.georgetown.edu](mailto:hoffmanc@law.georgetown.edu)

**Molly Jackson**

She is the Business Manager and Director for External Relations. She is the special assistant to the Associate Dean, manages the Academic Externship Program, works on office publications and is the office manager.

Phone: (202) 662-9853

e-mail: [jacksonm@law.georgetown.edu](mailto:jacksonm@law.georgetown.edu)

**Albert Lauber**

He is the Director of the Graduate Programs in Taxation, Securities & Financial Regulation, and International Business & Economic Law. He is also the principal academic advisor for students pursuing the Employee Benefits and the Estate Planning Certificates. Students in these programs, including the Graduate Tax Scholars, should see him first for course or program advice. In addition, Mr. Lauber advises students in the Master of Studies in Law (MSL) degree for journalists.

Phone: (202) 662-9124

e-mail: [agl26@law.georgetown.edu](mailto:agl26@law.georgetown.edu)

**Dorothy Mayer**

She is the Director of International Student Services. All students who completed their first degree in law outside the U.S. are encouraged to seek her counsel and advice first. International students must see Dory for approval of their program of study. She holds walk-in office hours most of the week during the academic year.

Phone: (202) 662-9470

e-mail: [mayer@law.georgetown.edu](mailto:mayer@law.georgetown.edu)

**Kirsten Schaetzel**

Dr. Schaetzel is an E.S.L. Specialist who offers classes and tutoring for our foreign LL.M.s.

Phone: TBD

e-mail: *TBD*

**John Stephens**

He is the Director of LL.M. Academic Services. He is primarily responsible for faculty and student administration of all Graduate Programs. Students in the Individualized program, and/or the National Security Law Certificate should see him first for course or program advice.

Phone: (202) 662-9116

e-mail: [jts26@law.georgetown.edu](mailto:jts26@law.georgetown.edu)

**Lindsay Wiley**

She is the Program Director for the Global Health Law LL.M. program, and advises students pursuing the LL.M. in Global Health Law.

Phone: (202) 662-9291

e-mail: [lfw4@law.georgetown.edu](mailto:lfw4@law.georgetown.edu)

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**Jane Bradley**

Hotung 5023

She is the Deputy Director of Georgetown Law's Institute of International Economic Law (IIEL), and oversees the IIEL Fellows Program and advises students pursuing the IIEL WTO Certificate.

Phone: (202) 662-9365

e-mail: [jb352@law.georgetown.edu](mailto:jb352@law.georgetown.edu)

**Rachel Taylor**

Hotung 5025

She is the Deputy Director of Georgetown Law's Human Rights Institute, and advises students pursuing the International Human Rights Certificate.

Phone: (202) 662-9865

e-mail: [rst@law.georgetown.edu](mailto:rst@law.georgetown.edu)

**Office of the Registrar**

McDonough Hall Suite 315

The Registrar's Office handles all matters regarding enrollment in courses and seminars, examination scheduling and administration, transcripts, and graduation.

Phone: (202) 662-9220

Fax: (202) 662-9235

e-mail: [lawreg@law.georgetown.edu](mailto:lawreg@law.georgetown.edu)

**Office of Student Accounts**

McDonough Hall Room 581

The Student Accounts Office handles all tuition, fees, and financial questions for Law Center students.

Phone (202) 662-9057

Fax: (202) 662-9647

e-mail: [stdaccts@law.georgetown.edu](mailto:stdaccts@law.georgetown.edu)

**Office of Financial Aid**

McDonough Hall Room 345

Georgetown Law Center does not offer significant scholarship assistance to graduate students, but does administer loan plans. (N.B., foreign students are not eligible for guaranteed student loans because U.S. citizenship or permanent residency is a prerequisite for loan eligibility.) Office hours are from 9:30 a.m. to 5:45 p.m. Monday through Friday.

Phone: (202) 662-9210

Fax: (202) 662-9367

e-mail: [finaid@law.georgetown.edu](mailto:finaid@law.georgetown.edu)

## II. GETTING STARTED

### **Student Photo Identification Card (GOCard)**

You need to show your student photo identification card (GOCard) when you enter any of the buildings at Georgetown Law. You should obtain your GOCard during Orientation week. To obtain your GOCard, you must show your tuition payment receipt or be on the list of new graduate students that the Registrar's Office provides to the Department of Public Safety. If you lose your GOCard, replacement GOCards are issued for a fee according to the posted schedule at the GOCard Office.

### **Student Access+**

Student Access+ is our online system by which you can do a number of things including: register for courses, access your tuition charges, pay your bill online by electronic check, and check your grades. Over the summer you should have received information about your Student Access+ ID (sometimes called your "NetID") and your initial password. Before entering Student Access+ for the first time, you are required to change your initial password. You do so by navigating to <http://netid.georgetown.edu> and clicking on "Change your NetID password." Enter your Student Access+ ID in the User-Name field and your initial password in the password field. The rules for selecting a new password are outlined. You should protect your Student Access+ password since it is the key to your confidential data.

### **Textbooks and Other Course Materials**

**Law Center Bookstore:** The Georgetown University Law Center Bookstore is located adjacent to Georgetown Law on the corner of First and F Streets. It sells all assigned course materials, study aids, school supplies and reference materials. To view the textbook information or purchase textbooks on-line, please go to <http://www.bkstr.com/Home/10001-11008-1?demoKey=s>. Textbooks may be returned within seven (7) days of the beginning of each semester and within two (2) days of purchase thereafter. Study aids and reference books may be returned within 7 days of purchase. All returns must be accompanied by a receipt and be in resalable condition.

Additionally, the Bookstore offers health and beauty items, snacks, drinks, postage stamps, greeting cards, and phone cards. Georgetown Law-imprinted clothing and gift items are also available. Major credit cards are accepted, as well as debit cards. Hours are Monday through Thursday from 9:00 a.m. to 6:00 p.m.; Friday from 9:00 a.m. to 5:00 p.m.; and Saturday from 12:00 p.m. to 5:00 p.m. Hours are often extended during registration and the first week of class. Call (202) 662-9676 for more information.

**Online Ordering of Materials:** In some courses, professors compile required readings that are either an alternative to or are in addition to the course book. These course materials are available through an online service. You can either: 1) download the materials for free (receiving a PDF file) or 2) pay to have the course materials printed, bound and mailed to you. You will pay the cost for the printing and binding. The web address is: [www.law.georgetown.edu/CourseMaterials](http://www.law.georgetown.edu/CourseMaterials).

Please click on **CLICK TO DOWNLOAD**. You may either open the file or save the file to your PC. You must have a current version of Adobe Reader installed on your PC. You may download a free version of Reader at [www.adobe.com](http://www.adobe.com). There is a link on the ArticleWorks site as well.

You may also choose to have a bound hard copy mailed to your home. An electronic download is included in the price of a hard copy.

**Payment:** You must pay for your orders via credit card before they will be shipped or links will be e-mailed. The ArticleWorks site offers a secure environment and your payment information will be encrypted.

**No Returns Available:** Georgetown Law cannot offer returns on any items so please make sure you order only those class materials you intend to use. Even if you are wait-listed for a class and do not get in or later decide to drop a class, we cannot provide a refund for the hard copy. If these circumstances apply to you, order the download until you are sure you will be keeping the class.

### **How To Order**

1. Go to [www.law.georgetown.edu/CourseMaterials](http://www.law.georgetown.edu/CourseMaterials). (You will have to login to the Georgetown Law web with your NetID and your e-mail password.) You will then be directed to the ArticleWorks Distribution Site.
2. Locate the class materials you wish to order listed alphabetically by the professor's last name.
3. Determine the quantity and format you would like to order. You may select an electronic download (a PDF) or a hard copy which includes an electronic download.
4. Place the order by adding the items to the online shopping cart and following the instructions for payment and check out.

**Law Center Courseware:** The Courseware system provides free class-related websites, which allow students to access course information around the clock. The sites can contain a variety of information, such as class announcements, topical discussions, course-related documents, links to other relevant websites, and visual aids. Courseware is very user-friendly. It is organized by tabs. Each tab contains folders and each folder contains items.

- To get an explanation about how Courseware works, try the Courseware tutorial: <http://141.161.16.100/ist/students/studentcourseware/coursewarestudent1.htm>
- To open the login page of the Courseware application, navigate to <http://www.law.georgetown.edu/system/login.cfm>. You will have to login to the Georgetown Law web with your NetID and your e-mail password.
- Most Courseware sites require a password, which your professor will provide. In some cases, your professor will include the password in the first class' reading assignment for the course, posted on the Registrar home page.
- If you have any questions or problems regarding Courseware, please contact the Technology Reference Desk at 202-662-9905 or [studenthelp@law.georgetown.edu](mailto:studenthelp@law.georgetown.edu).

**Main Campus Bookstore:** The Georgetown University Bookstore is located in the Leavey Center on the main campus of Georgetown University. Call (202) 687-7482 for more information.

## **Tuition**

You should have already paid tuition for the Fall Semester. If you have not yet paid tuition, you should contact Student Accounts immediately and make arrangements to pay it. Tuition for the Spring semester is due Friday, January 2, 2009.

Please note that there are fees for late payment of tuition. Sometimes students believe that their tuition was paid, but for some reason it has not been received by Student Accounts. Students are then surprised when late fees are assessed. Therefore, if you receive a notice from Student Accounts indicating that we have not received your tuition, ***do not ignore it***. If you think tuition has been paid, explain the situation. If you need to make an alternative arrangement for tuition, payment plans are available.

## **Health Insurance**

Georgetown University requires that all students who are enrolled for eight or more credits (i.e., full-time students) have health insurance coverage. Such students will be billed for the Georgetown insurance policy unless they supply evidence that they are covered under another policy. Students must submit this proof to the Office of Student Health on Main Campus **NO LATER THAN SEPTEMBER 15, 2008** or they will be charged for insurance. The address for the Office of Student Health is: Henle Village 31, Georgetown University, Washington, D.C., 20057. Georgetown student health insurance is not available to students enrolled in fewer than eight credits. If you have questions regarding health insurance and to obtain information about the insurance rates, please call the Insurance Department of the Office of Student Health at (202) 687-4883.

## **Transportation**

**Law Center Parking:** Limited student parking is available on level P2 of McDonough Hall. You may pick up a parking hang-tag that is valid for one year. Additionally, students must submit a ticket to the attendant each time they enter the parking garage. You can purchase parking tickets and pick up hang-tags from the Parking Office, Room 154. Office hours are 8:30 a.m. to 6:00 p.m. Monday through Friday. Students are asked to purchase tickets at the Parking Office prior to parking.

The daily parking rate for the 2008-2009 academic year is \$7.00 for students entering the garage between 7:00 a.m. - 5:00 p.m. After 5:00 p.m., parking is free; if the garage gate is down, students can use their GOCards to gain access to the garage.

Students are encouraged to use public transportation because on-campus (and off-campus) parking spaces are extremely limited and fill quickly each day. After 5:00 p.m. and all day on weekends, Law Center parking is much more readily available and is free. Students may have their GOCard programmed to allow access to the underground parking area in the evenings and on weekends, when the attendant is not on duty. If you seek this service or require further information about student parking and rates, please see the personnel in the Parking Office window at Room 154 or call (202) 662-9331.

**GUTS Bus Service:** The Georgetown University Transportation Shuttle (GUTS) Bus service provides a regular shuttle service from Georgetown Law to Georgetown's Main Campus. There are also bus routes from Main Campus to Wisconsin Avenue and Dupont Circle in D.C., and to Arlington and Rosslyn in Virginia. Schedules are available at the McDonough Second Street entrance, across from the guards' booth. The GUTS bus service is free to all Georgetown students with valid identification cards. For more information, call GUTS at (202) 687-4364.

**Union Station Shuttle Service:** Georgetown Law offers free shuttle service to Union Station every evening, seven days a week. The shuttle bus leaves from the Second Street driveway every 15 minutes from 5:00 p.m. until 12:30 a.m. You may also pick up the shuttle at Union Station, but you must show a Georgetown ID before boarding.

**Metro Bus and Subway:** Georgetown Law is conveniently located along the Metro's Red Line. The Union Station and Judiciary Square stops are each three blocks away from Georgetown Law. Metro also runs a city-wide bus system connecting with the subway lines. Metro has stations at various points throughout the city and the surrounding suburbs. For more information about the Metro system, go to [www.wmata.com](http://www.wmata.com).

**DC Circulator:** The DC Circulator is a bus that supplements the Metrobus system. With its distinctive red buses, the DC Circulator links cultural, entertainment and business destinations within the city's central core. The fare is \$1.00, and you must have exact change. There is a Circulator bus stop at the corner of Massachusetts Avenue and New Jersey Avenue, NW, and there is also a stop at Georgetown's Main Campus. The Georgetown-Union Station route runs from 7:00 am to 9:00 pm every day. The web address is [www.dccirculator.com](http://www.dccirculator.com).

**Zipcar:** Georgetown University Law Center has recently become one of the "Zipcar" sites in Washington, D.C. Zipcar is a service that allows you to rent a car for a short period of time to run errands without the hassle of public transportation and commuting. Zipcar sites are located close to many Metro stations (including Union Station), and there are two cars on-site at Georgetown Law behind the Sport & Fitness Center. You must join in advance to reserve cars; you can join by going to [www.zipcar.com/georgetown](http://www.zipcar.com/georgetown). Rental prices for Zipcar vehicles start at \$9.00 per hour or \$65.00 a day. This includes insurance, parking, gas, mileage (under 180 miles), and maintenance.

Georgetown Law does not endorse this company; however, many students have found Zipcar to be a convenient and reasonably priced way to rent cars for "short-term" use.

- You must:
- Hold a valid driver's license from the U.S. or another country and have been licensed for at least one year
  - Be at least 21 years old (no extra fees for drivers under 25)
  - Have had no more than two "incidents" (moving violations plus accidents) in the past three years and no more than one incident in the past 18 months
  - Have had no major violations in the past three years
  - Have had no alcohol violations in the past seven years

International applicants must provide a driving record from their country's motor vehicle records department. When you have your record, fax it to Zipcar's insurer Member Services at (617) 995-4300. Be sure to indicate Zipcar application on the fax. Zipcar's website has helpful guidelines for applying from a number of countries, and this list can be found at [www.zipcar.com/apply/foreign-drivers](http://www.zipcar.com/apply/foreign-drivers) along with other important information. Students may also want to bring along a copy of their driver's license.

### **Public Safety Office**

In the event of an emergency, contact Georgetown Law's Department of Public Safety (DPS) Communications Center, located on the ground floor of the Gewirz Student Center, by calling the 24-HOUR EMERGENCY ASSISTANCE NUMBER (202) 662-9325. If you need to contact a Law Center administrator, call this emergency number and ask to speak with the Senior Administrator On Call (SAOC). DPS also operates a 24-hour, seven (7) days-per-week security desk inside the 2nd Street

entrance of McDonough Hall as well as a security desk inside the entrance to the Sport and Fitness Center during the hours of operation of this facility. A DPS security desk is also located inside the entrance to the Edward Bennett Williams Library and is manned during all hours the Library is open.

Upon request, DPS officers will provide escorts in the evenings to persons walking to their cars parked in the immediate vicinity of the Georgetown Law campus. There are yellow and white as well as blue emergency assistance call boxes located throughout the Georgetown Law campus. Simply depress the red button and you will be immediately connected to the DPS Communications Center 24-HOUR EMERGENCY ASSISTANCE NUMBER (202) 662-9325.

Public Safety administers a Lost and Found Property Program and inquiries about missing personal articles may be made at the McDonough Hall 2nd Street security desk or by calling the Communications Center.

### **Visas (F-1 and J-1)**

Indira Dingledine, the Visa Coordinator, holds a mandatory visa information session for all new international students at the beginning of the Fall Semester. International students who did not attend Foundations must attend one of these meetings to confirm that they are in full compliance with immigration regulations. The United States Citizenship and Immigration Service (USCIS) holds the student, rather than the school, responsible for remaining in proper status. We will work closely with all students to verify their status and keep them informed of all relevant policies and rules.

Immigration regulations require that students in F-1 and J-1 status give the school copies of their entry visa, I-94 card, and certificate of eligibility [the I-20 form for F-1 students or DS-2019 for J-1 students]. Students should make a copy of these documents and deliver the copies to Ms. Dingledine no later than Friday, August 29, 2008.

Before traveling outside the U.S. on an F-1 student visa, students must obtain a travel endorsement on their I-20 form to confirm their enrollment at Georgetown Law. J-1 students must receive a travel endorsement the first time they leave the U.S. each year from the office that issued the DS-2019 form. Students should see an International Student Advisor prior to any international travel if the date on their passport entry visa stamp has expired.

Visa regulations permit international students to request an extension of their visa status to remain in the U.S. for employment following their graduation from Georgetown. All interested students should consult the Visa Coordinator starting in February or March of their final semester regarding work authorization.

F-1 students may apply for 12 months of “practical training” through Georgetown’s Visa Coordinator and USCIS. J-1 students may apply through their sponsor for “academic training” calculated at one month of academic training for each month of study up to a maximum of 18 months. The Office of Graduate Programs holds employment-related discussions throughout the Spring semester.

**NOTE:** Visa regulations change regularly, so please consult with the Director of International Student Services or the Visa Coordinator regarding work, travel, extensions, or any other questions.

### III. REGISTERING FOR COURSES

#### Course Selection and Registration

Georgetown offers more courses than any other law school. Due to classroom and pedagogical constraints, classes generally have a maximum number of students that can be seated in the class. This cap ranges from as few as 10 to as many as 130. In order to assure that all students are treated equally, whenever more students request a class than there are seats available, Georgetown uses an anonymous lottery system.

Over the summer you will have made initial course selections, and you were enrolled in courses based on this submission. You can go onto Student Access+ during the summer and see the courses for which you have been registered. On Wednesday, August 27, 2008 you will be able to make changes in both your Fall and Spring course selection choices. These changes are done online through Student Access+. If a class is "open," which means that the class has not yet filled to capacity, then you may add the course immediately and you will be enrolled, absent any restrictions placed on the course. If the class has filled to capacity, then the class will be "closed" and you may add yourself to the waitlist for the course.

Information about courses and faculty is available on the web through the Admitted Students webpage and on the Curriculum Guide webpage at: <http://www.law.georgetown.edu/curriculum/>.

#### Registration Priorities

Graduate students have priority in LL.M. courses, and J.D. students have priority in J.D. courses. Graduating students have priority over non-graduating students. Professors do not have the authority to admit students to their courses unless the course is designated "professor permission." We use the waitlist process to distribute all available seats in classes, according to these priorities.

#### Add/Drop Process

Add/Drop is a process that permits students to change their course schedule, "adding" certain courses to their programs and/or "dropping" (deleting) other ones. Add/Drop is conducted on-line through Student Access+ during the first week of each semester. You can click onto Student Access+ from [www.law.georgetown.edu/registrar](http://www.law.georgetown.edu/registrar). The Office of the Registrar will be available to assist you during the first week of class for Fall Semester 2008, beginning Tuesday, September 2<sup>nd</sup> through Tuesday, September 9<sup>th</sup> and for Spring Semester 2009 beginning Monday, January 12<sup>th</sup> through Wednesday, January 21<sup>st</sup>. Note that during the first week of Fall classes, students may adjust both their Fall and Spring schedules.

#### Waitlist Process (for previously closed classes)

Some courses have more students who initially try to register than there are available seats. When a student drops a course, however, a seat becomes available. The seat is then redistributed to a student through the "waitlist" process. The Office of the Registrar conducts the waitlist process over the summer and during the first week of classes. Students record their interest in obtaining a seat by submitting a waitlist request on the web, listing their course choices. With this single initial submission, students remain on the waitlist until they win a seat or the Add/Drop period ends (see "Last Chance Lottery", below). During the Fall Add/Drop period, waitlists are run for both the Fall and Spring courses. You may enter the waitlist for as many courses as you wish, but you need only enter once for each course. If you decide you no longer are interested in winning a seat, you should drop the waitlisted course. This will help other students get the courses they want.

Each evening during the first week of class, the computer looks at how many students have dropped a course and adds students from the waitlist, using the priorities discussed above.

Students may add, drop and waitlist Fall 2008 courses through Tuesday, September 9<sup>th</sup> and Spring 2009 courses through Wednesday, January 21, 2009 by using Student Access+ (go to <http://limited.georgetown.edu/StudentAccess/> click Registration Services/Add-Drop/Waitlist). Add/drop and waitlist instructions are available at [www.law.georgetown.edu/registrar/prereg](http://www.law.georgetown.edu/registrar/prereg).

The Waitlist Lottery for both Fall and Spring courses begins on Tuesday, September 2<sup>nd</sup>. To have your waitlist request(s) included in the waitlist lottery results beginning on the first day of classes, you must make your registration requests through Student Access+ **before** Thursday, August 28 at 5:00 p.m. You can check your registration results Thursday evening (August 28) after 8:00 p.m. or so. Beginning on Tuesday, September 2 and until Tuesday, September 9, new waitlist results by course will be available through Student Access+ by noon each day (Please Note: waitlist requests submitted after 5:00 p.m. on August 28 through 5:00 p.m. on September 2 will be included in the waitlist lottery results available on September 3). If you win a seat off the waitlist, you must claim your seat by 6 p.m. on the day you win the seat or you forfeit the seat. You may claim your seat online through Student Access+ or you may call the Office of the Registrar at 202-662-9220.

When credits are added during the first week of class by part-time students, tuition must be paid immediately to the Office of Student Accounts.

### **"Last Chance Lottery"**

Every semester a surprising number of students gain seats in desired courses through the Last Chance Lottery. On September 9, students are asked to reconfirm their interest in obtaining a seat in a closed course for Fall semester by filing a Last Chance Lottery form (available at the Registrar's Office between 9:00 a.m. and 5:00 p.m. on Tuesday, September 9). This eliminates students who no longer want a specific course and also helps ensure that seats are filled. Last Chance Lottery winners will be posted by 8:30 p.m. on Tuesday, September 9. Last Chance Lottery winners have until **5:00 pm on Wednesday, September 10** to claim their seats or their seat is forfeited. Students can claim their Last Chance Lottery seat(s) in person or by phone to the Registrar's Office.

### **LL.M. Academic Externship Program**

Georgetown University Law Center offers a two (2) credit academic externship program for current graduate students each *Spring* semester. Students are graded on a pass/fail basis, and may participate in only one externship. **The academic externship credits count toward the total number of credits required for the LL.M. degree, but they do not count toward the specialization credit requirements (e.g., as "tax" or "securities" credits) for either the LL.M. degrees or the LL.M. certificate programs.**

In order to participate in the Academic Externship Program, students will need to complete a few steps. First, students must secure an unpaid position doing legal work with an appropriate *government or public sector/non-profit organization*. Although we assist students in finding placements by providing students with a list of "pre-approved organizations," each organization selects students based on its own hiring criteria. Secondly, students who pursue opportunities **not** included on the list of pre-approved organizations must confirm with Molly Jackson, the Externship Coordinator, that the prospective externship is acceptable. Finally, students must complete an application and submit it to the Office of Graduate Programs through a defined application process; ***you cannot add the externship to your schedule on your own.***

For further information, please go to the LL.M. Academic Externship website:  
[www.law.georgetown.edu/graduate/ExternshipProgram.html](http://www.law.georgetown.edu/graduate/ExternshipProgram.html)

### **Courses from Other Schools or Elsewhere at Georgetown University**

With prior approval of the Associate Dean, and subject to the other conditions listed in the *Bulletin*, students may apply to the LL.M. degree a cumulative maximum of four (4) credits earned at other institutions or at other Graduate Schools of Georgetown University. Please consult your academic advisor or the *Bulletin* for more details.

## **IV. KEEPING INFORMED**

### **E-mail**

**We use your Law Center e-mail address as the primary means of communication.** Critical notices and information updates will be sent by e-mail so you must get in the habit of checking your account regularly. You should also regularly delete the “trash” from your student account so you avoid going “over quota.” Please contact the Student HelpDesk at 202-662-9905 or [studenthelp@law.georgetown.edu](mailto:studenthelp@law.georgetown.edu) if you have any questions regarding your e-mail or web access.

Other sources that you should regularly consult are:

### **Graduate Programs Courseware site**

Information for LL.M. students is also posted on the Graduate Programs’ Courseware site ([www.law.georgetown.edu/courseware](http://www.law.georgetown.edu/courseware)). If you are asked for a password for the site, it is “llm”.

### **Posted Information**

Information regarding Law Center activities is often posted on bulletin boards throughout Georgetown Law’s buildings, but particularly on the first floor of McDonough Hall. The Registrar also maintains official notice boards on the third floor.

### **Today Sheet**

This list of daily activities and their locations is posted online, in the elevators, near the entrances to the building, and on the third floor bulletin board outside the Office of the Registrar.

### ***What's Happening!***

Published every Monday by J.D. Academic Services, this newsletter contains Law Center administrative notices and information on such diverse topics as coming attractions at local theaters, employment opportunities, and student organization announcements. To place a notice in *What's Happening!* for the upcoming week, submit the request to Laili Safa in J.D. Academic Services, McDonough 352, by Wednesday at 12:00 p.m. If you have any questions or need assistance in getting a notice published, please call Laili Safa in J.D. Academic Services at (202) 662-9039.

### **Weekly Graduate Programs E-Newsletter**

This weekly publication lists upcoming professional development and networking events, Georgetown resources, job-hunting tips, newly added courses, upcoming conferences, academic prizes, and other items of interest to students. A link for the newsletter will be sent to your Law Center e-mail account each week.

### ***The Georgetown Law Weekly***

Published during the academic year, this newspaper is free, and copies are available throughout the buildings. The *Law Weekly* gives advance notice about most major Law Center events.

### **Mailings from the Administration**

Important notices and information, including registration materials, grades, and tuition statements, are usually mailed to you at your current local address. The Office of the Registrar and other Administrative Offices may also contact you by e-mail. It is imperative, therefore, that you keep the Office of the Registrar informed of your current address, home and work telephone numbers. Forms for this purpose are available at the Office of the Registrar service counter. You can also submit your change of address on-line through Student Access+ by clicking on from [www.law.georgetown.edu/registrar](http://www.law.georgetown.edu/registrar).

## **V. ACADEMIC INFORMATION**

### **The Student Disciplinary Code**

The Code details the standards of academic and professional responsibility for all Georgetown Law Center students. We expect all students to be aware of the standards in the Code. It is printed in the Georgetown Law *Bulletin*, and copies are available for students in the Library and the Office of the Registrar. Please take special care to read the section on plagiarism, which is something you must be extremely careful to avoid in any paper you write at Georgetown Law.

### **Assignments**

Prior to the beginning of the semester, the Office of the Registrar posts first-day reading assignments for courses on-line at [www.law.georgetown.edu/faculty/assignments/index.cfm](http://www.law.georgetown.edu/faculty/assignments/index.cfm). After the first day of classes, most professors announce the assignments in class or hand out a printed list of assignments for the remainder of the course.

### **Exams**

**Exam Dates:** Georgetown Law's Course Schedule gives the day and time at which the examination in each course is scheduled. Exam dates can only be changed under the circumstances set forth below. You should take this into account when planning travel and activities near the end of the semester.

**Exam Conflicts:** When the starting times of two of your exams are 25 hours apart or less, you have an "exam conflict." In addition, a student is deemed to have an exam conflict if his or her exam schedule produces three exams in four consecutive days, or four exams in five consecutive days. The Office of the Registrar will decide which exam to reschedule and will assign the new exam date. Students will be notified at their local address in the event of an exam conflict. A rescheduled exam is never scheduled earlier than the originally-scheduled time.

**Deferred Exams:** The Registrar may defer an exam in extraordinary circumstances, such as serious illness or family emergency. Requests to defer an exam must usually be made in writing to the Registrar. For further details and information, please see the Georgetown Law *Bulletin* and contact the Office of the Registrar at (202) 662-9220 about the Exam Deferral Policy.

### **Canceled Classes**

**Class Postponements:** Professors occasionally find they are unable to teach a class as scheduled. The Registrar's Office provides a listing of all class postponements at (202) 662-9446 and at

[www.law.georgetown.edu/registrar](http://www.law.georgetown.edu/registrar). In the case of a last-minute postponement, the Registrar will try to reach students by phone or by e-mail, so it is very important that students keep their home and work phone numbers current in the school's records.

**Emergency School Closing:** Georgetown Law follows the Federal Government's policy on morning closings or late openings when there is inclement weather. For morning classes, this means that when the Federal Government is open, Georgetown Law is open. When the Federal Government is closed, Georgetown Law is closed. When the Federal Government announces "adjusted home departure of two hours," Georgetown Law will open for 11:10 a.m. classes. When the Federal Government announces "unscheduled leave," Georgetown Law will hold classes as scheduled.

Georgetown Law will make its own determination of whether to cancel late afternoon, evening, or weekend classes. If we cancel, faculty who are teaching those classes will be telephoned by the staff of the Office of the Registrar and an announcement will be placed on the Registrar's Office webpage and on the class cancellation line, (202) 662-9446. Every effort will be made to adhere to the examination schedule even if there is inclement weather.

[NOTE: Georgetown Law has a separate inclement weather policy from the Main Campus. Announcements regarding the Main Campus do not apply to Georgetown Law.]

#### **Audio-recording of Classes**

Students are not permitted to record any class themselves by any means without the prior express authorization of the professor teaching the class. Violation of this rule may be deemed a violation of the Student Disciplinary Code. In limited circumstances, such as a religious holiday, or in the event of a serious medical or family emergency, Georgetown Law will record a class for a student. The school's audio-recording policy can be found in the *Bulletin* at [www.law.georgetown.edu/registrar/bulletin/index.cfm](http://www.law.georgetown.edu/registrar/bulletin/index.cfm). Please note that the school will not record classes because of student job interviews, work conflicts, or travel plans. Requests to have the school record a class can be submitted online at [www.law.georgetown.edu/ist/avrecording](http://www.law.georgetown.edu/ist/avrecording). *Please note that some professors do not permit recording under any circumstances, and their wishes will be honored.*

## **VI. OTHER SERVICES**

#### **Disabled Student Services**

Students with disabilities should contact the Disability Services Coordinator, Marianne Huger (McDonough 167) at (202) 662-9039 if they believe they need special accommodations for class work or examinations.

#### **Law Library**

The Law Library offers a wide variety of services to facilitate the research and teaching interests of its users. There are two sites for the Law Library: the Edward Bennett Williams Library and the John W. Wolff International & Comparative Law Library in the Hotung Building. In addition to the Law Library's excellent collection of primary and secondary legal materials, Lexis/Nexis and Westlaw access is available on the many computers located both in the Computer Learning Lab and among the stacks. International students will receive Lexis/Nexis and Westlaw training during their first semester in *U.S. Legal Discourse*. For more information, including library hours, contact a member of the library staff or the Associate Law Librarian for Public Services at (202) 662-9150.

## **Information Systems Technology (“IST”)/Computer Services**

**Public Computers:** Public computers are available throughout Georgetown Law’s campus for student use. The public computers located in the third floor lounge area of the Gewirz Student Center and the third floor of McDonough Hall run internet applications to facilitate research, web browsing, and e-mail access. The computers located in the E.B. Williams and the John Wolff Law Libraries are equipped with the Microsoft Office Suite and have access to laser printers. Printing is 10¢ per page, deducted from your GOCard.

**Personal Computers:** Most classrooms and public areas have wireless network connectivity. In addition, most classrooms have electrical power at every seat. The vast majority of our students own a laptop. The IST Department posts current hardware and software recommendations online at [www.law.georgetown.edu/ist/students/computerrecs/comrec.htm](http://www.law.georgetown.edu/ist/students/computerrecs/comrec.htm). In addition, Georgetown University has formed strategic partnerships with both Dell and Apple to provide an academic discount for our community members on computers and peripherals. You can access both Dell’s and Apple’s discount pages from the above-mentioned *Hardware and Software Recommendations* web page.

**Computers in the Classroom:** Most professors permit students to take notes in class on laptop computers. However, professors may regulate the use of laptop computers 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 a student’s computer while in use.

**Taking Exams On Your Laptop:** Georgetown Law allows students to take in-class and take-home examinations on their own laptop computers. In-class examinations will be held in rooms with electrical outlets at every seat, so you will not need to rely on your battery during an examination. Please keep in mind that if you would like to take your exams on a computer, you will need to use your own laptop, equipped with a CD/RW drive. Students who prefer to hand write their exams may do so and are assigned to a separate room so that they will not be distracted by students using computers.

For more information on the services provided by IST Department, please visit our web site at [www.law.georgetown.edu/ist/ISTInformationforStudents.htm](http://www.law.georgetown.edu/ist/ISTInformationforStudents.htm).

## **Sport and Fitness Center**

This state-of-the-art facility features a lap pool, locker rooms with whirlpools, two massage rooms, group exercise studios, a Spinning studio, two racquetball courts, fitness area with cardiovascular and strength training equipment and 8400 square feet of multi-purpose court space for basketball and volleyball. A variety of programs, classes and services are offered. Some classes have fees. For information, please call (202) 662-9294 or visit the website at [www.law.georgetown.edu/fitness](http://www.law.georgetown.edu/fitness).

## **Food Services**

**Market Café:** Bon Appetit Management Company operates the food services program here 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, 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 vary during the year, and are posted at the entrance to the Café.

**Courtside Café and Barista:** Bon Appetit also manages a food service operation in the Sport and Fitness Center. Courtside Café features a small servery complimented by a bar. Offerings include

deli sandwiches, pizza and grill items, as well as a variety of coffee bar offerings and an assortment of bottled beverages and juices. Beer and wine are served after 5 p.m.

**Espresso Bar:** Just outside the Market Café in McDonough Hall is an espresso bar featuring lattes, cappuccinos, and much more. The Espresso Bar also serves chai tea, black, green and herbal teas, Italian sodas, as well as pastry items.

**Vending Machines:** The vending service is open 24 hours and you will find beverage and snack machines in several locations: the Market Café seating area, in the kitchen next to the Faculty Lounge on the 5th floor of McDonough Hall, on the first floor of the Edward Bennett Williams Law Library, and in the TV lounge located in the Gewirz Student Center, as well as in the Staff Lounge located in Gewirz. Additional vending is located in the Sport and Fitness Center on the third and fourth floors and in the Hotung International Building on the first and sixth floors.

### **Health Services**

During the academic year, Georgetown Law Student Health Center is open by appointment only on Monday, Tuesdays, Thursdays and Fridays from 9:00 a.m. - 5:00 p.m. and on Wednesdays from 10:00 a.m. - 5:00 p.m. The Center is located in the Gewirz Student Center on the lower level in Room 102. The telephone number is (202) 662-9255. For further information about the Georgetown University Student Health Service, please see the Georgetown Law *Student Handbook*.

### **Banks**

There is a PNC automatic teller machine (ATM) at the entrance to the Georgetown Law cafeteria (“Market Café”) in McDonough Hall. In addition, the Hoya Federal Credit Union has ATMs in both McDonough Hall (next to the PNC ATM) and in the Sport & Fitness Center (near the Security Desk). ATM cards issued by other institutions will be assessed a fee at Hoya Federal ATMs. The following banks have branches near Georgetown Law: Wachovia, United Bank and SunTrust. There is also a branch of the Adams National Bank located in Union Station. In addition, students may wish to review the document on bank accounts found at:

<http://www.law.georgetown.edu/foundations/documents/BankAccount2008.pdf>

Some students have opened accounts at and have obtained debit cards for the Georgetown University Alumni & Student Federal Credit Union (<http://www.guasfcu.com>), located at the Main Campus of Georgetown University.

### **Lockers**

Book lockers can be reserved for the academic year through the Facilities Management Office in Room 154 on the first floor of McDonough Hall. If you want a locker, it is best to sign up early in the semester because there is limited availability. Please note that the charge for a lost locker key is \$15.00.

### **Short-term Emergency Loans**

**Eligibility:** Enrolled students may borrow one loan of up to **\$1,500** per semester through this program. Short-Term loans cannot be used to pay off an outstanding debt (e.g. tuition) to any other part of the University. Only students in good standing with a balance under \$100 may receive a Short-Term Emergency Loan. Therefore, if you have a balance owed to the University, you must have received a tuition deferment from the Georgetown Law Student Accounts Office.

**Interest Rate and Fees:** If the loan is paid in full at any time prior to the last working day of the month in which this note is signed, no interest will be charged to the student. If the loan is not

paid in full before the last working day of that month, students will be charged 1.75% interest compounded monthly on the outstanding balance of the loan.

**Repayment:** The Georgetown Law Short-Term Emergency Loan Fund is set up to aid students who are experiencing a short-term "cash-flow" problem. Because this is a revolving loan program (we have a finite amount of money to lend), students are asked to repay the loan within 30 days after receiving the funds. The Short-Term Emergency Loan and interest fees are debited against your student account and must be repaid to the Georgetown Law Student Accounts/Cashier Office or the Main Campus Student Accounts Office by the last day of the semester. Should you receive a student loan check or financial aid credit, the Short-Term Emergency Loan will be deducted before your refund is calculated. Failure to repay the Short-Term Emergency Loan by the designated repayment date may result in ineligibility for future Short-Term Emergency Loans, loss of registration, and/or ability to register for a future semester, withholding of grades and registration results, transcripts and bar certification forms. Contact the Student Accounts Office at (202) 662-9057 for full details.

### **Student Organizations**

LL.M. students are welcome to participate in the full range of student organizations and activities at Georgetown Law. There are currently two LL.M. student organizations: the Foreign Lawyers Association of Georgetown (FLAG), and the LL.M. Tax Council. FLAG aims to promote international legal and cultural understanding through social, academic and professional integration among members of the Association and the legal community. The LL.M. Tax Council holds monthly meetings and special events to encourage professional networking and social interaction among students, alumni, and legal professionals. We encourage other students to organize groups around common interests.

## **VIII. GRADUATION**

### **Graduation Requirements**

Requirements for earning the LL.M. degrees are described in the Georgetown Law *Bulletin* under the title: The Graduate Program, Program Requirements. Please read it carefully. Be aware of minimum credits and required courses, and requirements to be eligible for graduation "*with distinction.*" The *Bulletin* also sets forth the criteria for graduation "*with distinction*" and for Dean's List.

### **Commencement Information**

Near the end of Fall semester, all prospective May 2009 graduates will receive an e-mail message from the Registrar's Office containing important graduation information. The message will also ask students to confirm certain information, including the degree and/or Certificate they hope to receive and the proper spelling and presentation of their names for their diplomas, and to submit any changes or corrections to this information to the Office of the Registrar.

### **Commencement Ceremony**

The Commencement ceremony in May is the traditional celebration with formal academic attire. It takes place on the Main Campus on May 17, 2009. Students completing their degree requirements during the summer session are invited and encouraged to take part in the previous May Commencement activities, at which their names will be announced. Students completing their degree requirements in February are invited to participate in the May ceremonies following their graduation.

*Georgetown University Law Center is an equal opportunity institution in employment and admissions.*