2014 FALL SEMESTER
Mon., July 27
Mon., Aug. 24 - Thurs., Aug. 27
Fri., Aug. 28
Mon., Aug. 31
Mon., Aug. 31 - Tues., Sept. 8
Mon., Sept. 7
Mon., Oct. 12
Tues., Oct. 13
Wed., Nov. 25 - Sun., Nov. 29
Sat., Dec. 5
Sat., Dec. 5 and Mon., Dec. 7
Tues., Dec. 8 - Sat., Dec. 19
Fri., Dec. 18
Mon., Dec. 21; Mon., Jan. 4; and Tues., Jan. 5

Tuition due for incoming Graduate Students
Orientation for new Graduate Students
Tuition due for all Continuing, Transfer and Visiting Students
Classes Begin for All Students
Add/Drop and Wait-list activity for Fall and Spring Courses
LABOR DAY HOLIDAY: No classes meet
COLUMBUS DAY HOLIDAY: No classes meet
Monday classes meet instead of Tuesday classes
THANKSGIVING HOLIDAY: No classes meet
Last Day of Classes
Rescheduled Classes and Reading Day
Final Exams
All Papers Due unless other due date set by the professor
Fall 2015 Exam Deferral Dates

2016 SPRING SEMESTER
Fri., Jan. 8
Mon., Jan. 11
Mon., Jan. 18
Tues., Jan. 19
Tues., Jan. 19 - Tues., Jan. 26
Mon., Feb 15
Tues., Feb. 16 - Wed., Feb. 17
Thurs., Feb. 18
Sun., Mar. 6 - Sun., Mar. 13
Fri., Mar. 25 - Sun., Mar. 27
Sat., Apr. 30
Mon., May 2
Tues., May 3 - Tues., May 17
Tues., May 17
Sun., May 22
Tues., May 24 - Thurs., May 26

Spring Tuition due for All Students
Week One Classes begin for first-year J.D. Students
Week One Mini Courses begin for Upperclass Students
Note: Mandatory attendance is required at all Week One class sessions, first-year and upperclass, Monday - Friday
MARTIN LUTHER KING HOLIDAY: No classes meet
Regular, Semester-long Classes begin for All Students
Add/Drop and Wait-list activity for Spring Courses
PRESIDENTS DAY HOLIDAY: No classes meet
Faculty Retreat: No classes meet
Monday classes meet instead of Thursday classes
SPRING BREAK: No classes meet
EASTER BREAK: No classes meet
Last Day of Classes
Rescheduled Classes and Reading Day
May Graduates' Papers Due unless an earlier due date set by the professor
Final Exams
All Papers Due unless other due date set by the professor
Commencement
Spring 2016 Exam Deferral Dates
This Guide highlights many of the most important procedures and services of Georgetown Law. It is not meant as a substitute for the Handbook, 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 5000  
Phone: (202) 662-9036  
Fax: (202) 662-9487  
e-mail: 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. In addition, our professional development staff often hold evening hours which are posted.

**Nan D. Hunter**  
Phone: (202) 662-9399  
e-mail: ndh5@law.georgetown.edu

Dean Hunter is a full-time professor and is the Associate Dean for Graduate Programs. Dean Hunter 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.

**Scott Foster**  
Phone: (202) 662-9596  
e-mail: foster@law.georgetown.edu

Scott Foster is Assistant Dean for Graduate Programs and Transnational Programs. Dean Foster is responsible for special projects in the Office of Graduate Programs and oversees Georgetown’s Center for Transnational Legal Studies in London.

**Caryn Voland**  
Phone: (202) 662-9432  
e-mail: cmv26@law.georgetown.edu

Caryn Voland is the Assistant Dean for Graduate Programs. 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 Dean Voland for approval of their program of study. She holds walk-in office hours most of the week during the academic year.

**Kimberly Martin**  
Phone: (202) 662-9036  
e-mail: ksm54@law.georgetown.edu

Kimberly is the first point of contact for visitors to the office. Visitors must check in here before being seen by other staff members. The assistant provides administrative support to the Associate Dean. If you are unsure which person or office to contact, please call the front desk.

***************

**Marta Baffy**  
Phone: (202) 662-6649  
e-mail: mltb258@georgetown.edu

Marta is an EFL Fellow in the Graduate Writing Program and works with Kirsten Schaetzl in the Two-Year LL.M. Program.
Colleen Burke
Phone: (202) 662-9116
e-mail: cmb94@law.georgetown.edu
Colleen is the International Student Advisor and Visa Coordinator for all international students. International students should consult Colleen regarding their visa status and visa regulations. In addition, Colleen also advises international students as to all aspects of the LL.M. curriculum, including course selection, degree and certificate requirements, and criteria for sitting for a bar examination in the United States.

Ellis Duncan
Phone: (202) 662-4056
e-mail: ged5@law.georgetown.edu
Ellis is the Director of the Graduate Tax Program, and advises students in the program.

Alexa Freeman
Hotung 5005
Phone: (202) 662-9231
e-mail: apf5@law.georgetown.edu
Lexi is a Visiting Professor and the Director of the S.J.D. Program.

Gary Heald
Phone: (202) 662-9793
e-mail: gh242@law.georgetown.edu
Gary is the Director for LL.M. Executive Education. Gary oversees online LL.M. and certificate programs, including the contract with the U.S. Securities and Exchange Commission.

Craig Hoffman
Hotung 6021
Phone: (202) 662-9531
e-mail: hoffmanc@law.georgetown.edu
Professor Hoffman is the Director of the Graduate Writing Program. He teaches several courses, including Introduction to U.S. Legal Systems and works with foreign students in the Two-Year LL.M. Program.

Molly Jackson
Phone: (202) 662-9853
e-mail: jacksonm@law.georgetown.edu
Molly is the Business Manager and Director for External Relations. She is the special assistant to the Associate Dean, manages the LL.M. Academic Externship Program, works on office publications and manages the Office of Graduate Programs.

Sarah Kelly
Phone: (202) 662-9319
e-mail: sarah.kelly@law.georgetown.edu
Sarah is the Director of LL.M. Academic Services. Sarah’s chief responsibility is to oversee the scheduling of LL.M. adjunct faculty members and courses and to respond to requests for assistance from faculty members on course-related or administrative matters.

Andrew Kerr
EBW 421
Phone: (202) 661-6577
e-mail: ak1149@law.georgetown.edu
Andrew is an EFL Fellow in the Graduate Writing Program and works with Julie Lake and Catherine Spratt in the Language Center.
Allison King
Phone: (202) 661-6669
email: ajk107@law.georgetown.edu
Allison is the Assistant Director for LL.M. Academic Services. She works closely with Sarah Kelly on Graduate Programs adjunct faculty matters and the Graduate Program academic schedule.

Julie Lake
Phone: (202) 662-4260
email: TBD
Julie is an EFL Fellow who works in the Language Center, providing classes and tutoring for our international LL.M.s.

Kirsten Schaetzel
Phone: (202) 662-9236
e-mail: kas256@law.georgetown.edu
Dr. Schaetzel is the Director of the E.S.L. Curriculum for the Two-Year LL.M. Program. She offers classes and tutoring for our international LL.M.s in the Two-Year LL.M. Program.

Molly Scott
Phone: (202) 662-9368
e-mail: mbs93@law.georgetown.edu
Molly is an Assistant Director for Graduate Career Services and Professional Development. Molly provides professional development counseling, programs, and advice for LL.M. candidates, and is responsible for the Taxation Interview Program. She is available during appointments and drop-in sessions.

Stafford Smiley
Phone: (202) 662-9906
email: smileys1@law.georgetown.edu
Professor Smiley is the Faculty Director for the Graduate Tax Program. He advises students in the Taxation LL.M. Program as well as those pursuing the Certificate in International Taxation or Estate Planning.

Catherine Spratt
Phone: (202) 662-6604
e-mail: cbs22@law.georgetown.edu
Catherine is an EFL Fellow in the Graduate Writing Program and works with Andrew Kerr and Julie Lake in the Language Center.

Caroline Springer
Phone: (202) 662-9017
e-mail: cts26@law.georgetown.edu
Caroline is the Director for Graduate Career Services and Professional Development. Caroline provides professional development counseling, programs, and advice for all LL.M. candidates. She is available during drop-in sessions.

Russell Stevenson
Phone: (202) 662-6698
email: stevenrb@law.georgetown.edu
Professor Stevenson advises students pursuing the LL.M. in Securities and Financial Regulation.
Philip Tatarowicz
Hotung 5028
Phone: (202) 662-6698
email: tatarowp@law.georgetown.edu
Professor Tatarowicz advises students pursuing the Certificate in State and Local Taxation.

Shujun Tian
Phone: (202) 662-6522
e-mail: st651@law.georgetown.edu
Shujun is an Assistant Director for Graduate Career Services and Professional Development. Aman provides professional development counseling, programs, and advice for LL.M. candidates. He is available during appointments and drop-in sessions.

Anne Marie Whitesell
Hotung 5029
Phone: (202) 662-9471
email: aw813@law.georgetown.edu
Professor Whitesell is the Faculty Director for the Program on International Arbitration and Dispute Resolution. She advises students pursuing the Certificate in International Arbitration and Dispute Resolution.

Tina Zimmerman
Phone: (202) 662-9660
e-mail: draket@law.georgetown.edu
Tina is the Program Director, LL.M. in National Security Law and U.S.-trained Students. Students in the Individualized program or the National Security Law LL.M. should see her first for course or program advice.

Ana Ayala
EBW 360-9
Phone: (202) 662-9462
e-mail: asa58@law.georgetown.edu
Ana is the Program Director for the Global Health Law LL.M. program, and advises students pursuing the LL.M. in Global Health Law.

Sara Colangelo
Williams 506
Phone: (202) 661-6543
e-mail: sac54@law.georgetown.edu
Sara advises students in the Environmental LL.M. Program.

Chris Parlin
McDonough 461
Phone: (202) 662-9365
e-mail: parlinc@law.georgetown.edu
Chris advises students pursuing the IIEL WTO Certificate.

Office of the Registrar
McDonough Hall Suite 315
Phone: (202) 662-9220
Fax: (202) 662-9235
e-mail: lawreg@law.georgetown.edu
The Registrar’s Office handles all matters regarding enrollment in courses and seminars, examination scheduling and administration, transcripts, and graduation. Office hours are 10:00 a.m. - 6:00 p.m., Monday through Thursday, and 10:00 a.m. - 3:30 p.m. on Friday.
The Student Accounts Office handles all tuition, fees, and financial questions for Law Center students. Office hours are 9:00 a.m. - 5:00 p.m., Monday through Friday.

**Office of Financial Aid**

McDonough Hall Room 345

Phone: (202) 662-9210  
Fax: (202) 662-9367  

e-mail: finaid@law.georgetown.edu

Georgetown Law 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 9:30 a.m. to 5:45 p.m., Monday through Friday.

**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. The GOCard office is located on the 2nd floor of the Sport & Fitness Building, just inside the main entrance to the building.

**MyAccess**

*MyAccess* ([https://myaccess.georgetown.edu](https://myaccess.georgetown.edu)) 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 NetID and your initial password. Before entering *MyAccess* for the first time, you are required to change your initial password. You do so by navigating to [http://netid.georgetown.edu](http://netid.georgetown.edu) and clicking on "Change your NetID password." Enter your NetID 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 NetID 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](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, 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/students/course-materials/index.cfm](http://www.law.georgetown.edu/students/course-materials/index.cfm).

If you wish to receive an electronic copy, 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/students/course-materials/index.cfm](http://www.law.georgetown.edu/students/course-materials/index.cfm). (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://www.law.georgetown.edu/campus-services/ist/support-training/online-tutorials/courseware/coursewaretutorialstudents.cfm](http://www.law.georgetown.edu/campus-services/ist/support-training/online-tutorials/courseware/coursewaretutorialstudents.cfm)
- To open the login page of the Courseware application, navigate to [http://www.law.georgetown.edu/system/login.cfm](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 Service Desk at 202-662-9284 or help@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 8, 2016.

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
Students must submit this proof to the Office of Student Health on Main Campus NO LATER THAN SEPTEMBER 15, 2015 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. The website is: http://studenthealth.georgetown.edu/insurance/. 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. You register your car and pick up your hang-tag from the Parking Office, Room 154. Office hours are 8:30 a.m. to 6:00 p.m. Monday through Friday.

In order to gain access to the McDonough Hall parking garage, you must use your GOCard; therefore, you must make sure you have adequate funds on your GOCard before you attempt to enter the garage. The parking rate for the 2015-2016 academic year is **$8.20 per entry** 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 in McDonough 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 leaves from the corner of 1st and F Streets, NW, runs from 5:00 p.m. to 12:30 a.m. every half hour. It stops at Union Station, Harris Teeter, Giant, and Safeway. You may also pick up the shuttle at the various stops, but you must show a Georgetown ID before boarding. For more information, please see: www.law.georgetown.edu/campus-services/public-safety/shopping-shuttle.cfm.

**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 the final destination for the Georgetown-Union Station route is Wisconsin Avenue and 35th Streets, NW, close to the 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).

**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 New Jersey Avenue entrance of McDonough Hall as well as a security desk inside the entrance to the Hotung International Law Building 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)**

Colleen, the International Student Advisor, holds a mandatory Immigration and Compliance session for all new international F-1 and J-1 students at the beginning of the Fall Semester. International F-1 and J-1 students who did not attend Foundations must attend one of these meetings to confirm that they are in full compliance with immigration regulations. Students in F-1 and J-1 status must also come to the Office of Graduate Programs for a document check-in no later than Friday, August 31, 2015 for a document check-in. Please bring your Form I-20 or DS-2019, visa, and a printout of your electronic I-94 record ([https://i94.cbp.dhs.gov/](https://i94.cbp.dhs.gov/)) to the document check-in. Check-in hours will be send via email to students in August.

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. Please visit the website [https://www.uscis.gov/](https://www.uscis.gov/) for more information.
III. REGISTERING FOR COURSES

Course Selection and Registration
Georgetown offers more courses than almost 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 MyAccess during the summer and see the courses for which you have been registered. On Wednesday, August 26, 2015, you will be able to make changes in both your Fall and Spring course selection choices. These changes are done online through MyAccess. 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: 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 MyAccess during the first week of each semester. You can click onto MyAccess from 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 2015, beginning Monday, August 31 through Tuesday, September 8 and for Spring Semester 2016 beginning Tuesday, January 19 through Tuesday, January 26. 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 2015 courses through Tuesday, September 8, 2015 and Spring 2016 courses through Tuesday, January 26, 2016 by using *MyAccess* (go to [https://myaccess.georgetown.edu/](https://myaccess.georgetown.edu/); click Registration Services/Add-Drop/Waitlist). Add/drop and waitlist instructions are available at [www.law.georgetown.edu/campus-services/registrar/course-registration/index.cfm](http://www.law.georgetown.edu/campus-services/registrar/course-registration/index.cfm).

The Fall 2015/Spring 2016 Daily Waitlist Lottery process begins on Monday, August 31. 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 *MyAccess* ([https://myaccess.georgetown.edu/](https://myaccess.georgetown.edu/)) by 5 p.m. on Thursday, August 27. Beginning on Monday, August 31, until Tuesday, September 8, 2015, waitlist results by course will be available through MyAccess by noon each day. If you win a seat off the waitlist, you must claim your seat by 5 p.m. on the day you win the seat or you forfeit the seat. You may claim your seat online through MyAccess, or you may contact the Office of the Registrar at lawreg@law.georgetown.edu or 202-662-9220. The Daily Waitlist Lottery process for Spring 2016 will resume beginning Tuesday, January 19 through Tuesday, January 26, 2016.

Please note: If you have already added yourself to the waitlist for a class, do not attempt to add yourself again. Doing so will replace your original submission date with the current date and you will lose your waitlist priority.

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.

**Wait-list lottery process for mandatory first class attendance courses**

Attendance at the first class for wait-listed and enrolled students is mandatory. Only students who add themselves to the wait-list prior to the start of the first class will be included in the wait-list lottery for this course.

The professor will provide the Office of the Registrar with a list of enrolled and/or wait-listed
students who attended the first class. Only those students will be eligible to be enrolled in the course. All others will be dropped from the course or the wait-list.

"Last Chance Lottery"
Every semester a surprising number of students gain seats in desired courses through the Last Chance Lottery. The Registrar’s Office will send details via e-mail during the Add/Drop period.

LL.M. Academic Externship Program
Georgetown University Law Center offers a two (2) credit academic externship program for current LL.M. students. Students are graded on a pass/fail basis, and may participate in only one externship for academic credit. U.S.-trained LL.M. students may choose to do an externship in either the Fall or Spring semester; foreign-trained LL.M. students in the one-year LL.M. may undertake an externship during their Spring semester. Students in the Two-Year LL.M. program can do an externship in the Summer between the first year and second year of the program, or during the Fall or Spring semester of their second year. Please note that while the academic externship credits count toward the total number of credits required for the LL.M. degree, they do not count toward the specialization credit requirements (e.g., as “Tax”, IBEL or “Securities” credits) for either the LL.M. degrees or the LL.M. certificate programs, nor do the credits count toward the 24 credits required for the New York Bar exam.

In order to participate in the LL.M. Academic Externship Program, students will need to complete a few steps. First, students must secure an unpaid position doing legal work with an appropriate organization, under the direct supervision of an attorney. 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:
http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/externships/index.cfm

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 Handbook, 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 Handbook 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 helpdesk@law.georgetown.edu if you have any questions regarding your e-mail or web access.

Other sources that you should regularly consult are:

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 in the elevators in McDonough Hall. The Georgetown Law website also has an Events Calendar, located at http://www.law.georgetown.edu/events/.

Graduate Connections - Weekly Graduate Newsletter
Graduate Connections, Graduate Career and Professional Development's weekly news and information platform 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.

Mailings from the Administration
Important notices and information, including registration materials, grades, and tuition statements, may be 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 mailing 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 MyAccess.

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 Handbook, 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. 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. More information can be found at www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/Exam-Conflicts.cfm

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 Handbook and contact the Office of the Registrar at (202) 662-9220 about the Exam Deferral Policy. Do not contact your professor if you need to have an exam deferred. The professor cannot grant an exam deferral; only the Office of the Registrar can grant a deferral.

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. 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: The Law Center will make its own determination on closings, cancellations, and late openings due to inclement weather giving primary consideration to the safety of faculty, staff, students, and visitors. Criteria that may be considered in making such determinations include: condition of area roads and ability of faculty, staff, students, and visitors to get to campus; status and schedules of public transportation; and forecast of coming weather.

All efforts will be made to post the announcement regarding closing or delayed opening by 5 a.m. on the day of the closing or delayed opening. Announcements will be posted to the Georgetown Law main website (http://www.law.georgetown.edu) and recorded on the main
switchboard number (202) 662-9000 and the class cancellation line (202) 662-9446. An announcement will also be sent by e-mail and text message via Georgetown’s Emergency Notification System (HOYAlert), and by e-mail via the Law Center’s e-mail system.

When the Law Center is closed due to inclement weather, it is expected that only designated emergency employees will come to the Law Center to fulfill their responsibilities. All other members of the Law Center community – including students, staff, faculty, and visitors – are expected not to come to the Law Center, which will not be staffed to support anything other than essential life safety and snow/ice clearing functions.

When the Law Center is closed, all activities and services, including classes and scheduled events (student organization meetings and events, CLE, and conferences), will be canceled. All administrative offices will be closed. The food services operation, fitness center and Early Learning Center will be closed. The library will be presumptively closed. Because the library in some instances may not be closed, its operating status will be posted with the announcements.

When the Law Center announces a delayed opening, the Law Center will open, and personnel are expected to arrive, by 11 a.m. In such instances, all classes with start times before 11 a.m. will be canceled and rescheduled. Special events and programs scheduled to start before 11 a.m. will be canceled or delayed, as determined by each program.

Georgetown Law will make its own determination of whether to close early and cancel late afternoon or evening classes and events, and whether to cancel Saturday and/or Sunday classes and events. In such cases, an announcement, including the status of the library, will be posted to the Georgetown Law main website (http://www.law.georgetown.edu) and recorded on the main switchboard number at (202) 662-9000 and the class cancellation line at (202) 662-9446. An announcement will also be sent by e-mail and text message via Georgetown’s Emergency Notification System (HOYAlert), and by e-mail via the Law Center’s e-mail system. All efforts will be made to post the announcement regarding canceling Saturday and/or Sunday classes and events by 6 a.m. on the day of the closing.

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 Handbook at www.law.georgetown.edu/campus-services/Registrar/bulletin/recording.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. 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 at (202) 662-4042 (McDonough 210) if they believe they need special accommodations for classwork 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 International Law 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. 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. Information about printing, scanning and copying on campus can be found at www.law.georgetown.edu/library/about/services-policies/printing.cfm

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/campus-services/ist/personal-computers/HardwareSoftwareRecommendations.cfm. 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.

Laptop Computer Registration: The S.T.O.P. laptop computer registration program is designed to deter computer thefts and facilitate recovery should a computer be lost or stolen. Computers are permanently marked with a patented security plate bearing a unique barcode ID number, which is entered into a national asset tracking software program. Underneath the plate, an indelible tattoo is etched into the computer case, which if removed, displays a stolen property message. Please see Sgt. Ellis in McDonough 125.

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. Information about exam procedures can be found here: www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/index.cfm.

For more information on the services provided by IST Department, please visit our web site at www.law.georgetown.edu/ist.

**Sport and Fitness Center**
This state-of-the-art facility features a lap pool, locker rooms with whirlpools, 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.

**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.

**Subway:** Georgetown Law has a Subway Café in the Sport and Fitness Center. It serves coffee and breakfast items in addition to the familiar sandwich selections. Hours of operation are posted at the Café.

**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 through Friday from 9:00 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 http://shc.georgetown.edu/

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: Wells Fargo and SunTrust.

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.

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 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 and no later than the last day of final examinations. The Short-Term Emergency Loan and interest fees are debited against your student account and must be repaid 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 Handbook 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 Handbook 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 2016 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 22, 2016. 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.