

STUDENT SERVICES QUICK GUIDE

Emergency Numbers

<i>Public Safety</i>	202-662-9325
<i>Counseling and Psychiatric Services (CAPS)</i>	
Monday-Friday, 9:00 a.m.–5:00 p.m.	202-687-6985
After Hours Pager.....	202-444-PAGE (7243)
<i>Poison Control</i>	800-222-1222
<i>DC Rape Crisis Center (24/7 hotline)</i>	202-333-7273

Nearest Hospitals

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

Switchboards

<i>Georgetown Law Switchboard</i>	202-662-9000
<i>Main Campus Switchboard</i>	202-687-0100

Dean, Associate Deans, and Vice Presidents

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

Advising for J.D. Students

Office of J.D. Academic Services

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

Mushtaq Gunja, Assistant Dean

Sarah Hulsey, Assistant Dean

Sally McCarthy, Assistant Dean

Emily Wack, Director

Experiential Education

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

Kristin Henning, Associate Dean for Clinical Programs and Centers and Institutes

Margaret Gerety, Assistant Dean

Rachel Taylor, Assistant Dean

Kennisha Austin, Director of Externships

Office of the Registrar

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

Denise Sangster, Assistant Dean and Registrar

Office of the Dean of Students

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

Mitchell Bailin, Associate Vice President and Dean of Students

Judith Perez Caro, Ph.D., Director of Equity, Community and Inclusion

Maura DeMouy, Director of Academic Success and Deputy Title IX Coordinator

Financial Aid

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

Charles Pruett, Assistant Dean

Transnational Programs and Center for Transnational Legal Studies (CTLS)

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

Ethics Counsel 202-662-9300 McDonough 415
 Academic honesty; bar admissions; and professional ethics.
 Michael S. Frisch, Ethics Counsel

Office of Public Interest & Community Service (OPICS)
opics@georgetown.edu 202-662-9655 McDonough 208
 Academic and career advising; and public interest law.
 Barbara Moulton, Assistant Dean

Office of Career Strategy (OCS)
lawcareerstrategy@georgetown.edu 202-662-9300 McDonough 328
 Academic and career advising.
 Marcia Shannon, Assistant Dean

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

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

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

Doctor of Juridical Science (S.J.D.)
 Alexa Freeman, Faculty Director 202-662-9231 Hotung 5005

Master of Laws in Advocacy (Clinical Teaching Fellowship)
 Kristin Henning, Associate Dean 202-662-9592 McDonough 352

Master of Laws (LL.M.)

(Individualized/General Studies)

Caryn Volland, Assistant Dean
llmadvising@georgetown.edu 202-662-9470 Hotung 5000

(DCALF Fellows)

Rachel Camp, LL.M. Director 202-662-9698 Hotung 5000

Environmental and Energy Law

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

Global Health Law

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

International Business and Economic Law (IBEL)

Caryn Volland, Assistant Dean
llmadvising@georgetown.edu 202-662-9470 Hotung 5000

International Legal Studies (ILS)

Caryn Volland, Assistant Dean
llmadvising@georgetown.edu 202-662-9470 Hotung 5000

National Security Law

Tiffany Joly, Director of LL.M. Academic Services
llmas@georgetown.edu 202-662-9319 Hotung 5000

Securities and Financial Regulation

Russ Stevenson, Faculty Director..... 202-661-6593..... McDonough 582

Taxation

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

Stafford Smiley, Faculty Director..... 202-662-9906..... Hotung 5022

Two-Year LL.M. Program with Certificate in Legal English

Marta Baffy, Program Director..... 202-662-9236..... Hotung 5000

Executive and Online Programs

Cynthia Rockwell, Director..... 202-662-9793..... Hotung 5000

Certificate in International Arbitration and Dispute Resolution

Anne Marie Whitesell, Faculty Director..... 202-662-9036..... Hotung 5029

Certificate in Refugees and Humanitarian Emergencies

Andy Schoenholtz, Faculty Director..... 202-662-9929..... McDonough 582

Certificate in World Trade Organization (WTO) Studies

Christine Washington, Director of Programs and External Affairs

Institute of International Economic

Law (IIEL)..... 202-662-4193..... cqw@georgetown.edu

LL.M. Academic Services

llmas@georgetown.edu..... 202-662-9036..... Hotung 5000

Student concerns about faculty or courses; Graduate Independent Research (GIR) approval; academic policies; degree requirements and specializations; certificate requirements; withdrawal from courses and the Law Center; and leaves of absence.

Tiffany Joly, Director

Externships

Externship opportunities for LL.M. students

Molly Jackson, LL.M. Externship Director 202-662-9853..... Hotung 5000

Caroline Springer, Director of

Career Services..... 202-662-9017..... Hotung 5000

International Student Advisors

lawcentervisa@georgetown.edu..... 202-662-9036..... Hotung 5000

F-1 and J-1 international student services and counseling.

Colleen Burke

Tina Zimmerman

Legal Research and Writing (International Students)

Craig Hoffman, Faculty Director 202-662-9531..... Hotung 6021

Office of the Registrar

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

Academic and personal advising; academic policies and *Handbook*; course registration; degree audits; exams and exam conflicts/deferrals; official transcripts; state bar and other certifications; state bar information; veteran services; underloading/overloading requests; and withdrawal from courses.

Denise Sangster, Assistant Dean and Registrar.

Office of the Dean of Students

lawdeanofstudents@georgetown.edu..... 202-662-4066..... McDonough 210

Academic and personal advising; sensitive or urgent student concerns; community/student life issues; leaves of absence; liaison for students to administration; study and exam skills; tutoring

requests for first-year students; underloading/overloading requests; and withdrawal from courses or from the Law Center.

Mitchell Bailin, Associate Vice President and Dean of Students

Judith Perez Caro, Ph.D., Director of Equity, Community and Inclusion

Maura DeMouy, Director of Academic Success

Financial Aid

lawfinaid@georgetown.edu 202-662-9210 McDonough 335

Personal financial, credit, debt, and post-graduation financial preparation advising.

Charles Pruett, Assistant Dean

Transnational Programs and Center for Transnational Legal Studies (CTLS)

lawtransnational@georgetown.edu 202-662-9860 Hotung 5006

Study abroad; London Summer Program, Global Law Scholars; risk management issues related to international student travel.

Cara E. Morris, Director of Transnational Programs

Maike Kotterba-Wilson, Administrative Director for CTLS in London

Quick Department and Services List

Academic Conferences and Continuing Legal Education

cle@law.georgetown.edu 202-662-9890 Hotung 6000
Jill Castleman, Executive Director

Admissions Office

J.D. Admissions
Alison Spada, Director of Admissions
lawadmis@georgetown.edu 202-662-9015 McDonough 589
Graduate Admissions
Justin Swinsick, Associate Director
lawllmadmis@georgetown.edu 202-662-9010 McDonough 589

Alumni Affairs and Development

Matthew Calise, Senior Director,
Alumni Affairs 202-662-4078 Hotung 2006
Priscilla Rawlins, Executive Director,
Development 202-661-9797 Hotung 1001B

Audio-Visual Department *see Technology Requests*

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

Bookstore 202-662-9676 Sport and Fitness Lobby

Business and Financial Affairs 202-662-9059 McDonough 510
Thomas G. Clark, Chief Financial Officer

Campus Ministry 202-662-9295 McDonough 113

Career Services, LL.M. students

gradprofdevp@georgetown.edu 202-662-9036 Hotung 5000

Career Strategy, J.D. students

lawcareersstrategy@georgetown.edu 202-662-9300 McDonough 328

Center for Legal English Studies

languagecenter@law.georgetown.edu 202-662-4260 Williams 420AB

Center for Transnational Legal Studies

lawtransnational@georgetown.edu 202-662-9860 Hotung 5006
Cara E. Morris, Director
Maike Kotterba-Wilson, Admin. Director 011 44 (0)20 3077 5900 London

Center for Wellness Promotion 202-662-9835 Gewirz L102G
Karen Pierce, Director

Centers and Institutes 202-661-6675 Williams 357

<http://www.law.georgetown.edu/academics/centers-institutes/>
Vicki A. Arroyo, Assistant Dean

Class Cancellations 202-662-9446 (recorded message)

<http://www.law.georgetown.edu/campus-services/registrar/class-cancellations/class-cancellation-announcements.cfm>

Clinics

lawclinics@georgetown.edu 202-662-9592 McDonough 352
Kristin Henning, Associate Dean

Communications

Mimi Koumanelis, Executive Director 202-662-9519 mediarelations@law.georgetown.edu

Counseling and Psychiatric Services 202-687-6985

Emergencies/after hours 202-444-PAGE (7243)

Course Materials (Faculty Support) 202-662-9280 McDonough 475

<https://www.law.georgetown.edu/students/course-materials/index.cfm>

Monica Stearns, Director

Course Recordings classrecordingrequest@georgetown.edu**Dean of Students, Office of the (ODOS)**

lawdeanofstudents@georgetown.edu 202-662-4066 McDonough 210

Disability Services

mcb260@georgetown.edu 202-662-4042 McDonough 210

Mara Bellino, Director

Email (questions about your georgetown.edu account) *see Technology Requests***Equity, Community and Inclusion**

Judith Perez Caro, Ph.D., Director 202-661-6621 McDonough 214

Experiential Learning, J.D. program

<https://www.law.georgetown.edu/go/lawexp>

Externships, J.D. students

lawexp@georgetown.edu 202-662-9041 McDonough 352

Kennisha Austin, Director

Externships, LL.M. students

jacksonm@georgetown.edu 202-662-9036 Hotung 5000

Molly Jackson, LL.M. Externship Director

Caroline T. Springer, Director, Graduate Career and Professional Development

Exam Administration 202-662-9220 McDonough 315

<http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/index.cfm>

Lynda Sanders, Associate Director, Office of the Registrar

Financial Aid

lawfinaid@georgetown.edu 202-662-9210 McDonough 335

Charles Pruett, Assistant Dean

Denae Newman, Director, Financial Aid and LRAP

Food Service/Catering

Bon Appétit Market Cafe 202-662-9047 McDonough 193

Legal Eats 301-595-4909 Williams Ground Floor

Subway Cafe 202-661-6639 Sport and Fitness Lobby

GOCard Satellite Office

lawgocard@georgetown.edu 202-662-9915 McDonough 171

Graduate Programs, Office of

lawgradprog@georgetown.edu 202-662-9036 Hotung 5000

Health Insurance, Student <http://studenthealth.georgetown.edu/insurance>**J.D. Academic Services, Office of**

lawjidas@georgetown.edu 202-662-9041 McDonough 352

Journals

lawvoja@georgetown.edu 202-662-9423 Williams 170

LL.M. Academic Services

llmas@georgetown.edu 202-662-9036 Hotung 5000

Library

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

Michelle Wu, Associate Dean for Library Services

Edward Bennett Williams Law Library Williams Building

Information 202-662-9131 Circulation Desk

Research Assistance 202-662-9140 Reference Desk

Lockers 202-662-9330 McDonough 154

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

Notary

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

Office of Public Interest and Community Service (OPICS)

opics@georgetown.edu 202-662-9655 McDonough 208

Parking 202-662-9331 McDonough 154

Payroll 202-662-9050 McDonough 583

Melvinia Towns, Manager

Photocopiers and scanners for student use

<http://www.law.georgetown.edu/library/about/services-policies/printing.cfm>

<http://www.law.georgetown.edu/campus-services/ist/communications/faxscannerservices.cfm>

Public Safety 202-662-9325 McDonough 125

Registrar, Office of the

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

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

Residence Life and Off Campus Housing

lawhousing@georgetown.edu

Chris Hall, Director of Residence Life

& Student Housing 202-662-9298 McDonough 210

Gewirz Front Desk 202-662-9290 Gewirz 104

Sexual Assault & Relationship Violence Services

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

Nicole Sandoz, Law Center Liaison

Jen Schweer, Health Education Services 202-687-0323 Main Campus

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

Student Accounts

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

Cora Osborne, Director

Student Health Center

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

Student Life, Student Organizations (Room Reservations)

lawstudentlife@georgetown.edu..... 202-662-9292..... McDonough 212
Nicole Sandoz, Director of Student Life

Technology Requests & Incidents (Law Center Service Desk)

lawhelp@georgetown.edu..... 202-662-9284..... McDonough 152
George Petasis, Assistant Dean for Information Technology and Chief Information Officer

Transnational Programs

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

Veteran Services..... 202-662-9220..... McDonough 315

Dinah Maurelus, Manager, Office of the Registrar

Writing Center

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