

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

Advising for J.D. Students

Office of J.D. Academic Services

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

Mushtaq Gunja, Assistant Dean

Sarah Hulsey, Assistant Dean

Sally McCarthy, Assistant Dean

Emily Wack, Director

Experiential Education

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

Margaret Gerety, Assistant Dean

Rachel Taylor, Assistant Dean

Kennisha Austin, Director of Externships

Office of the Registrar

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

Denise Sangster, Assistant Dean and Registrar

Office of the Dean of Students

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

Mitchell Bailin, Associate Vice President and Dean of Students

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

TBA, Director of Academic Enhancement Programs

Financial Aid

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

Charles Pruett, Assistant Dean

Transnational Programs and Center for Transnational Legal Studies (CTLTS)

transnational@law.georgetown.edu 202-662-9860 Hotung 5006

Scott Foster, Assistant Dean for Graduate and Transnational Programs (D.C. contact for program information, registration matters, and academic advice for CTLTS)

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 CTLTS 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@law.georgetown.edu 202-662-9655 McDonough 208
 Academic and career advising; and public interest law.
 Barbara Moulton, Assistant Dean

Office of Career Strategy (OCS)
carsvcs1@law.georgetown.edu 202-662-9300 McDonough 328
 Academic and career advising.
 Marcia Shannon, Assistant Dean

International Student Advisor
lawcentervisa@georgetown.edu 202-662-9036 Hotung 5000
 Visa services and counseling.
 Colleen Burke

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

*‡ **Caryn Voland**, Assistant Dean 202-662-9470 Hotung 5000
 Academic and personal advising for foreign-trained students in General LL.M., International Legal Studies and IBEL; leaves of absence; petitions for extensions of period of study; permission to take additional credits; and withdrawal from courses and the Law Center.

*‡ **Ana Ayala**, Program Director 202-662-9462 Williams 365
 Global Health Law LL.M. program.

Mitchell Bailin, Associate Vice President
 and Dean of Students 202-662-4066 McDonough 210
 Academic and personal advising; sensitive or urgent student concerns; community and student life issues; and liaison to administration for students.

Colleen Burke, International Student Advisor... 202-662-9036 Hotung 5000
 Visa services and counseling. *lawcentervisa@georgetown.edu*

*‡ **Sara A. Colangelo**, Program Director 202-661-6543 Williams 506
 Academic advising for Environmental Law LL.M. program.

*‡ **G. Ellis Duncan**, Program Director 202-662-4056 Hotung 5000
 Advising for Tax students; leaves of absence; and withdrawal from Law Center.

*‡ **Scott Foster**, Assistant Dean for Graduate
 and Transnational Programs 202-662-9596 Hotung 5000
 Advising for Executive LL.M. Students; leaves of absence; and withdrawal from Law Center.

*‡ **Alexa Freeman**, Faculty Director 202-662-9231 Hotung 5005
 S.J.D. Program.

Michael S. Frisch, Ethics Counsel 202-662-9926 McDonough 415
 Academic honesty; bar admissions; and professional ethics.

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

‡ Academic Advisor in the Graduate Programs.

- ‡**Craig Hoffman**, Faculty Director 202-662-9531 Hotung 6021
Legal Research and Writing (International Students).
- Molly Jackson**, Director, External Relations/Business Manager,
LL.M. Externship Director 202-662-9853 Hotung 5000
- Charles Pruett**, Assistant Dean 202-662-9210 McDonough 335
Personal financial, credit, debt, and post-graduation financial preparation advising.
- ***Denise Sangster**, Assistant Dean and
Registrar 202-662-9220 McDonough 315
Academic and personal advising; academic policies and *Handbook*; course registration; degree
audits; exams and exam conflicts/deferrals; official transcripts; state bar and other certifications;
veteran services; and withdrawal from courses.
- Andy Schoenholtz**, Faculty Director 202-662-9929 McDonough 582
Refugees and Humanitarian Emergencies Certificate.
- ‡**Stafford Smiley**, Faculty Director 202-662-9906 Hotung 5022
Advising for Tax students; leaves of absence; and withdrawal from Law Center.
- ‡**Caroline T. Springer**, Director 202-662-9017 Hotung 5000
Externship and career advising for LL.M. students.
- ‡**Russell Stevenson**, Faculty Advisor 202-661-6593 McDonough 582
Advising for students in Securities and Financial Regulation program; leaves of absence; and
withdrawal from Law Center.
- Christine Q. Washington**, Director of Programs and External Affairs at the Institute of
International Economic Law (IIEL) 202-662-4193 cqw@law.georgetown.edu
WTO Certificate.
- *‡**Anne Marie Whitesell**, Faculty Director 202-662-9036 Hotung 5029
Academic advising for International Arbitration and Dispute Resolution Certificate.
- *‡**Tina Zimmerman**, Program Director and
International Student Advisor 202-662-9660 Hotung 5000
Academic advising for the National Security Law LL.M. program, U.S.-educated students in the
Individualized LL.M. program and IBEL LL.M. program; Visa services and counseling; leaves of
absence; and withdrawal from courses and the Law Center.

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

‡ Academic Advisor in the Graduate Programs.

Quick Department and Services List

Academic Conferences and Continuing Legal Education

cle@law.georgetown.edu 202-662-9890 Hotung 6000
 Lawrence J. Center, Assistant Dean
 Jill Castleman, Director

Admissions Office

Alison Spada, Director of Admissions
 J.D. Admissions
admis@law.georgetown.edu 202-662-9015 McDonough 589
 Graduate Admissions
llmadmis@law.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 101 F Street

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

Career Strategy, J.D. students

carsvcs1@law.georgetown.edu 202-662-9300 McDonough 328

Center for Transnational Legal Studies

<http://www.ctls.georgetown.edu/> 202-662-9036 Hotung 5000
 Scott Foster, Assistant Dean
 Maïke Kotterba-Wilson, Admin. Director 011 44 (0)20 3077 5900 London

Center for Wellness Promotion 202-662-9835 McDonough 167
 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

lawexp@georgetown.edu 202-662-9041 McDonough 352
 Rachel Taylor, Assistant 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		
Therese Lee Stratton, Assistant Dean		
Course Recordings	classrecordingrequest@law.georgetown.edu	
Dean of Students, Office of the (ODOS)		
deanofstudents@law.georgetown.edu	202-662-4066	McDonough 210
Disability Services		
mcb260@law.georgetown.edu	202-662-4042	McDonough 210
Mara Bellino, Director		
Email (questions about your georgetown.edu account)	<i>see Technology Requests</i>	
Equity, Community and Inclusion		
Judith Perez Caro, Ph.D., Director	202-662-4066	McDonough 214
Experiential Learning, J.D. program		
https://www.law.georgetown.edu/academics/academic-programs/clinical-programs/		
Externships, J.D. students		
lawexp@georgetown.edu	202-662-9041	McDonough 352
Kennisha Austin, Director		
Externships, LL.M. students		
jacksonm@law.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		
Financial Aid		
finaid@law.georgetown.edu	202-662-9210	McDonough 335
Charles Pruett, Assistant Dean		
Denae Newman, Director, Financial Aid and LRAP		
Food Service/Catering	202-662-9046	McDonough 193
GOCARD Satellite Office		
gocard@law.georgetown.edu	202-662-9915	Sport and Fitness Lobby 2110
Graduate Programs, Office of		
gradprog@law.georgetown.edu	202-662-9036	Hotung 5000
Health Insurance, Student	http://studenthealth.georgetown.edu/insurance	
J.D. Academic Services, Office of		
jdas@law.georgetown.edu	202-662-9041	McDonough 352
Journals		
oja@law.georgetown.edu	202-662-9423	Williams 170
Language Center (Center for Legal English Studies)		
languagecenter@law.georgetown.edu	202-662-4260	Williams 420AB
LL.M. Academic Services	<i>see Graduate Programs</i>	

Library

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

Michelle Wu, Director

Edward Bennett Williams Law Library..... Williams Building

Information 202-662-9131 Circulation Desk

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

John W. Wolff International and Comparative Law Library..... Hotung 3rd and 4th floors

Information 202-662-4194 Circulation Desk

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

Lockers 202-662-9330 McDonough 154

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

Notaries

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

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

Office of Public Interest and Community Service (OPICS)

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

Parking 202-662-9331 McDonough 154

Payroll 202-662-9050 McDonough 583

Melvinia Towns, Manager

Photocopiers and scanners for student use

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

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

Public Safety 202-662-9325 McDonough 125

Registrar, Office of the

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

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

Residence Life and Off Campus Housing

housing@law.georgetown.edu

Chris Hall, Director of Residence Life

& Student Programs..... 202-662-9298 McDonough 210

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

Sexual Assault & Relationship Violence Services

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

Nicole Sandoz, Liaison

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, Manager

Student Health Center

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

Student Life, Student Organizations (Room Reservations)

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

Nicole Sandoz, Director

Technology Requests & Incidents (Law Center Service Desk)

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

Transnational Programs

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

Veteran Services 202-662-9220 McDonough 315

Dinah Maurelus, Manager of Records and Veteran Services, Office of the Registrar

Writing Center

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

