

Seattle University School of Law

Student Bar Association

1L “Survival Guide”

Updated as of Spring 2004

The 1L Survival Guide is intended to answer the questions most frequently asked by first year students. We highly encourage you to review the information within the Guide and use it as a reference throughout the year. As discussed below, this Guide is merely a compilation of useful information as it existed when the Guide was last compiled; therefore, please realize that some of this information *may* be out-dated (although we obviously make an effort to keep it updated).

Much of the following information is drawn from various resources, including the Student Handbook (<http://www.law.seattleu.edu/handbook>), the law school Web site (<http://www.law.seattleu.edu>) and the Seattle University Web site (<http://www.seattleu.edu>). If you are looking for more detailed information, we suggest you look to those resources.

If you can't find the information you are looking for, please don't hesitate to ask someone for help. Our law school prides itself on having a very friendly environment and you should find that the students, the staff and the faculty are more than happy to answer your questions.

We hope you enjoy your first year of law school.

Your Student Bar Association
<http://students.law.seattleu.edu/sba>

Table of Contents

LOGISTICS	5
WHEN AND HOW DO I SIGN UP FOR A LOCKER? WHERE ARE THE LOCKERS LOCATED?.....	5
WHERE DO I GET A PARKING PERMIT? A BUS PASS? A FERRY PASS? A TRAIN PASS?	5
HOW CAN I FIND ROOMMATES OR HOUSING NEAR SCHOOL?	5
HOW DO I FIND OUT ABOUT CARPOOLING WITH OTHER STUDENTS?.....	6
WHERE ARE SOME CLOSE PLACES TO LIVE?	6
WHERE ARE SOME PLACES FOR OUT-OF-TOWN GUESTS TO STAY?.....	6
WHERE CAN I GO TO WORK-OUT?	6
WHERE ARE OTHER PLACES TO STUDY ON OR NEAR CAMPUS?	6
WHERE CAN I MAKE COPIES?	7
WHERE CAN I MAIL STUFF?.....	7
IS A REFRIGERATOR AVAILABLE AND HOW DO I GET A KEY?.....	7
DO I HAVE A STUDENT MAILBOX? OR FOLDER?	7
WHERE CAN I SMOKE?.....	8
STUDENT LIFE	8
WHAT ARE THE MAJOR EVENTS OF THE YEAR?	8
<i>Fall semester:</i>	8
<i>Spring Semester:</i>	8
WHAT'S THE SULLIVAN DOCKET?.....	9
WHAT SHOULD MY STRESS LEVEL BE?.....	9
DOES THE SCHOOL HAVE A RADIO STATION?	9
IS THERE A STUDENT NEWSPAPER?	9
WHAT IS THE STUDENT BAR ASSOCIATION?	10
HOW DO I GET INVOLVED WITH A STUDENT ORGANIZATION?	10
<i>a) How do I get information?</i>	10
<i>b) How do I contact an org?</i>	10
<i>c) How do I know what orgs exist?</i>	11
WHAT IS THE DISPUTE RESOLUTION BOARD?	11
WHAT IS THE LAW REVIEW?	11
WHAT IS THE MOOT COURT BOARD?	12
WHAT IS THE SEATTLE JOURNAL FOR SOCIAL JUSTICE?	12
WHAT IS THE ACCESS TO JUSTICE PROGRAM? HOW CAN I VOLUNTEER MY TIME?	13
CAN I COMPETE IN MOOT COURT OR DR COMPETITIONS?.....	13
WHAT IS PHI ALPHA DELTA AND PHI DELTA PHI?	13
WHERE IS THE COUNSELING CENTER? (AND DO WE GET FREE SESSIONS?).....	14
WHAT ARE SOME POPULAR LOCAL BARS?.....	15
HOW CAN I MEET ALUMNI?.....	15
ACADEMICS	16
HOW DO I CONTACT MY PROFESSORS?.....	16
WHAT IS SU ONLINE? AND HOW DO I GET THERE?	16
HOW DO I GET AN SUONLINE PASSWORD?	16
SHOULD I BUY STUDY AIDS WITH MY COURSE BOOKS?	16
HOW MUCH SHOULD I BE STUDYING??.....	16
DO I NEED TO MEMORIZE THE FACTS FROM EVERY CASE?	17
WHAT'S A "BRIEF"?.....	17
WHAT IS AN "OUTLINE"?	17
WHEN SHOULD I START WRITING MY OUTLINES?.....	17
WHERE CAN I GO FOR EXTRA HELP?	17
WHAT ARE BARBRI AND RIGOS?	18
WHAT IS EXAMSOFT AND HOW DO I GET IT?	18

CAN I USE EXAMSOFT IF I HAVE A MAC?	18
SHOULD I TYPE OR HAND-WRITE MY EXAM?.....	18
WHERE CAN I FIND COPIES OF PAST EXAMS?.....	18
GRADES	19
HOW ARE GRADES WEIGHTED?	19
WHAT IS THE CURVE?	19
WHAT ARE THE MINIMUM REQUIREMENTS FOR GRADES?	20
HOW DO I REVIEW MY FINAL EXAM?	20
COMMUNICATION AND TECHNOLOGY.....	21
WHERE DO I GO FOR TECHNOLOGY HELP?	21
WHAT IF I HAVE A MAC?	21
HOW DO I GET NETWORK AND INTERNET ACCESS?	21
HOW DO I GET MY EMAIL ACCOUNT SETUP?	21
WHERE DO I GO TO CHECK MY SU EMAIL ACCOUNT?	22
HOW DO I FIND A STUDENT’S EMAIL ADDRESS?	22
HOW DO I ACCESS SUONLINE? HOW DO I GET AN SUONLINE PASSWORD?.....	22
HOW DO I SET UP A STUDENT WEBPAGE?	22
SHOULD I GET A WIRELESS CARD?	22
WHERE DO I PRINT?	22
HOW DO I DEPOSIT MONEY IN MY PRINTING ACCOUNT?.....	23
WHAT ARE TWEN AND LEXIS PAGES?	23
WHAT SHOULD I USE, WESTLAW OR LEXIS?	23
HOW DO I GET A WESTLAW OR LEXIS PASSWORD?	23
EMPLOYMENT.....	23
HOW MUCH CAN FULL TIME STUDENTS WORK? PART TIME STUDENTS?	23
WHEN CAN I CONTACT THE CAREER SERVICES?	24
WHERE DO I GET INFORMATION ON EMPLOYMENT?	24
WHERE CAN I FIND INFORMATION ON JUDICIAL CLERKSHIPS?	25
WHEN SHOULD I START LOOKING FOR A SUMMER JOB?	25
SHOULD I REALLY STRESS OUT ABOUT EMPLOYMENT DURING MY FIRST YEAR?	25
FOOD OPTIONS.....	26
WHAT IS THE SIDEBAR AND WHEN IS IT OPEN?	26
WHAT AND WHERE IS THE STUDENT CENTER?	26
WHERE ARE THERE MICROWAVES? FILTERED WATER?	26
WHERE ARE THE VENDING MACHINES?	26
WHERE CAN I PUT MONEY ON MY SU CARD FOR FOOD?	26
WHERE DO I GET AN SEATTLE UNIVERSITY STUDENT ID CARD?	26
WHERE ARE CLOSE (AND POPULAR) PLACES TO EAT?	27
THE BOOKSTORE	27
WHERE IS THE BOOKSTORE?	27
WHAT IS THE RETURN POLICY?	27
WHAT ARE THE GENERAL HOURS OF THE BOOKSTORE?	27
CAN YOU BUY USED BOOKS?	27
ADMINISTRATION INFORMATION	28
WHERE ARE THE VARIOUS OFFICES LOCATED?	28
a) Career Services – Rm. 209	28
b) Financial Aid – Rm. 209	28
c) Business Office – Rm. 209.....	28
d) Deans’ Offices – Rm. 210	28
e) Faculty Offices.....	28

<i>f) Registrar's Office – Rm. 209</i>	28
<i>g) Admissions – Rm. 209</i>	28
WHO SHOULD I TALK TO REGARDING AN ISSUE WITH A CLASS?	28
WHERE CAN I STUDY?	28
LAW SCHOOL LIBRARY	29
WHAT IS SOME GENERAL LIBRARY ETIQUETTE?	29
WHEN IS THE LIBRARY OPEN?	29
HOW DO I RESERVE A STUDY ROOM?	29
DO I NEED A LIBRARY CARD?	29
WHO CAN I GO TO FOR HELP IN RESEARCH?	29
WHAT IS AVAILABLE IN OPEN AND CLOSED RESERVE OF THE LIBRARY?	30
DOES THE LIBRARY HAVE A WEBSITE?.....	30
WHERE ARE THE COPY MACHINES IN THE LIBRARY?	30
WHERE DOES MY STUFF PRINT TO?	30
HOW LONG CAN YOU CHECK OUT STUDY GUIDES?	30
CLASSROOM HELP	31
WHAT IS SOME BASIC CLASSROOM ETIQUETTE?.....	31
SHOULD I CREATE A STUDY GROUP? AND HOW?.....	31
HOW CAN I CONTACT MY PROFESSOR?	31
WHERE CAN I VIEW INFORMATION ON MY PROFESSOR?.....	31
WHERE CAN I RECEIVE INFORMATION ON HOW TO WRITE A BRIEF, HOW TO PREPARE AN OUTLINE AND HOW TO STUDY FOR EXAMS?	32

LOGISTICS

When and how do I sign up for a locker? Where are the lockers located?

Sign-up early!!! Individual student lockers are available on a first-come, first serve basis.

A locker may be reserved for a \$10 refundable deposit. Arrangements will be made through the Law School Business Office (Rm. 209). Students must use the lock assigned for the locker. Removal of the lock from the locker will result in the loss of the locker and the lock deposit. Empty lockers will be reassigned. Locks on lockers not assigned by the Law School will be removed. Students may have only one locker.

If you are a student beginning school in the summer, there may be some delay in obtaining a locker because graduated students who are taking the Bar examination may keep their locker until after the examination is over.

Within 10 days of the Bar examination, graduates must return their locks in order to receive a refund of their deposit.

Lockers are located on the C-level (bottom floor) across from the large classrooms.

Finally, although you can request a different locker at any time, remember that you may want to request a top locker if you are tall, or a bottom locker if you are short (this may sound obvious, but a semester's worth of bending over with heavy books can take its toll).

Where do I get a parking permit? A bus pass? A ferry pass? A train pass?

Parking permits, bus passes, ferry passes and train passes are available from the Public Safety Office in the University Services Building (adjacent to the law school). Hours are 8:30 a.m. to 6 p.m. Monday and Tuesday and 8:30 a.m. to 4:30 p.m. Wednesday through Friday.

If you decide to purchase a parking permit, remember to bring your license plate number with you as this information is required to purchase a parking permit.

How can I find roommates or housing near school?

The Admissions Office sends a roommate referral notice at the time of registration for students who start in both the Summer and Fall. Housing information can be found on the Admissions Web site at <http://www.law.seattleu.edu/seattle/housing>.

Students can look for current students searching for roommates, or utilize the apartment referral list, or search the neighborhoods for general information.

Other students have found Craig's List, <http://www.craigslist.org>, to be particularly helpful in finding a roommate.

How do I find out about carpooling with other students?

The Admissions Office includes a carpool sign-up sheet at the Spring Visit Day Orientation. Additionally, the Admissions Office includes the sign-up sheet in both the Summer and Fall registration packets.

If you are looking for people to carpool after the semester has begun, please contact the Admissions Office so you can try to tap into the lists they generated during Orientation and Registration.

Where are some close places to live?

Check out the “Housing” section of the Admissions Web site at:
<http://www.law.seattleu.edu/seattle/housing>.

Where are some places for out-of-town guests to stay?

The “Overnight Accommodations” section of the Admissions Web site provides a comprehensive list of places to stay in Seattle.
<http://www.law.seattleu.edu/seattle/accommodations>.

Where can I go to work-out?

The Connolly Center is a leisure education and recreation facility located at 14th and Cherry. The facilities include two swimming pools, basketball, volleyball, badminton, tennis, racquetball/handball courts, squash courts and a weight room. The multipurpose astrogym has soccer and two tennis courts. There are also outside tennis courts. A three-acre field complex provides outdoor facilities for soccer, flag football, softball, jogging and volleyball.

Seattle University competes at the intercollegiate level in five men's and seven women's sports. University sports offers a variety of intramural sports programs, such as basketball, flag football, volleyball, softball and soccer. Noncompetitive recreational activities and extramural sports in which students compete with Seattle area clubs are available, such as crew and volleyball. Clinics and workshops on specific sports or related topics are also provided. For hours and more information call (206) 296-6400 or visit the web site at
<http://www.seattleu.edu/student/us/connollycenter/connollycenter.asp>.

Where are other places to study on or near campus?

The Perkatory Cafe is located at 1400 14th Ave Corner of 14th and E Union St. The café features free Wi-Fi access.

Caffe Vita is located at 1005 East Pike Street. Caffe Vita features free Wi-Fi access and is known for its house blends of coffee.

Coffee Animals is located at 550 12th Ave and is known for its unique atmosphere and art displays.

Bauhaus is located at 301 E. Pine St. and provides free Wi-Fi access.

Virginia's American Coffee Company is located on the corner of 21st and Yesler. In addition to coffee, Virginia's features soups, salads and sandwiches.

Where can I make copies?

The law library has copiers on the second (in Open Reserve) and third floors (south-end). The copiers accept the SU Campus Card as well as change.

For bigger copy jobs, students should check out SuperCopy which is located underneath Bellarmine Hall (across from the turn-a-round in front of the law school). SuperCopy has full service copying, faxing, printing, etc.

Where can I mail stuff?

A US Postal drop-box is located next-door to the law school in front of the SU Bookstore.

Additionally, SuperCopy can mail items and can also provide you with stamps, different sized envelopes, etc. SuperCopy is located underneath Bellarmine Hall (across from the turn-a-round in front of the law school).

Please note: Some students have reported that items mailed from SuperCopy have taken an unusually long time to arrive (this can be problematic if you are dealing with deadlines or bill payments). Career Services **does not** recommend using SuperCopy if you are sending job-related materials.

Is a refrigerator available and how do I get a key?

A refrigerator for student use is located between the Sidebar and the Student Lounge. Keys are available through the Business Office for a refundable \$10 deposit.

Do I have a student mailbox? Or folder?

The Law School maintains individual mail folders for students. The mail system located adjacent to the first floor Student Lounge, is designed for receipt of on-campus, in-house correspondence. All mail posted through the U.S. Postal Service should be forwarded to your local address to ensure that you receive your correspondence promptly. Outside commercial use of the student mailboxes is prohibited.

If you find that you do not have a student mailbox, visit Arliss Doss (dossa@seattleu.edu) in the Deans Office.

Where can I smoke?

Smoking is permitted 50 feet from the law school building. Due to the amount of traffic going in and out of the South entrance, most students smoke outside the West entrance to the law school building (on your left as you leave the building).

Surgeon General's Warning: Smoking may be hazardous to your health.

STUDENT LIFE

What are the major events of the year?

The following are some of the traditional highlights of the year:

Fall semester:

Karaoke Night (sponsored by APILSA) – Students “vote” for the professor they would most like to see on-stage by making a donation to a charity chosen by APILSA.

Public Interest Law Foundation Auction – Students, faculty, and guests bid on various items arranged by PILF (such as a sailing trip with the Dean, an Italian dinner for 8 prepared by professors, poker night with professors, etc.). The proceeds of the event go to PILF grants that enable students to spend their summer doing public interest work.

SBA Halloween Party – The major Student Bar Association event of the Fall semester, students dress up in their favorite costume and compete for a variety of awards.

SBA Socials – The SBA sponsors a handful of socials at local bars throughout the semester (usually one per month).

ABA/LSD Socials – The American Bar Association Law Student Division organization sponsors a handful of socials at the law school throughout the semester.

Spring Semester

Barrister's Ball – The annual law school formal is usually held the first or second week of April. Barrister's is the event of the year, as it is usually held in a large downtown ballroom and everyone dresses in their most formal wear.

100 Day Party / Over the Hump Party – The 100 Day party is for 3L's-only and is held to celebrate the 100-day count-down to graduation. The Over the Hump party is for 2L's-only and is held to celebrate the 2L's making it halfway through their law school career.

APILSA Luau – A full luau, complete with a buried pig, leis, and Seattleites wearing tropical clothing.

What's the Sullivan Docket?

The “Docket” is the source of information for law school events and announcements. The Docket is available online (<http://www.law.seattleu.edu/docket>) and is also available via the touch-screen plasma displays located throughout the law school.

In addition to events and announcements, the Docket can be used to find faculty and staff offices, as well as classrooms.

What should my stress level be?

Law school is stressful, there is no doubt about that. However, you will find that just as you are learning to be a lawyer, you are also learning to be a law student. What does that mean? It means that over time, you will find that you become much more efficient and doing your coursework.

Unlike undergraduate, where you were told to be expected to spend 1-2 hours studying each night for each hour that you are in class (and where most of us didn't spend nearly that much time studying), you will legitimately spend between 1-2 hours each night studying for each hour that you are in class. Your first few weeks, or perhaps first couple of months, reading will take up much of your time.

Just remember: it gets better.

Does the school have a radio station?

Seattle University has a radio station: KSUB, The Redhawk. You can find KSUB on the dial at 89.1 FM and 1330 AM. KSUB is also available via streaming media at: <http://www.seattleu.edu/ksub/>.

Law students can participate in the operation of the station. DJ application and training happens in the very beginning of the semester. If you are interested, email the Program Director, whose name and email address is listed on the Web site.

The radio station is also a good way to get announcements out to the entire school. If you are planning an event that you want the undergraduates to know about, contact the promotions director.

Is there a student newspaper?

The law school's student newspaper is the Prolific Reporter (PR). The PR is funded by the Student Bar Association and is staffed by the SBA Communications Director who is appointed by the SBA President.

The PR is published weekly and contains student-submitted articles and information about upcoming events.

The PR's Web site is: <http://www.law.seattleu.edu/pr>. You may also contact the Editor at prolificreporter@yahoo.com.

First year students are **highly encouraged** to become involved with the PR and student-submissions are always welcome.

What is the Student Bar Association?

The Student Bar Association (SBA) functions as the student government at the Law School. All students are members of the SBA and entitled to enjoy the benefits of membership. The SBA is the parent organization of the various student organizations. The SBA sponsors and co-sponsors a variety of events throughout the year. The SBA also funds a weekly publication called the *ProlificReporter*.

All full-time students at the Law School are charged \$23.00 per semester (fall and spring) toward the Students Activities Fund. Part-time students pay \$16.00 per semester (fall and spring) toward the Student Activities Fund.

For more information on the SBA, and to contact SBA officers, please visit: <http://students.law.seattleu.edu/sba>.

How do I get involved with a student organization?

It's easy!!! The law school is home to roughly 30 student organizations, ranging from the ACLU to the Young Democrats, which means you will likely find at least one student organization that meets your interests. And if you don't find one that's up your alley, the Student Bar Association is always looking for energetic and passionate students who are interested in starting a new organization.

a) How do I get information?

The SBA will hold an Organization Fair during Fall orientation (usually held in conjunction with the Orientation BBQ) where the various organizations will have a table to provide information and to sign-up students interested in learning more about their organization.

Also, a directory of current student organizations is available at: <http://www.law.seattleu.edu/studentorganizations/descriptions>.

b) How do I contact an org?

The best way is to contact an officer of the organization via email. A large number of the student organizations have Web sites (<http://www.law.seattleu.edu/studentorganizations/descriptions>) that provide their contact information.

Additionally, the SBA Student Organization Manual (available at <http://www.law.seattleu.edu/studentorganizations/documents>) provides contact information for all of the recognized student organizations (at the very end of the manual).

Finally, you are always welcome to email the SBA directly and ask for the contact information for an organization. The e-mail addresses of SBA officers and representatives are available at: <http://students.law.seattleu.edu/sba>.

c) How do I know what orgs exist?

A list of currently recognized SBA student organizations is available at: <http://www.law.seattleu.edu/studentorganizations/descriptions>.

What is the Dispute Resolution Board?

The Dispute Resolution Board (DR) is the student group responsible for administering the ABA Law Student Division competitions in Client Counseling, Negotiation, and Mediation Advocacy. The Board also administers the summer clerkship in DR Competition, a \$5000 grant for a summer clerkship in the office of an DR services provider.

The purpose of the Dispute Resolution Board is to encourage and to facilitate the development of Client Counseling, Mediation, and Negotiation skills. The Board organizes in-house competitions in the fall and spring of each academic year. Competitions provide students with an opportunity to learn about counseling under the supervision of a faculty adviser, and to receive feedback on their performance skills from lawyers who evaluate them. In addition students learn effective ways to resolve client disputes through negotiation and mediation.

There are two membership drives, one in the Fall and one in the Spring. Keep an eye on the Docket and the bulletin boards for information on when the drives begin.

Membership on the Board is determined by current Board members and is based on written statements of interest, resumes and interviews of candidates.

The DR's Web site is located at: <http://www.law.seattleu.edu/adr>.

What is the Law Review?

The Law Review is a legal periodical publishing articles prepared by practicing attorneys, judges, law professors, and law students. Law Review requires a two year commitment to the program by its members. The members are selected based either on academic rank in class after the first year or by "writing on" (submitting an articles which demonstrates to the editorial board the level of legal thinking, research, and writing skills necessary for membership). Law Review participants receive six (6) hours ungraded academic credit: three (3) credits for second-year

students; three (3) credits for third year-students. A faculty advisor to the Law Review will render advice and certify academic credit to the Registrar.

No person may serve as either Editor-in-Chief or Managing Editor of the Law Review while participating in a full-time externship.

The Law Review's Web site is located at: <http://www.law.seattleu.edu/lawrev>.

What is the Moot Court Board?

The Law School's Moot Court program encourages excellence in written and oral advocacy skills through student participation in mock trial and appellate advocacy competitions. In addition to regional and national competition the Law School sponsors several in-house competitions.

The Moot Court Board is organized to run individual moot court competitions within the Law School. Membership on the Board is determined by current Board members and is based on a written application and interviews of candidates.

1L participation in moot competitions is limited to the Administrative Law competition and one appellate competition.

The Moot Court Board's Web site is located at: <http://www.law.seattleu.edu/mootcourt>.

What is the Seattle Journal for Social Justice?

The Seattle Journal for Social Justice (SJSJ) is a peer-reviewed, student-edited journal that was founded in 2001 to promote critical interdisciplinary discussions on urgent problems of social justice, including exploring the often-conflicting meanings of justice that arise in a diverse society.

The SJSJ, which publishes two issues annually, requires a two-year commitment by its members. Members are initially selected at the end of their first year according to an application and interview procedure. Factors considered for selection include organizational skills, and understanding of and commitment to issues of social justice. After one year of service, members may apply to serve on the Board of Editors of the SJSJ for the second year of their service.

All members of the SJSJ must be law students who are in good standing under the Law School's academic regulations. No person may serve on the SJSJ who is also a present member of the Seattle University Law Review. No person may serve as either Editor-in-Chief or Managing Editor of the SJSJ who is performing a full-time (or substantially full-time) judicial or other externship.

Second year students who are members of SJSJ ordinarily receive one academic credit for the year, unless he/she produced a publishable note or comment, in which case the student could elect to receive a total of 3 academic credits for that year. A third or fourth year student on SJSJ would ordinarily receive 1 academic credit for the year, unless the student were a member of the

editorial board, in which case the student could elect to receive a total of 2 academic credits for that year. The maximum number of credits an SJSJ member could elect to receive over the course of two years would be 5 credits. Election of academic credit (pass/fail) is voluntary, but it must be applied in the academic year in which it is earned.

The SJSJ's Web site is located at: <http://www.law.seattleu.edu/sjsj>.

What is the Access to Justice Program? How can I volunteer my time?

Thousands of Washington's poorest citizens are unable to afford an attorney to assist them with civil disputes and other legal needs. The Access to Justice Institute provides students with the opportunity to help meet that unmet need by doing pro bono work with legal service agencies and groups who serve the poor and under-represented. The Institute also aims to support Washington's Access to Justice Network by hosting lectures, an annual symposium and other training on issues related to equal access to justice, as well as by encouraging scholarly research and writing in these areas. In

addition, the Institute aims to foster a "culture of commitment" to pro bono service by recognizing the pro bono work of students and faculty, encouraging an emphasis on service in the Law School's curriculum and clinical legal education programs, and supporting the work of student organizations and other groups on campus which are committed to social justice, including the Public Interest Law Foundation, The Women's Law Caucus, the Black Law Student Association, and the St. Thomas Moore Society, to name a few.

The Access to Justice Institute is located on the third floor of Sullivan Hall. Stop by to learn more about the volunteer opportunities and participate in the work of the Institute.

The Access to Justice Institute's Web site is located at:
<http://www.law.seattleu.edu/accesstojustice>.

Can I compete in Moot Court or DR competitions?

1L participation in moot court competitions is limited to the Administrative Law competition (a mock trial competition) and one appellate competition. Given the amount of work students encounter during their first semester in law school, students are **highly encouraged** to postpone their involvement in Moot Court competitions until late in the Fall semester or in the Spring.

However, 1L's may compete in all three of the DR competitions that take place during the year. Traditionally the Negotiation competition takes place in the early Fall, followed by the Client Counseling competition in the late Fall, and the Mediation competition in the Spring. Although each competition takes a significant amount of time for preparation, the preparation is generally less than that required for moot court competitions.

What is Phi Alpha Delta and Phi Delta Phi?

Phi Alpha Delta Law Fraternity International is the largest legal fraternity. The fraternity focuses on networking and community service. PAD offers an insider's view of the "real" law world through its alumni connections. PAD also fosters long-term relationships with law students outside your first-year class sections.

Phi Delta Phi was founded in 1869 -- nine years before the American Bar Association -- to promote a higher standard of professional ethics. The total number of initiates is over 144,000. Included in our current membership are seven of the nine justices of the United States Supreme Court. We are a diverse group of men and women who share different life experiences and professional goals and share a commitment to high ethical standards in the study and practice of law.

Where is the counseling center? (and do we get free sessions?)

The purpose of the Counseling Center is to complement the University's academic mission by helping students achieve success--personally, socially, emotionally and, in turn, academically—during law school.

Specifically, the Counseling Center provides:

Individual, confidential counseling for concerns such as stress, depression, family and relationship issues, eating disorders, loneliness, sexual assault and harassment, sexuality choices, alcohol and drugs, etc.

Group Counseling. On-going groups are frequently offered general therapy, adult children of alcoholics, for students who have been in treatment for alcohol or drug use, and for other areas of concern.

Workshops and seminars for campus groups on topics such as eating disorders, stress management, acquaintance rape, self-esteem, sex and intimacy, etc.

Training programs for faculty, staff and student groups on topics including motivation, stress management, communication skills, suicide awareness and prevention, and referral skills.

Crisis intervention for psychological emergencies such as suicide attempts, assaults and severe depression.

Consultation with students, faculty and staff about behavioral and emotional problems of others they are concerned about.

Referrals to community resources--psychiatrists, psychologists, counselors and therapeutic programs.

Counseling services are available to law students at the Student Center Pavilion, Room 120, across from Sullivan Hall. To make an appointment or inquire about same day walk in, please

call the Counseling Center at 296-6090. The Counseling Center's hours are from 8:00-4:30, Monday through Friday. Limited evening hours are available by request.

The Counseling Center follows professional standards of the American Psychological Association and The American Association for Counseling and Development. Regarding confidentiality, this means that the Counseling Center personnel cannot tell anyone anything about a student's visit to the Counseling Center, including the fact that the student has been there, unless that student give specific permission to do so. An exception is when there is the threat of imminent harm to self or others or when required by law.

In some cases, students seeking counseling may have to report this information on Bar applications.

What are some popular local bars?

The Elysian Brewery is located at 1221 E Pike St Seattle (about 3 blocks from campus). The brewery has great beers on tap and a very friendly environment. <http://www.elysianbrewing.com>

The Garage is located at 1130 Broadway (about 1 ½ blocks from campus). The Garage has 18 pool tables, 14 bowling lanes, 4 bars, and outside seating. <http://www.garagebilliards.com>

Barca Lounge is located at 1510 11th Avenue (about 3 blocks from campus). Barca has a selection of 25+ draft beers and a vodka bar (with the largest selection of premium and specialty vodka in the state). Barca's environment is classy yet very laid back. <http://www.barcaseattle.com>

Kelly's SportsBar is located on 12th Avenue kitty-corner from the law school. Kelly's has a great happy hour, a very friendly staff, and has ESPN playing 24x7.

The Comet is located at 922 East Pike Street is the classic Seattle dive. Cheap beer, pool tables, pinball, weekly karaoke, and the best people watching you can find.

Satellite Lounge is located at 1118 East Pike Street. Happy hour from 4-7pm with \$1 PBR and \$2 beer and well drinks.

Linda's Tavern is located at 707 East Pine Street. Pool table, outdoor seating, and outdoor movies in the warmer weather.

How can I meet alumni?

Join a student organization and attend school events!!! Unfortunately, alumni do not fall out of the sky to offer law students summer jobs and employment after graduation. Your best bet is to join a student organization that tries to hook students up with alumni, or to pay attention to on-campus events involving alumni. Many such events occur throughout the year, it's just a matter of taking the time to attend and to introduce yourself.

ACADEMICS

How do I contact my professors?

Email is the best way to initially contact professors. You can find complete contact information for our faculty, administration and staff at: <http://www.law.seattleu.edu/staffdirectory>.

What is SU Online? And how do I get there?

SU Online is the online system that we use to register for classes, check registration appointments, view grade transcripts, vote for SBA officers and search for classes (as well as a variety of other services). SU Online is available at: <http://www.suonline.edu>.

How do I get an SUOnline password?

The URL for SUonline (<http://www.suonline.edu>) as well as your username and password are included in your admissions paperwork. There are also some brief instructions about how to sign up for classes, check your GPA, etc., included in the same packet.

Should I buy study aids with my course books?

NO!!! Until you have spent an ample amount of time learning about a subject, you have no clue whether or not you actually need a study aid. Contracts might sound hard before you start classes, but you may find that you find Contracts really easy but find Civil Procedure nearly impossible to comprehend. Save your money and wait.

Additionally, the law school library has a number of study aids for first year courses that are available in the Open Reserve and Closed Reserved area (you have to ask the front-desk for the Closed Reserved materials). Because you will generally find that you understand the majority of a course but only have major problems with a few areas within the subject, it may make more sense for you to use the study aids in the library to “fill in” the fuzzy areas and avoid spending \$30 for a book that you will rarely use.

How much should I be studying??

As stated above, most students find they spend between 1 and 2 hours for each hour that they have class the following day. So, if you have 3 hours of class on Tuesday, most students would spend between 3 and 6 hours reading/studying on Monday.

The one thing you do not want to do is fall behind. Most professors assign between 15 and 25 pages of reading a night, and if you miss reading for a few days, those pages pile up very quickly. Chances are you will skip the material, which is unfortunate because most of the material builds upon itself. You’ll spend the rest of the semester never quite knowing what the professor means when he refers to that subject matter.

Do I need to memorize the facts from every case?

No, but you need to have a sufficient grasp of the facts so that you are adequately prepared to explain the case if the professor calls on you in class. Some professors will want to know that “the car was yellow” while others will not care about the color of the car and just want to know that the car ran through a red light. You will figure out the level of specificity your professor wants, and your “memorization” should reflect your professor’s teaching style.

What’s a “brief”?

A brief is essentially a summary of a case that provides a quick reference for you to use in class preparation and for preparing your outline of the class as the semester progresses.

A brief usually contains the following information: the plaintiff or defendant’s objective, the procedural history of the case, the legal issue the case presents, a summary of the relevant facts, the court’s holding, the court’s reasoning, the policy considerations offered by the court, and a statement of the relevant legal rules announced in the case.

What is an “outline”?

Whereas a brief is a summary of a case, an outline is a summary of the course. Outlines are extremely useful for studying at the end of the semester because they provide an easy way for you to study the most important aspects of the course.

Most students create an outline of the course based on either the professor’s syllabus or the table of contents located at the beginning of the book (for the sections you were assigned). They then fill in the outline based on their briefs.

Outlines also provide an easy way for you to figure out which parts of the course you did not completely understand. You can then use study aids to supplement your briefs and ensure that you have a full grasp of the subject matter.

When should I start writing my outlines?

This is a matter of personal preference. For some students, an outline is a work-in-progress which they update throughout the semester after they finish a chapter or major section. Other students wait until a month or so before finals to start their outline, and use the creation of their outline as a way of starting to study for finals.

Where can I go for extra help?

First and foremost, visit your Teaching Assistant (TA) if one has been provided for your class.

If your problem is not class-specific, you should consider approaching the Academic Resource Center (ARC) for help. The ARC sponsors a series of workshops and seminars open to all

students, covering such topics as effective study strategies, outlining, and preparing for exams. The ARC is run by Professor Paula Lustbader who can be reached at: lusty@seattleu.edu.

What are Barbri and Rigos?

Barbri and Rigos offer preparation courses for the Bar exam that you will take after graduating from law school. The programs have different characteristics and students may find that one fits their study habits or personality better than the other. Although the programs usually offer a discount to students who sign-up during their first year, students are **highly encouraged** to evaluate the pros and cons of each before signing up.

What is ExamSoft and how do I get it?

ExamSoft is the software that the law school provides for students who choose to take their final exams via their laptop. As exam time approaches, you should receive an email with instructions on how to download ExamSoft.

Make sure to read the instructions because ExamSoft must be downloaded and registered by a certain date in order for you to use it on your exam.

Can I use ExamSoft if I have a Mac?

Unfortunately ExamSoft does not currently provide a version of its software for Mac computers.

Should I type or hand-write my exam?

This is really a choice of personal preference, but remember that professors who teach first-year courses are grading nearly 100 exams in a short amount of time. Therefore, the easier you make it on a professor to read your exam, the less frustrated they are bound to be regarding sloppy hand-writing (nobody writes pretty after 3 hours of writing).

ExamSoft generally performs very well and causes little problems; however, there are inevitably students who run into problems with ExamSoft in the middle of their exam. Students may continue their exam by hand-writing the exam in a Bluebook until their laptop reboots, however, sometimes the problem is serious and they are forced to finish their exam by using the Bluebook.

Where can I find copies of past exams?

The law school library has an archive of past exams. Ask the front-desk of the library for the binder that lists the exams that are available.

Most exams are located in the far back of the Open Reserve area. Exams only exist for those professors who have made their exams available (not all professors provide their exams).

Additionally, a professor may make a past exam available through the front-desk of the library (the binder will indicate that it's a "non-bound" exam). For non-bound exams, ask the front-desk to retrieve the exam for you to make copies.

GRADES

How are grades weighted?

*A+ = 4.33
 A = 4.00
 B+ = 3.33
 B = 3.00
 B- = 2.67
 C+ = 2.33
 C = 2.00
 C- = 1.67
 D+ = 1.33
 D = 1.00
 D- = .67
 F+ = .33
 WF = 00

Pass/Fail grades will only be given for outside clinical work, for externships, for the non-seminar component of the Law Practice Clinic, for selected clinical lab components of substantive courses, for Law Review and Moot Court and, upon petition by the student and at the instructor's discretion, for Independent Study projects.

* Taken from the Student Handbook (available online and in the Administrative Offices on the 2nd floor).

What is the curve?

*In all **required first-year** courses except legal writing, the cumulative percentage of grades **must** be as follows:

		Range	
Cumulative %	A- and above	6 to 14%	10%, plus or minus 4%
Cumulative %	B+ and above	18 to 26%	22%, plus or minus 4%
Cumulative %	B and above	32 to 40%	36%, plus or minus 4%
Cumulative %	C- and below	10 to 18%	14%, plus or minus 4%
Cumulative %	D+ and below	2 to 10%	6%, plus or minus 4%

In all **upper level**, multiple section courses taught by more than one professor in the same year, the following **presumptive grade curve** applies:

		Range	

Cumulative %	A- and above	10 to 20%	15%, plus or minus 5%
Cumulative %	B+ and above	25 to 35%	30%, plus or minus 5%
Cumulative %	B and above	40 to 50%	45%, plus or minus 5%
Cumulative %	C and below	15 to 25%	20%, plus or minus 5%
Cumulative %	C- and below	5 to 15%	10%, plus or minus 5%
Cumulative %	D+ and below	0 to 10%	5%, plus or minus 5%

* Taken from the Student Handbook (available online and in the Administrative Offices on the 2nd floor).

What are the minimum requirements for grades?

A student whose cumulative GPA is between 1.80 and 1.99 after the first year will be placed on academic probation.

A student whose cumulative GPA is below 1.80 after the first year will be dismissed. Students dismissed after the first year may petition the Dean of the Law School for readmission de novo (i.e., to repeat the entire first year program). Readmission de novo may be granted by the Dean only in those cases where there is substantial and persuasive evidence that the student possesses the ability and motivation to achieve good standing by the next evaluation date (See Student Handbook section on Grades: Evaluation Dates for explanation of evaluation dates). A de novo student must achieve a 2.00 cumulative GPA at the end of the de novo year.

For information on grade requirements for upper-year students, please see the Student Handbook.

* Taken from the Student Handbook (available online and in the Administrative Offices on the 2nd floor).

How do I review my final exam?

*Students may not review their examinations until grades for the course are posted. Once grades are posted, students will be notified by e-mail when exams will be ready for review. Students are asked to provide by e-mail the following information at least 48 hours in advance of the day planned for review to the faculty secretary responsible for arranging examination reviews: the day and time the student would like to come in to review the examination(s); the student's examination code number; the course name course section and name of the professor of each examination you would like to review; and the examination semester. Appointments will be confirmed by e-mail.

Please note: You must know your Student Code Number in order to review your exams. If you do not remember your number, you may obtain it from the Registrar's Office.

* Taken from the Student Handbook (available online and in the Administrative Offices on the 2nd floor).

COMMUNICATION AND TECHNOLOGY

Where do I go for Technology help?

The law school's Technology Department is located on the 3rd floor of the law school (Rm. 311). The Department is open Monday – Friday from 8:30am to 9:00pm, and Saturday from 9:00 a.m. to 5:00 p.m. More information on the services provided by the Technology Department is available at: <http://www.law.seattleu.edu/technology>.

You can also e-mail the Technology Department directly at: lawhelp@seattleu.edu.

What if I have a Mac?

Mac computers do not meet the laptop purchase requirements of the law school; therefore, technological support for Mac computers is not provided. However, students are encouraged to contact the Technology Department (Rm. 311) for recommendations on where to go for assistance with their Mac computer.

How do I get network and Internet access?

One of two ways: cable Ethernet or Wireless Ethernet based on the 802.11b standard. This link states all of this information as well as briefly talking about the wireless upgrades <http://www.law.seattleu.edu/technology/network>. To log into the Ethernet or Wireless network, you will need to set up a user account.

Your user account is set up automatically at the same time as your email account, usually a minimum of 2 weeks before the first day of class. User and email accounts are only set up for people that are admitted and signed up for classes. This helps to ensure that accounts are only set up for students that actually attend SU.

To get your account set up as quickly as possible you should be sure to sign up for your classes as soon as you have the information to do so. Your username will be the same as SUonline and you can set the password at this web page by clicking the "reset network password" link about halfway down the page <http://www.seattleu.edu/it/help>. You will need to have your student ID number handy to create a password.

How do I get my email account setup?

Your email account is set up automatically at the same time as your user account, usually a minimum of 2 weeks before the first day of class. Email and user accounts are only set up for people that are admitted and signed up for classes. This helps to ensure that accounts are only set up for students that actually attend SU.

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you can set the password at this web page by clicking the "reset network password" link about halfway down the page <http://www.seattleu.edu/it/help>. You will need to have your student ID number handy to create a password.

Where do I go to check my SU email account?

Once you have an SU username and password, go to: <http://webmail.seattleu.edu>.

How do I find a student's email address?

Due to privacy concerns, the law school no longer provides a directory of student email addresses and contact information. However, if you log into the SU email system (<http://webmail.seattleu.edu>), you can find a student's email address through the address book function.

How do I access SUonline? How do I get an SUOnline password?

The URL for SUonline (<http://www.suonline.edu>) as well as your username and password are included in your admissions paperwork. There are also some brief instructions about how to sign up for classes, check your GPA, etc., included in the same packet.

How do I set up a student webpage?

Here is the form for requesting a student web page <http://www.seattleu.edu/it/netsvcs/PersonalWeb/students>. All of the info regarding the amount of space and connection methods are in the confirmation email you'll get once your site has been created.

Should I get a wireless card?

Yes! Although the law school is equipped with Ethernet ports, the vast majority of students use wireless cards. The wireless is faster than the Ethernet connections and much less of a hassle because you can access the Internet from anywhere in the building.

Where do I print?

Students may print to the Document Delivery Center (DDC) which is located within the law school library (when you enter the library, make a hard right and it's your first door on the left).

Student accounts are credited \$37.50 (750 pages) per year and current balances will carry over to the next year. Costs for printing are 5 cents per page after the 750 free pages have been used. Account balances are printed on your banner sheet with each print job. (You are not charged for the banner sheet.)

Important note: If you use either Westlaw or Lexis-Nexis to print cases or TWEN/LEXIS materials directly from their Web site, you will not be charged for the printing. The printed materials will still be printed and available via the DDC.

How do I deposit money in my printing account?

Deposits to your print account must be made at the business office on the 2nd floor of the law school. The business office will give you a receipt that should be taken to technology. Technology will use this receipt to apply credit to your print account. Receipts received after 3:00 p.m. may be credited the next business day.

What are TWEN and LEXIS pages?

TWEN and LEXIS pages are Web sites that professors may use to serve as a homepage for your course. They are provided by Westlaw and Lexis-Nexis, respectively.

Professors use the TWEN and LEXIS pages to distribute class announcements, distribute materials, and to provide forums for online discussion outside of class. If your professor has created a TWEN or LEXIS page, make sure you sign-up.

To sign-up for a TWEN page, visit <http://www.lawschool.westlaw.com> and click on “TWEN.” You will then need to use your Westlaw username/password to access the TWEN pages. Once logged-in, click on “Drop/Add a Course” on the right-hand side of the page, choose your course(s) from the list that appears, and choose “Submit” at the bottom of the page.

To sign-up for a LEXIS Web Course, visit <http://www.lexisnexis.com/lawschool/webcourses/> and use your Lexis username/password to access the Web Courses.

What should I use, Westlaw or LEXIS?

This is a matter of personal choice. Both Westlaw and LEXIS provide training throughout the year, and in particular at the beginning of the year in conjunction with Legal Writing. You should explore both options and choose the best that works for you.

How do I get a Westlaw or LEXIS password?

Westlaw and LEXIS accounts are given out by each company at the beginning of the semester. Check the Sullivan Docket (<http://www.law.seattleu.edu/docket>) for announcements. You can also email Anna Guerra (anna.guerra@thomson.com) for a Westlaw password or LaCandas Malone (malone@lexisnexis.com) for a LEXIS password.

EMPLOYMENT

How much can full time students work? Part time students?

Full-Time Students May Not Work More Than 20 Hours Per Week

Under ABA Standard 304, full-time students must devote "substantially all working hours" to law studies, and thus may not work an average of more than 20 hours per week at paid employment during semesters or summer sessions. Students working more than an average of 20 hours per week must be part-time students. At the time of validation, all students will be required to sign a statement indicating whether or not they are part-time or full-time students.

State Work Study requirements are different than the ABA requirements. If you are enrolled half-time or more, you may not work more than 19 hours per week.

In the summer term, students taking 7 or 8 credits may only work 20 hours per week or less. Students taking 6 or fewer credits may work more than 20 hours per week. Students taking 3 or more credits in the summer term can only work 19 hours per week under the State Work Study (off campus) program. Full-time students taking a part-time load during the summer do not need to change their program.

When can I contact the Career Services?

Under national rules, Career Services (CS) may not offer services to individual first year students until after November 1st. A CS orientation session for first year students is held in early November.

First year students are, however, always welcome to attend public CS events, such as brown baggers and career panels. In fact, students are encouraged to think about career options as early as possible, as some choices require long-range planning.

The CS Web site includes information for students, alumni, and employers. For students, there is extensive information about career basics such as resumes, cover letters, and interview tips. There is also a daily calendar of events, as well as a link to online job postings. The Web site may be found at www.law.seattleu.edu/career. CS also maintains an extensive library of resources to assist you in career planning and job searches. Many of these items are available for check-out.

Additionally, CS regularly holds brown baggers and career panels—watch the CS calendar, the Sullivan Docket, and the Prolific Reporter for announcements. Brown baggers are held during the day and cover general career topics. Career panels are held in the evening, and each one covers a specific type of law. The panels consist of lawyers who practice that type of law but in different settings—small firms, large firms, local government state government, in-house, non-profit. The goal is to get you to think about what kind of law you might want to practice, as well as the setting in which you want to practice it. CS also holds annual events, including Choices, a half-day program that brings in attorneys who are practicing all sorts of law in all sorts of settings other than in private firms.

Where do I get information on employment?

Job postings are available through eAttorney (www.eattorney.com). If you are a current student, you will get your login ID and password after November 1st of your first year. If you are a graduate, follow the registration instructions on the CS Alumni page, and then contact CS for the alumni password.

Where can I find information on judicial clerkships?

Visit the Judicial Clerkships section of the Career Services Web site:
<http://www.law.seattleu.edu/career/clerkships>.

Please note: judicial clerkships are only available to graduates, but it is never too early to start planning and researching your options.

When should I start looking for a summer job?

After the December break, at the VERY earliest--you should spend your first semester concentrating on academics. Various minority summer clerkship programs will have applications due at the end of January and there's an annual Public Interest Job Fair in early February, but most other legal employers won't even start thinking about summer positions till March or April.

You should, though, start working on your resume and cover letter template long before you actually apply for a job--don't wait till the last minute! And you should also think about volunteer work--it shows that you're involved in the larger world around you and that you have time management skills, and if you do legal volunteer work, you'll also meet practicing attorneys (read: potential employers).

Should I really stress out about employment during my first year?

No. Finding legal work after your first year is universally difficult, which is why many law schools offer study abroad programs--they figure that if you're going to spend your summer taking classes, you might as well do it someplace fun. You aren't expected to rack up legal experience during the summer after your first year but if you do, you'll get extra brownie points from future employers.

It doesn't matter what you do the summer after your first year as long as you **DO** something -- take classes here or elsewhere, return to your pre-law school job, make lattes, wait tables, teach swimming, volunteer at a food bank or at your kid's school, hike the Appalachian Trail--and can explain why you chose that and what you got out of it. What employers DON'T want to hear is that you spent the summer sitting around a pool or working on your golf game. If that's what you really want to do, then at least do volunteer work (preferably legal) one day a week so that you can say that you did something productive.

FOOD OPTIONS

What is the Sidebar and when is it open?

The Sidebar is the food service location in the law school. This location offers coffee, espresso, a variety of juice beverages, grab and go salads, sandwiches, pastries, hot soup, and a variety of other seasonal selections. The Sidebar is open on class days during the fall and spring semesters: Monday-Thursday from 7:30 am until 7:30 pm and on Fridays from 7:30 am until 2:00 pm.

What and where is the Student Center?

The Student Center has a café, the Hawk's Nest Bistro and a cafeteria that serve a large range of food. The Student Center has high-speed wireless access throughout the building.

The Student Center is located a short distance South from the law school. Exit out the West exit of the law school, turn left, and the Student Center is a few hundred feet ahead (see http://www.seattleu.edu/home/campus_community/visit_campus/campus_maps/main_campus_map/su_map_seattle_campus.pdf; the law school is #14, the Student Center is #7).

Where are there microwaves? Filtered water?

The Student Lounge is located on the first-floor of the law school beyond the Sidebar café. The Student Lounge features cable television, four microwaves, a hot water dispenser, a small sink, and filtered water.

Where are the vending machines?

There are vending machines located on the first-floor between the Sidebar café and the Student Lounge (3 pop and water machines), and on the C-level under the West staircase (pop machines and a vending machine).

Where can I put money on my SU card for food?

A “value added” transfer station is available in the University Services Building (adjacent to the law school where the Bookstore is located).

If you are having problems with your card, the Campus Card Office is located in the Engineering Building, Room 306.

Where do I get an Seattle University student ID card?

Once you have registered, go to the Engineering Building to Room 306B to get your campus card and activate your SU e-mail account. All students must have a campus card and SU e-mail account.

Where are close (and popular) places to eat?

There is a **Subway**, **teriyaki restaurant**, and **Starbucks** located across from the law school. Across from the law school and South one block is **Kelly's Sports Bar** and **Ginger lime Vietnamese** restaurant.

If you head North on 12th and take a left on Madison (up two blocks), you can walk 2-3 blocks and there is a **Quiznos** subs, **another Starbucks** (this is Seattle), a **small pizza place**, and a **couple of other restaurants**.

Picora's, located at 1401 E. Madison St., is a law school favorite. Just head North on 12th Ave. and take a right on Madison.

There are also a handful of restaurants a block or two South of the law school on 12th Ave.

THE BOOKSTORE

Where is the bookstore?

The Bookstore is located in the University Services Building which is located adjacent to the law school (head out the West entrance and it's the first building on your right).

The Bookstore's Web site is: <http://www.seattleubookstore.com>.

What is the return policy?

What are some alternatives to the bookstore?

- a) open reserve
- b) online (amazon, etc.)

What are the general hours of the bookstore?

The regular Bookstore hours are:

Monday -Thursday 8:30 - 6:00

Friday 8:30 - 5:00

Saturday 10:00 - 2:00

The Bookstore is closed on Sundays.

Can you buy used books?

Yes! But they go fast, so make sure you plan early.

Also, Amazon.com, eBay, and a variety of online Web sites sell both new and used books (and study aids) for good prices. They are a particularly good source for used books.

ADMINISTRATION INFORMATION

Where are the various offices located?

a) Career Services – Rm. 209

<http://www.law.seattleu.edu/careerlawcareers@seattleu.edu>

b) Financial Aid – Rm. 209

<http://www.law.seattleu.edu/financialaidlawfa@seattleu.edu>

c) Business Office – Rm. 209

d) Deans' Offices – Rm. 210

e) Faculty Offices – Located throughout the third and fourth floors of the law school.

f) Registrar's Office – Rm. 209

<http://www.law.seattleu.edu/registrarlawreg@seattleu.edu>

g) Admissions – Rm. 209

<http://www.law.seattleu.edu/admission>

Who should I talk to regarding an issue with a class?

If you have a personal concern, you should first talk with Dean Donna Deming, the Associate Dean for Student Affairs. Dean Deming's office is located in the Dean's Offices, Rm. 210H. She can be emailed at dcdeming@seattleu.edu.

Where can I study?

The library has a large number of carousels and soft seating for students to study. The second floor gallery also has a number of chairs and tables for students to use to student.

For group work, or if you need a lot of space, you can reserve a study room in the library. To reserve a room, use the sign-up sheets that are located at the front desk in the library. Please respect the limitations on the number of hours per day that you may reserve a study room.

The Student Lounge and the Sidebar area are also available for group work.

LAW SCHOOL LIBRARY

What is some general library etiquette?

- 1) Please be quiet. As you'll quickly learn, reading legal cases takes a lot of concentration and you are often pressed for time. Listening to other people is distracting and is very inconsiderate. If you are in the library and want to talk, please reserve a study room or move to the area outside the library on the 2nd floor.
- 2) Turn off your cell phone.
- 3) Don't eat overly smelly food.
- 4) Keep your music to a respectful level.
- 5) DON'T ANSWER YOUR CELL PHONE. Please take your phone and move to the area outside the library on the 2nd floor to return the call. DO NOT move to the stairwell to talk, as that simply magnifies the sound of your voice.

When is the library open?

The library is generally open from 7 a.m. until midnight, seven days a week. During finals, the library is open 24 hours a day, seven days a week.

For a current list of days and hours, please visit: <http://www.law.seattleu.edu/library/hours>.

How do I reserve a study room?

The sign-up sheets are located at the front desk of the library. Please respect the limitations on the number of hours per day that you may reserve a study room.

Do I need a library card?

Your SU identification card will act as your library card. You do not need a library card to use the library, but you will need a library card to check-out books or study guides.

Who can I go to for help in research?

A reference library is available at the Reference Desk in the library during certain hours. Please see the Library Web site for current hours of operation:
<http://www.law.seattleu.edu/library/hours>.

What is available in Open and Closed Reserve of the Library?

Open Reserve materials, located on the 2nd floor of the Library, include certain study aids (hornbooks, nutshells, Examples & Explanations, etc.), faculty course reserves, current unbound law reviews, and practice aids (Washington Practice series, Washington Young Lawyers Manual, deskbooks and court rules).

Unbound exams, video tapes, and other study aids (Gilberts, Emanuels) are located in closed reserve. Ask for those items at the Circulation Desk.

The location of reserve material will be indicated in the catalog (<http://www.law.seattleu.edu/library/research>) by open or closed reserve. Reserve materials, except as mentioned below for overnight check-out, are not desensitized and are not to be taken from the building.

Does the library have a Web site?

The Library has a ton of information online.

For general information, go to: <http://www.law.seattleu.edu/library>.

For a virtual tour of the library, go to: <http://www.law.seattleu.edu/library/virtualtour>.

The Library's online research catalog is available at:
<http://www.law.seattleu.edu/library/research>.

Where are the copy machines in the library?

The law library has copiers on the second (in Open Reserve) and third floors (south-end). The copiers accept the SU Campus Card as well as change.

Where does my stuff print to?

By default, your printing will go to the Document Delivery Center (DDC) which is located inside the law school library (take a hard-right when you walk into the library).

When selecting a printer, you can also choose to print to the 2nd and 3rd floors of the library (those printers should appear as choices in your Print menu).

How long can you check out study guides?

Materials in Closed Reserve have a circulation period of 2 hours and one renewal for an additional 2 hours if no one is waiting for the book.

Selected reserve materials, mostly hornbooks and course reserve materials, may be checked-out overnight. Overnight materials are marked with a star on their spines. Overnight books may be

checked-out after 3 p.m. each day and are due back by 11 a.m. the next day for day students, and by 6 p.m. the next day for evening students

The circulation period for overnight books may be extended through the weekend on Thursdays, from 3 p.m. onward. Overnight books (those reserve books with stars on their spines) checked-out between 3 p.m. on Thursday and closing time on Sunday are not due back until 11 a.m. Monday for day students or 6 p.m. Monday for evening students. However, weekend checkout is not available during exam periods.

For more information, including information on applicable fines for late books, please see the Library's Web site at: <http://www.law.seattleu.edu/library/students>.

CLASSROOM HELP

What is some basic classroom etiquette?

- 1) Mute your computer speakers before coming to class.
- 2) Don't email or constantly IM in class. You distract the people behind you and the professor can tell you aren't paying attention.
- 3) Turn off your cellphone.
- 4) When class is over, try to leave the room in a timely fashion so that the next class can come in and prepare.

Should I create a study group? And how?

Study groups are a very personal decision. Some people learn better in a group environment, others don't. Many students join a study group at the beginning of their first semester, and within a month or two are able to tell whether being part of a study group works for them. Your time is valuable in law school, so whatever you do, make sure you are getting the most out of how you are choosing to spend your time.

The best way to start a study group is to just ask around -- you will likely find a handful of very willing volunteers.

How can I contact my professor?

A directory of law school faculty and staff is available at:
<http://www.law.seattleu.edu/staffdirectory>.

Where can I view information on my professor?

Faculty profiles are available at: <http://www.law.seattleu.edu/faculty/profiles>.

Where can I receive information on how to write a brief, how to prepare an outline and how to study for exams?

Keep your eyes open!! The Academic Resource Center (<http://www.law.seattleu.edu/arc>) provides a handful of 1L Workshops during the Fall semester. The workshops are timed to coincide with practical information that you will need as the semester progresses (the first workshops focus on briefs and the later workshops focus on outlines and how to study for exams).