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as it existed when the Survival Guide was last compiled; therefore, please realize that some of this information may be outdated, although we make an effort to keep it current.

If you can't find the information you are looking for, please do not hesitate to ask someone for help. The Deans, administrative staff, and Student Bar Association (SBA) are all here to help! Seattle University School of Law prides itself on having an open, supportive, and friendly environment. 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!

Sincerely,

Your 2015-2016 Student Bar Association

**SBA Executive Officers**

**President**  
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**Secretary**  
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*1L Section Representatives and Transfer Student Representative Will Be Determined In Fall Elections

**Judicial Board Members**

Cole Barga  
Darrah Hinton  
Srikanth Naidu

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**Budget Committee Members**

Joseph McKittrick  
Kelsey Ondrak  
Renaud Poizat

Jessica So
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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 through the Business Office (Rm. 209) for a $10 refundable deposit. You will be provided a lock from the school. Students may not use personal locks and must use the lock assigned for the locker. Empty lockers will be reassigned. 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 downstairs, on the Courtyard level.
- You can request a different locker at any time if you are unhappy with the locker assigned to you, but lockers are subject to availability.

Where do I get a parking permit? A bus pass? A ferry pass? A train pass?
- Parking permits are available online at https://seattleu.thepermitstore.com/. The order process requires the following information: SU Student ID Number, SU email, and your vehicle information.
- Bus passes, ferry passes, and train passes are available from the Public Safety Office in the University Services Building (north of 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.

How can I find roommates or housing near school?
- General housing information can be found on the Admitted Student page of the website. You can use this page to look for current students seeking a roommate, utilize the apartment referral list, or learn more about neighborhoods in Seattle.

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 can I go to workout?
- The Connolly Center featuring the new William F. Eisiminger Fitness Center is Seattle University’s recreation facility and it is located at 14th Avenue and Cherry Street. The facilities include two swimming pools, basketball, volleyball, badminton, tennis, racquetball/handball courts, squash courts, exercise machines, and a weight room. There are fitness classes like cardio kickboxing, Zumba, yoga and cycling offered throughout the week. The multipurpose astrogym has soccer and two tennis courts. There are also outside tennis courts. A 3-acre field complex provides outdoor facilities for soccer, flag football, softball, jogging and volleyball.
- Non-competitive 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.
- Also, intramural basketball, flag-football, and softball are offered.
- For hours and more information call (206) 296-6400 or visit the web site.
- Use of the fitness center is free for all students. Access is granted with your SU student ID card.

Where are other places to study on or near campus?
- The Lemieux & McGoldrick Learning Commons (the undergrad library) is adjacent to the law school.
- Cherry Street Coffee House is a block away from school at 1223 E Cherry Street.
- Starbucks is located directly across the street from Sullivan Hall at 800 12th Avenue.
- Caffe Vita is located at 1005 East Pike Street.
• Café Presse is located at 1117 12th Avenue.

Where can I make copies?
• The law library has a copier on the second floor (in the Reserves section). The copiers accept the SU Campus Card (once your card is loaded with money, which can be done using the machine in the student services center – across from campus security) as well as change. Information for adding value to your Campus Card is available at [https://www.seattleu.edu/oit/campuscard.aspx](https://www.seattleu.edu/oit/campuscard.aspx)
• Also, the Copy Center on the 2nd floor is available to students. It can be hard to find and involves going into Deans Offices on the 2nd floor, but it is worth it!
• For bigger copy jobs, students should check out Reprographics or SUpercopy which are located underneath Bellarmine Hall (across from the turn-a-round in front of the law school). Reprographics has full service copying, faxing, printing, etc. SUpercopy has self-service as well as full-service copying.
• A scanner for student use is available in the law school technology office, room 311.

Where can I mail stuff?
• A U.S. 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. Please remove food items regularly. If you have any questions or issues with the refrigerator please contact the SBA Student Services Rep.

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, contact the Deans Office.

STUDENT LIFE

What are the major events of the year?
• The following are some of the expected highlights of the year:
  o Fall semester:
    ▪ SBA Socials - The SBA sponsors a “Welcome Back! Party” for all students as well as a handful of socials throughout the semester.
    ▪ BLSA Halloween Party (sponsored by BLSA) – Students dress up in their favorite costume and compete for the best costume award.
    ▪ SU Day of Service – The SBA and various Student Orgs organize a variety of non-profit and community service oriented opportunities around the greater Seattle community. This is a great way to give back to the community while forming new friendships.
    ▪ Public Service Day: ATJI facilitates half-day public service opportunities for students, faculty and staff.
  o Spring semester:
    ▪ SU MLK Day of Service – The SBA provides breakfast, lunch and transportation to a variety of non-profit and community service oriented organizations around Seattle.
    ▪ 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 (PILF) Spring Event – Students, faculty, staff, alumni and guests come together for a fundraising event where proceeds go to summer grants that enable students to spend their summer doing public interest legal work at non-profit organizations.

Diversity Week – Organized by the SBA Diversity Representative and a planning committee, Diversity Week is a weeklong schedule of various panels, events, film screenings and networking events focused on a diversity topic. The primary organizers of the various events are student organizations.

Barristers’ Ball - The annual law school formal is usually held in April. Barristers’ Ball is the largest event of the year. Last year it was held at The Grand Hyatt Seattle.

100 Day Party/ Over the Hump Party/1L End of Year Party - The 100 Day Party is for 3Ls only and is held to celebrate the 100-day count-down to graduation. The Over the Hump party is for 2Ls only and is held to celebrate the 2Ls making it halfway through their law school career. The 1Ls also celebrate, as individual sections or collectively, the completion of their first year of law school.

What is the **Sullivan Docket**?

- The **Docket** is the source of information for law school events and announcements. The Docket is available online 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, and classrooms.

What will my **stress level** be?

- Law school can be stressful, there is no doubt about that. Many people will give you different advice, but how each person deals with the stress and work of law schools varies greatly. 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 in doing your coursework.

- Unlike undergraduate, where you were told to expect 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. For your first few weeks, or perhaps first couple of months, reading will take up much of your time.

- Stress can be your friend or your worst enemy. Some stress can help push you to do your best academic work. Too much stress can do serious harm to your mental health. If you are feeling overwhelmed, ask for help. Classmates and upperclassmen can help you with managing your stress and understanding the stress expectations you’re facing. The Academic Resource Center can provide guidance for studying, and CAPS ([https://www.seattleu.edu/caps/](https://www.seattleu.edu/caps/)) offers free, confidential counseling services for all students.

- **Remember to maintain a personal life.** Treat your personal life as though it is a class that you must keep up with. Do not lose touch with your friends and family, they can offer enormous support. Do not forget to make new friends with other law students. They are your current and future colleagues.

- Alcohol is no substitute for friendship. Keep your friends close, they will be a good source of stress relief and help you keep your life in perspective.

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 Vice President.

- The PR is published weekly and contains student-submitted articles and information about upcoming events. First year students are highly encouraged to become involved with the PR and we welcome student article submissions.

What is the **Student Bar Association**?

- The Student Bar Association (SBA) functions as the student government at the Law School. 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 newspaper, the Prolific Reporter.

- All students at the Law School are charged a fee per semester (fall and spring) toward the Students Activities Fund.

- Visit the website for [more information on the SBA](https://www.seattleu.edu/sba) and to contact SBA officers.
**How do I get involved with a student organization?**

- It's easy! The law school is home to over 40 student organizations, which means you will likely find at least one that meets your interests. And if you don't find one that's up your alley, the SBA is always looking for energetic and passionate students who are interested in starting a new organization.
  - How do I get information?
    - The SBA will hold an Organization Fair during the first week of classes, 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 on the law school website under Student Life.
    - Finally, you can add each student organization’s TWEN page to your TWEN courses.
  - How do I contact an organization?
    - The best way is to contact an officer of the organization via email. Once you enroll at the law school, you can add the organization’s page to your TWEN courses. Before this, you are welcome to email the SBA Vice President and ask for the contact information.

**What is the Alternative Dispute Resolution Board?**

- The Alternative Dispute Resolution Board (ADR Board) is the student group responsible for administering the ABA Law Student Division competitions in Client Counseling, Negotiation, and Mediation Advocacy.
- The purpose of the ADR Board is to encourage and to facilitate the development of Alternative Dispute Resolution (ADR) skills. The ADR Board organizes in-house competitions in the fall and spring of each academic year, which are open to all students (there are some restrictions for 1L students). Competitions provide students with an opportunity to learn about ADR under the supervision of a faculty advisor, and to receive feedback on their performance skills from lawyers and ADR specialists who evaluate them. In addition, students learn effective ways to resolve disputes through negotiation and mediation.
- There are two membership drives each year, one at the beginning of each semester. Look for their table in the courtyard to get more information from a current Board member. And keep an eye on the Docket and the bulletin boards for information on when the application becomes available.
- Membership on the ADR Board is determined by current Board members, and is based on written statements of interest, completed application, resumes, and interviews of candidates.
- Click here for the Dispute Resolution Board’s website.

**What is the Moot Court Board?**

- The Moot Court program encourages excellence in written and oral advocacy skills through student participation in mock trial and appellate advocacy competitions sponsored by the law school. In addition, students are eligible to participate in regional and national competitions sponsored by the Moot Court Board.
- 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 1L competition in the fall semester and volunteering as a bailiff for the other Moot Court Board competitions.
- Click here for the Moot Court Board's website.

**Can I compete in Moot Court or ADR competitions?**

- 1L participation in Moot Court competitions is limited to either the 1L competition (a mock trial competition) or one Alternative Dispute Resolution competitions offered in the fall or spring. 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.

**What is the Law Review?**

- The Law Review is a legal periodical that publishes articles prepared by practicing attorneys, judges, law professors, and law students. Law Review requires a two-year commitment to the program. The members are selected based either on academic rank in class after the first year or by "writing on" (submitting an application
which demonstrates to the editorial board the level of legal thinking, research, and writing skills necessary for membership. Law Review participants can receive credits for their law review work.

- No person may serve as either Editor-in-Chief or Managing Editor of the Law Review while participating in a full-time externship.
- Click here for the Law Review's website.

**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.
- SJSJ 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 process. 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 SJSJ for the second year of their service.
- Click here for the Seattle Journal for Social Justice's website.

**What is the Seattle Journal of Environmental Law?**

- The Seattle Journal of Environmental Law (“SJEL”) is the first student-run environmental law journal in the State of Washington. SJEL’s primary function is to publish high quality articles on a variety of environmental topics. With its unique online publishing platform SJEL is capable of publishing on a rolling basis, with multimedia presentation where appropriate. Consequently, SJEL’s publications are timely and immediately relevant.
- SJEL was founded in 2011, and it facilitates participation in the current debates in environmental law and policy. SJEL publishes articles on a variety of issues in natural resources law, environmental policy, land use law, law and economics, international environmental law, and other topics relating to law and the environment. SJEL strives to remain neutral and wishes to engage in debate on environmental public policy and legal issues.
- SJEL requires a two-year commitment from its members. Second-year student members (“Staff Editors”) are responsible both for editing articles selected for publication, and for drafting an article of publishable quality. Staff Editors may elect to take up to three (3) credits for their participation with SJEL.
- Third-year student members are expected to participate fully in preparing works for publication, either by taking the lead in editing a submission, participating in a leadership role, or otherwise contributing to the submission and editing process. Third-year student members are also expected to serve as a mentor for 2L Staff Editors.
- All members of SJEL must be law students who are in good standing under the Law School’s academic regulations. No person may serve on SJEL who is also a present member of any other student-run co-curricular publication. No person who is performing a full-time (or substantially full-time) judicial or other externship may serve as either Editor-in-Chief or Managing Editor.
- Click here for the Seattle Journal of Environmental Law’s website.

**What is the American Indian Law Journal?**

- The American Indian Law Journal (AILJ) is an academic collaboration among students, faculty, and practitioners, designed to fill a critical gap in the amount of current scholarship available to those interested in the rapidly developing field of Indian law.
- AILJ employs an innovative online format and was granted provisional status in 2011.
- To apply for AILJ, complete the journal application process that will begin towards the end of the 1L year.
- Click here for the American Indian Law Journal’s website.

**What is the Access to Justice Institute?**

How can 1Ls Benefit from the Access to Justice Institute (ATJI)?
The Access to Justice Institute is the law school’s hub for social justice, public interest, and pro bono opportunities for law students. Particularly because 1Ls are not yet eligible to enroll in clinics, externships or practicums where there are significant opportunities to build legal skills, many 1Ls work with ATJI to find pro bono opportunities which offer a starting place to gain legal experience. Many 1Ls also benefit from ATJI’s programs which create a connection between classroom learning and real-world clients and issues. Check out our website and visit our Pro
Bono Portal to view pro bono and public interest opportunities. Opportunities that are especially geared for 1Ls include:

- **Pro Bono Pledge Program:** Law students are encouraged to pledge 100 hours of public interest activity by graduation. ATJI offers a way for you to track your hours, facilitates recognition of your pro bono accomplishments (including graduation recognition) and provides assistance with finding pro bono opportunities that are right for you.

- **Pro Bono Prep:** Workshops are offered each semester that are geared towards preparing students to engage in pro bono opportunities. Topics include professional responsibility and ethics, client interviewing, and cross-difference competence.

- **Pro Bono Opportunities Just for 1Ls:** ATJI advertises a wide range of pro bono and volunteer opportunities through its online “Pro Bono Portal” and “Link” e-newsletters. ATJI routinely features one-time and low-commitment opportunities that are just right for 1Ls looking to get outside of the classroom.

- **Public Service Day:** ATJI coordinates an annual public service day for students, staff and faculty where they can volunteer for a half-day public service opportunity in the local area. ATJI also assists the SBA with their annual Day of Service (which often takes place on MLK Day).

- **Social Justice Mondays:** ATJI works with students, staff and faculty to offer a weekly forum to bring awareness and encourage discussion about different social justice issues. This gives 1Ls an opportunity to connect their classroom learning to social justice topics (and get a free soup lunch!). 1Ls can participate by attending or working with ATJI to organize a session.

- **Civil Procedure in Action:** ATJI facilitates an optional service learning opportunity that gives 1Ls a window into how civil procedure plays out for low-income tenants who are facing eviction. 1Ls can sign up to work with the Housing Justice Project for one day where they will shadow pro bono attorneys who are representing tenants at eviction proceedings in King County Superior Court.

ATJI staff welcomes the opportunity to meet with 1Ls. Here are some reasons you might meet with us:

- The Pro Bono Portal has too many opportunities to choose from and you need help knowing where to start and how to narrow your search.

- You have an idea for a social justice project, event, or a Social Justice Monday topic and need guidance and connections to the larger equal justice community.

- You came to law school because you want to be a public interest lawyer and need help understanding what public interest lawyers do, networking with public interest lawyers, and/or getting advice on what makes a successful public interest law job candidate.

- You feel that you don’t quite fit in and want support for how to navigate the law school community.

- You are social justice-minded and need help finding other like-minded students, staff, faculty and alumni.

To meet with an ATJI team member, stop by our office, which is located on the first floor of Sullivan Hall in Suite 115 near the east entrance of the school or make an appointment by calling (206) 398-4173 or emailing atji@seattleu.edu.

**What is Phi Alpha Delta?**

- 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.

**What is Social Justice Monday?**

- Social Justice Monday is an organized, weekly series that aims to create a forum to bring awareness and encourage discussion about the many issues that surround the idea of “social justice” in order to help strengthen the social justice community of students, faculty, and staff at the law school. These are generally held during the lunch hour, with food provided, and are hosted by a range of people, including student organizations.

**Where is the Counseling Center?**

Counseling And Psychological Services (CAPS)
Pigott Pavilion for Leadership, Room 120
Counseling and Psychological Services (CAPS) assists students to better meet the challenges of life during law school by developing healthy personal choices and balanced perspectives. Students seek counseling and psychological services for many reasons, including depression and anxiety, stress, life crises, identity issues, relationship concerns, parenting issues, difficulty with loss or other life transitions, sexual choices and concerns, problems related to alcohol or drug use, coping with sexual or other violent assaults or injuries, managing chronic illness, and other emotional issues. In addition, professional counseling can enhance general coping skills and enable students to deal more effectively with obstacles to academic and personal success.

A professional team of licensed psychologists provide individual and group therapy to currently enrolled and continuous students at SU. CAPS provides short-term psychotherapy, which is defined as up to ten sessions per academic year for students whose needs are clinically appropriate. In addition, when appropriate, CAPS clients may obtain on-site psychiatric and medication consultation. Since the services are primarily short-term, CAPS also provides consultation and community referrals for students seeking ongoing or specialized psychotherapy or psychiatric services. In addition to individual, couples, and group counseling, CAPS’ professionals also provide crisis intervention and consultation services for faculty and staff who are concerned about a student’s psychological well-being or behavior. CAPS also maintains a Resource Library with self-help brochures and books available for checkout.

Services are provided free of charge to enrolled students (including law, graduate and undergraduate students). All clinical services are confidential; both state law and professional ethics specify that no information may be released without the student-client’s consent, unless required by law or in an emergency situation involving imminent danger to self or others. In some states, bar applicants may be asked to disclose whether they have received mental health or counseling services in the past.

To make an appointment, please call 206-296-6090 or visit the Pigott Leadership Pavilion, Room 120, just south of Sullivan Hall. For immediate needs that cannot wait for a regular appointment, Urgent Care Hours are available each weekday at 10 a.m. and 3 p.m. Office hours are 8 a.m. to noon and 1 p.m. to 4:30 p.m., Monday – Friday. For more information, please visit the CAPS website.

How can I meet alumni?
- Participate in the 1L Mentor-Mentee Program, 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 get involved with the 1L mentor program, join a student organization that connects students 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. You can also talk with the Center for Professional Development and the Alumni Office for additional opportunities.

ACADEMICS

How do I contact professors?
- Email is the best way to initially contact professors. You can find complete contact information for our faculty, administration and staff on the Law School website: http://www.law.seattleu.edu/office-and-administration/staff-directory

What is SU Online? And how do I get there?
- SU Online is the online system that we use to search and register for classes, check registration appointments and financial aid, and view grade transcripts (as well as a variety of other services). SU Online is available at: https://suonline.seattleu.edu/

How do I get an SU Online password?
- The URL for SUonline, https://suonline.seattleu.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. Your SUonline password is updated every few months. Contact the Technology Office if you have questions or concerns.
**Should I buy study aids with my course books?**

- It depends. 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 Contracts really easy but 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 may find that you understand the majority of a course but only have minor 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.
- The Academic Resource Center is also a great resource for study guides. They are located on the 3rd floor of the law school and are free for all students to check out.

**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 prior to class.
- The one thing you do not want to do is fall behind. Most professors assign between 25 and 30 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 she refers to that subject matter. This will negatively impact your understanding the material for the exam as well.

**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 and/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.
- Briefing isn’t for everyone, it is one of the more common ways to prepare for class, but you should prepare for class the best way that works for you.

**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 reading you were assigned). Students 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.
- It is extremely helpful to befriend upper-classmen to ask them questions about outlines and when to start them.
- Helpful outlines can also be found online Westlaw or Lexis.
**When should I start writing my outlines?**
- It depends. This is a matter of personal preference. For some students, an outline is a work-in-progress that 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 Jeff Minneti who can be reached at minnetij@seattleu.edu. You can also contact ARC at lawarc@seattleu.edu or visit the ARC website at http://www.law.seattleu.edu/academics/enrichment/academic-support/academic-resource-center.
- Study groups can also be very helpful.

**What are Barbri, Themis, Kaplan, and Rigos?**
- All four of these companies offer preparation courses for the Bar exam that you will take after graduating from law school to become a licensed attorney. 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 each before committing.

**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.
- ExamSoft is available for both PCs and Mac.

**Should I type or hand-write my exam?**
- It depends. 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). Moreover, a vast majority of students find that typing is much faster and easier.
- 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 Reserves Section. 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- = 0.67
F+ = 0.33
F= 0.00
WF= 0.00

- Pass/Fail grades will only be given for outside clinical work, for externships, for selected research and drafting classes, for journals and competitions, 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 first year courses, with the exception of Legal Writing, the following grade curve is mandatory. In all upper level, multiple section courses taught by more than one professor in the same year, the following grade curve is presumptive.

<table>
<thead>
<tr>
<th>Range</th>
<th>Cumulative %</th>
<th>A- and above</th>
<th>15 to 25%</th>
<th>20%, plus or minus 5%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B+ and above</td>
<td>40-50%</td>
<td>45%, plus or minus 5%</td>
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<tr>
<td></td>
<td>B and above</td>
<td>70 to 80%</td>
<td>75%, plus or minus 5%</td>
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<tr>
<td></td>
<td>C+ and above</td>
<td>85 to 95%</td>
<td>90%, plus or minus 5%</td>
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<td>C and below</td>
<td>5 to 15%</td>
<td>10%, plus or minus 5%</td>
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<td></td>
<td>C- and below</td>
<td>0 to 10%</td>
<td>5%, plus or minus 5%</td>
<td></td>
</tr>
</tbody>
</table>

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

What are the minimum grade and GPA requirements?

- The minimum passing grade for an individual course is a D-. F, F+ and WF are failing grades.
- If a student receives a failing grade in either semester of a year-long substantive course, the numerical equivalent of each’s semester’s grade shall be computed to a two decimal place “final course grade” for the entire course. If the final grade is below .67, the student fails the course and must retake it in its entirety (if otherwise eligible to continue).
- A student whose cumulative GPA is between 2.00 and 2.224 after the first year will be placed on academic probation.
- A student whose cumulative GPA is below 2.00 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 2.25 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 Exam Code 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/Office_and_Administration/Technology.xml](http://www.law.seattleu.edu/Office_and_Administration/Technology.xml)
- You can also e-mail the Technology Department directly at: lawhelp@seattleu.edu.

**How do I get network and Internet access?**
- One of two ways: cable Ethernet or Wireless Ethernet. Visit the Technology Department website for information on network and internet access as well as wireless upgrades: [http://www.law.seattleu.edu/Office_and_Administration/Technology.xml](http://www.law.seattleu.edu/Office_and_Administration/Technology.xml)
- 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.
- 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](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.

**Where do I go to check my SU email account?**
- Once you have an SU username and password, go to: [https://outlook.com/owa.seattleu.edu](https://outlook.com/owa.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 ([https://owa.seattleu.edu/](https://owa.seattleu.edu/)), you can find a student's email address through the address book function.

**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 right and it's your first door on the left).
- Student accounts are credited 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 cover sheet with each print job. (You are not charged for the cover sheet.)
- Important note: If you use Lexis-Nexis to print cases or other 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.
- This is not the same process used to add funds to your student card. To add funds to your student card you can visit the machine across from campus security in the student services building, north of the law school.

**What are TWEN and Web Courses Pages?**

- TWEN and Web Courses 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 Web Courses 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 Web Courses page, make sure you sign-up.
- To sign-up for a TWEN page, visit [http://www.lawschool.westlaw.com](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 Web Course, visit [http://www.lexisnexis.com/lawschool/webcourses/](http://www.lexisnexis.com/lawschool/webcourses/) and use your LexisNexis username/password to log on. Select the “My Web Courses” link to access the site.
- Some professors use Canvas, which is the online course management system used by much of the Seattle University departments. Contact the Technology Department if you have questions about using Canvas.

**What should I use for legal research: Bloomberg Law, Westlaw or LexisNexis?**

- This is a matter of personal preference. Bloomberg Law, LexisNexis, and Westlaw provide training throughout the year, and in particular at the beginning of the year in conjunction with Legal Writing. You should explore all options and choose the best that works for you. There are other resources (including free ones) that may be useful for your project. If you have any questions about legal research resources, please feel free to contact a reference librarian.

**How do I get a Bloomberg Law, LexisNexis, and Westlaw password?**

- Registration information is given out during the library portion of Academic Orientation. Please contact the reference desk if you do not receive this information.

**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, if enrolled in classes. 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.

How and when can I contact the Center for Professional Development?

- The American Bar Association prohibits CPD and all law school offices from providing career advice to individual first-year students prior to October 15.
- An Introduction to CPD and the Practice of Law will be held in September to provide an overview of the CPD office, including its staff and services offered. Beginning October 15, CPD will hold mandatory 1L Resume and Cover Letter Workshops. These workshops will provide you with the basics of writing effective application materials. You will not be able to meet one-on-one with a counselor until you have completed your workshop.
- First year students are, however, always welcome to attend public CPD events, including lunchtime seminars, career panels, and networking events. In fact, students are encouraged to think about career options early, as some choices require long-range planning.
- The CPD website includes information for students, alumni, and employers. There is extensive information about searching for jobs, preparing application materials, and interviewing. Additionally, CPD regularly holds lunchtime seminars, career panels, and other informational sessions. Check out CPD’s blog, Facebook Page (be sure to like us!), the Sullivan Docket, and the SU Law Master Calendar for information about upcoming events. CPD also sends targeted newsletters to each class year to inform students about jobs and networking opportunities that are tailored to each class. The goal is to get you thinking about the many things you can do with your law degree. Find out more at http://www.law.seattleu.edu/Careers.xml.
- After October 15 and the completion of your 1L Resume and Cover Letter Workshop, you may schedule a meeting with a CPD counselor by emailing a counselor directly or emailing Office Manager Junsen Ohno, ohnoj@seattleu.edu. CPD counselors have daily drop-in hours to answer your brief questions. Flexible scheduling outside of normal business hours is available upon request.

Where and when should I start looking for a summer job?

- There are many different tools for finding employment opportunities. CPD and employers regularly post jobs in Symplicity. You will want to log in to Symplicity, create your personal profile, and familiarize yourself with how it works. CPD also hosts Fall and Spring On-Campus Interviewing Programs. All applications for employers participating in these programs must be submitted through Symplicity. You will be provided with Symplicity log-in information in October.
- After October 15 and the completion of your 1L Resume and Cover Letter Workshop, you may schedule a meeting with a CPD counselor by emailing a counselor directly or emailing Office Manager Junsen Ohno, ohnoj@seattleu.edu. CPD counselors have daily drop-in hours to answer your brief questions. Flexible scheduling outside of normal business hours is available upon request.

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

- You should get some type of practical legal experience during your first summer. Employers value this experience and it will give you a competitive advantage over your peers. While finding paid legal work your first summer can be challenging, there is no shortage of opportunities to gain experience. Consider doing an externship for credit or interning for a non-profit, government, or public interest organization. Volunteering is also a great way to gain practical legal skills, build your professional contacts, and contribute to the community.
- Use your first summer to explore practice areas you might not have considered. Travel outside your comfort zone and pursue opportunities in other parts of the country like Washington, D.C. or Alaska. CPD can help connect you to the law school’s far-reaching alumni network, so even if you leave Seattle, you are not far from a friendly face and a professional contact.
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 cafe, the Hawk's Nest Bistro, and a cafeteria that serve a large range of food.
- The Student Center is located a short distance South from the law school. Exit out of the West exit of the law school, turn left, and the Student Center is a few hundred feet ahead (see http://www.seattleu.edu/campus_community/visit_campus/campus_maps, (the law school is #28, the Student Center is #17).

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

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 a Seattle University student ID card?
- Once you have registered for classes, 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.

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 are some alternatives to the bookstore?
- Open reserve in the library.
- Online can save you TONS of money (Amazon, Half.com, etc.)

What are the general hours of the bookstore?
- The regular Bookstore hours are:
  - Monday -Thursday 8:30 - 6:00 Friday 8:30 - 3:00
  - 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, Half.com, 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.
- Alternatively, some textbooks are available for Rent from the bookstore.
ADMINISTRATION

Where are the various offices located?
- Access to Justice Institute - Rm. 115
- Center for Professional Development - Rm. 200
- Financial Aid - Rm. 209
- Business Office - Rm. 209
- Deans' Offices - Rm. 210
- Faculty Offices - Located throughout the third and fourth floors of the law school.
- Registrar's Office - Rm. 209
- Admissions - Rm. 209
- Student Life- Rm. 103

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.

Where can I study at school?
- 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 study.
- 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 online reservation system located at http://www.law.seattleu.edu/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.
- You can also use any empty classroom. Be respectful and clear out if someone has reserved the room.

LAW SCHOOL LIBRARY

What is the general library etiquette?
1) Please be quiet. Especially on the 4th Floor.
2) Turn off or silence your cell phone.
3) Don't eat overly smelly or loud food (you know what we mean).
4) Listen to music with headphones only.
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.

What are the library’s hours?
- 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.
- Additional service desk hours are available at http://www.law.seattleu.edu/library/about-us/library-hours

How do I reserve a study room?
- The sign-up sheets are currently found on the SU Library Webpage at http://www.law.seattleu.edu/library

Do I need a library card?
- Your SU identification card will act as your library card.

Who can I talk to for help with research?
- A reference librarian is available at the Reference Desk in the library during certain hours. Please check the hours page for availability: http://www.law.seattleu.edu/library/about-us/library-hours.
What is available in the Reserve section of the Library?

- Open Reserve materials, located on the 2nd floor of the Library, include certain study aids (hornbooks, nutshell, Examples & Explanations, etc.), faculty course reserves, current unbound law reviews from the state of Washington, and practice aids (Washington Practice series, Washington Young Lawyers Manual, deskbooks and court rules).
- View loan rules and fine policies for library material at http://www.law.seattleu.edu/library/policies/borrowing

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

Where are the copy machines in the library?

- The law library has copiers on the second floor (in the Reserve Section). 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).
- Please note: Mac users can print from the Windows OS, but not from the Mac OS (part of not being supported yet). HOWEVER, you can print from the computers in the library, so you should have your account set up by IT, even as a Mac User. Also, you can print from LexisNexis on your Mac.

How 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.xml.
- You can also check out study guides from the Academic Resource Center, located on the 3rd Floor of the law school.

ACADEMIC SUPPORT

What is 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. This includes: Facebook, Twitter, online shopping, etc.
3) Turn off your cell phone.
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.

**Where can I view information on my professor?**

- Faculty profiles are available at: [http://www.law.seattleu.edu/Faculty/Faculty_Profiles.xml](http://www.law.seattleu.edu/Faculty/Faculty_Profiles.xml).
- Ueval is also a source for unofficial course evaluations.

**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 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).
- Meet upperclass students. They are always a great resource and are usually happy to help! You can meet them by attending school events and being active in a student organization. The mentor programs within the law school are also a very great way to connect with other students.
- Westlaw and Lexis are also helpful resources for outlines.
- Barbri and Rigos provide useful outlines for some subjects.
- Case briefs can often be found online at various websites; but beware, there is no substitute for reading.
- In the past, Women’s Law Caucus has also provided outlines to paying members.