Student Services

ACADEMIC RESOURCE CENTER (ARC)

The Academic Resource Center (ARC) offers a number of academic support services designed to maximize students’ success in the pursuit of legal studies.

Since its inception, the School of Law has maintained a long-standing commitment to increasing the diversity of the student body and the legal profession. The Access Admission Program was established because the school recognized that the traditional admission criteria are, in some cases, inaccurate predictors of success in law studies and practice. Thus, in making admissions decisions, the school recognizes factors such as cultural, sociological, or economic background, relevant work experience, length of time since completion of undergraduate studies, non-academic achievement, and disability.

The primary purpose of ARC is to provide support to those students who are admitted via the Access Admission Program. The primary vehicles for support are the ARC Summer Program (a required, intensive summer course), Fall and Spring study sessions, and individual assistance.

ARC provides support for all students through a series of weekly workshops that cover topics such as effective study strategies, outlining, legal analysis and exam preparation. You can access the ARC workshop schedule and other resources by visiting the “Academic Resource Center” TWEN site. ARC administers Criminal Labs to accompany each Criminal Law Course. ARC also staffs 2 Teaching Assistants (TAs) for each 1L course, except for Torts. TAs attend class, hold weekly office hours, and create learning aids for students. TA’s office hours are posted on their respective 1L Section’s ARC TWEN site.

The ARC Resource Room is located in Room 310. TAs hold office hours in the ARC Resource Room and students may borrow any of the study guides, hornbooks, flashcards, and other study aids in ARC’s collection.

ARC is directed by faculty member Professor Paula Lustbader, who is nationally recognized as an expert on learning strategies for law students; Associate Director Brendon Taga, and the Interim Assistant Director, Michelle Morales. They provide individual academic assistance and moral support to all students. Appointments can be made with ARC Staff on the “Academic Resource Center” TWEN site.

ACCESS TO JUSTICE INSTITUTE (ATJI)

The Access to Justice Institute prepares students for a lifetime in the law in furtherance of social justice. Through student, school and community partnerships, ATJI:

- Strengthens legal skills and leadership capacity of students
- Connects the law school to opportunities to engage with underserved and marginalized communities and to use the law as a means to effect social change
- Bridges academics and action

ATJI is the social justice home of the law school, primarily connecting law students to social justice opportunities. Students are invited to meet with ATJI staff when:

- You are looking for a pro bono opportunity where you can gain or hone your legal skills and serve the community.
- You want to plan a social justice project or event and need guidance and connections to the larger equal justice community.
- You want to network with the wider equal justice community to advance your professional development plan.

In addition to meeting with individual students, ATJI oversees a number of social justice programs including:
BRIDGING ACADEMICS AND ACTION:

Legal Writing Collaborative: ATJI connects Legal Writing faculty with social justice legal organizations in order to assign first-year law students legal writing problems which are directly connected to the work of organizations such as Northwest Justice Project, Columbia Legal Services, Northwest Immigrant Rights Project, National Employment Law Project, Legal Voice, Disability Rights Washington, ACLU, and the Seattle University Predatory Lending and Immigration Law Clinics.

Social Justice Mondays (SJM): ATJI works with the SJM Student Advisory Board, which includes representatives from the Social Justice Coalition, Student Bar Association, and general student body, to coordinate a weekly series in which the university community can hear from different social justice-focused panels, speakers, forums or films every Monday. Included in Social Justice Mondays is the 1L Speaker Series, which brings social justice lawyers, such as civil legal aid, housing lawyers, to discuss their practice in the context of first-year courses like Property and Contracts to equal justice advocacy.

Leadership for Justice Post-Graduate Fellowship: ATJI oversees this program, which provides a one-year $55,000 post-graduate fellowship for recent law graduates. The Fellowship strives to build upon the leadership capacity of students who are committed to social justice by creating opportunities to work on behalf of marginalized or underserved communities once they graduate.

CONNECTING TO SOCIAL JUSTICE OPPORTUNITIES:

Moderate Means Program (MMP): MMP is a partnership between the WA State Bar Association and the three law schools in Washington State aimed to increase access to civil legal services for moderate means individuals who cannot afford to hire private attorneys but make too much money to qualify for traditional civil legal aid services. Trained MMP student interns perform screening and intakes and make referrals to attorneys willing to charge reduced fees.

Seattle University Youth Initiative (SUyi): SUyi unites Seattle University and the wider community to improve the academic achievement of low-income youth living in the Bailey Gatzert neighborhood while strengthening the education of Seattle University students and expanding professional development opportunities for faculty and staff. The law school engages in the Youth Initiative in a variety of ways:

- Citizenship Project: Law students teach immigrants who are studying for the civics exam so they can naturalize.
- Chess Afterschool Program: Law students teach and coach elementary-age students to learn and play chess during an afterschool program.
- Seattle Youth Traffic Court: Through a partnership between Garfield High School, the Seattle Municipal Court and the law school, law students train and mentor Garfield High School students who adjudicate their peers who have committed traffic violations.

Foreclosure Mediation and Outreach Project (FMOP): ATJI and the Ronald A. Peterson Law Clinic's Predatory Lending Clinic partner with the Northwest Justice Project, Tacoma Pierce County Volunteer Legal Services and WSBA's Home Foreclosure Legal Aid Project (HFLAP) to help distressed homeowners access the foreclosure mediation process. Students work with HFLAP pro bono attorneys to represent distressed homeowners in foreclosure mediations and also engage in community legal education and outreach focusing primarily in one of the areas hardest hit by the foreclosure crisis, Pierce County.

WA Attorneys Assisting Community Organizations (WAACO) Microenterprise Clinic: Through a partnership between ATJI and WAACO, students work with transactional pro bono attorneys who provide legal advice to low-income micro-entrepreneurs at monthly clinics located at two local micro-entrepreneur support centers, WA CASH and Start Zone.

Student-Initiated Pro Bono Projects: ATJI works closely with student organizations that coordinate or support pro bono work or otherwise
engage in the community by providing strategic planning support, troubleshooting assistance, and leadership development support. ATJI also provides guidance in identifying community needs and partners to ensure that student organizations are having the most valuable impact possible. Student organizations ATJI works with include: Street Youth Legal Advocates of WA-SU, Incarcerated Mothers Advocacy Project, and the Iraqi Refugee Advocacy Project.

**Pro Bono Pledge Program:** ATJI oversees this formal, voluntary pro bono program that promotes, tracks, and incentivizes student participation in pro bono and volunteer activity. Law students are encouraged to pledge 100 hours of public interest activity before by graduation.

**STRENGTHENING LEGAL AND LEADERSHIP SKILLS:**

**Lawyering in a Diverse World (LDW):** ATJI collaborates with the Office of Student Life and students to develop and coordinate the Lawyering in a Diverse World workshop series, which aims to give students concrete skills and tools related to inclusion, diversity and cross-difference competence. LDW partners with other law school departments and external organizations to co-sponsor events as well as develop its own programs which include:

- **Cross-Cultural Lawyering:** This program gives students practical hands-on skills on how to work with clients from diverse backgrounds and has been taught by faculty and senior staff.

- **Diversity Table Talks:** Table Talks are informal, facilitated (by Seattle University’s Office of Multicultural Affairs) conversations among students over a meal. The small group conversations are based on issues of diversity; the most recent talk involved students of working and owning class backgrounds engaging in a dialogue about the impact of shifts in class through higher education.

- **Working with Interpreters:** ATJI co-sponsors this training with the Law Clinic. The training is offered each semester so law students can learn the critically important skills required to adequately assist limited English proficient (LEP) clients, including how to effectively work with interpreters and ways to increase meaningful court access for LEP persons.

Racial Justice Leadership Institute (RJLI): RJLI is a year-long professional development opportunity that is offered to law students, faculty and staff. RJLI is designed to foster leadership skills for working in all areas of the profession in ways that resist systems of privilege and oppression.

**Leadership for Social Good: Translating Your Passion into Action:** In an effort to help students think creatively and entrepreneurially about their legal education, ATJI is partnering with Center for Professional Development and the Seattle University Institute of Public Service to offer a series of workshops designed to help students and alumni lead and run nonprofit organizations.

**How to Hang Your Own Shingle CLE Training:** ATJI in partnership with the Center for Professional Development offers a training session on how to start your own law practicing including a specific focus on how to incorporate a “low bono” model to assist clients who are unable to afford average rates for attorney assistance.

**Pro Bono Boot Camp:** ATJI offers a series of trainings to prepare students to engage in pro bono opportunities. Training topics include professional responsibility and ethics, client-interviewing, and cross-difference competence.

For more information about ATJI, go to our website at law.seattleu.edu/centers_and_institutes/Access_to_Justice_Institute.xml. We encourage you to meet with any ATJI staff member to find out more information about social justice, public interest and public service opportunities. To make an appointment, you can call (206) 398-4173, e-mail atji@seattleu.edu, or stop by our office, which is located on the first floor in Suite 115 near the east entrance of the school.
ADMINISTRATIVE OFFICES

The Administrative Offices (Admission, Business Office, Event Planning, Registrar and Student Financial Services) are located on the second floor of Sullivan Hall 209. Office hours are:

Monday and Thursday 9:00 a.m. to 6:00 p.m.
Tuesday, Wednesday and Friday 9:00 a.m. to 4:30 p.m.

After and before-hour appointments are available upon request.

Office hours will vary during examination periods, holidays and summer. Notice of any changes will be posted on the Dockets. The revised service hours are generally 9am to 4:30pm daily.

ALUMNI CREDITS

Graduates are entitled to six free alumni course credits. These credits must be used after graduation. Alumni credits may be used for any class with the exception of the following: wait-listed courses, courses where the student is required to make a commitment to parties outside the Law School, seminar or lab course, or courses where a student’s withdrawal may have an adverse and substantial effect upon the education of other students. Permission of the Associate Dean for Student Affairs and course instructor is required.

Permission of the Associate Dean for Student Affairs and course instructor is required.

BOOKSTORE CHARGES

Students who receive a refund after application of student aid to their account may obtain a bookstore voucher to purchase books in the University Bookstore. Voucher funds will be placed on the student’s Campus Card (University ID). The Business Office will determine the amount to be placed on the Campus Card based on the available financial aid and projected cost of books and supplies required for the student’s class schedule. Please leave sufficient time to process the request. The Business Office will authorize the placement of these funds to the Campus Card and place the charge on the student’s account. This charge will be deducted from the student’s refund check. Unused funds will remain on the Campus Card. Students may request a refund of unused funds from the Campus Card office for any remaining balance of over $25. Please see the Business Office to have funds put on your Campus Card.

CAMPUS CARD

All students are required to have a Campus Card. This card provides students with a convenient form of identification that allows access to a variety of university systems and services with one card. You can use the campus-wide card for the following: ID verification, library checkout, meal plans, residence hall and building access, Connolly Center access, snack and beverage machines, copiers, and the bookstore.

In the event of lost or stolen cards, replacement cards will be issued in the Campus Card Office (a card replacement fee of $15 will apply). If your card no longer works or is damaged, a replacement card can be issued for free as long as you bring the non-working or damaged card to the Campus Card office.

Funds may be added to Campus Card accounts in one of two ways. You can add funds at Student Financial Services or online through Seattle University’s E-Accounts.

Money in the meal plan is in a separate account from the One Card Account and can only be used at food service locations. The Campus Card Office is located in the Engineering Building, Room 309. Phone: 206-296-CARD (2273). Visit www.seattleu.edu/oit for more information.

CAMPUS MINISTRY

The Office of Campus Ministry, located in Student Center 120, sponsors activities and programs for the cultivation of human spirituality and faith. Campus Ministry invites each member of the community to participate in those programs, which serve to nurture his or her spiritual growth. The unique gifts and perspectives of each Campus Minister offer students many ways to further their spiritual growth:
from addressing the needs of individuals through one-on-one pastoral counseling and spiritual direction to uniting the larger community in worship, social justice projects, and retreats. Programs and offerings include Protestant, Catholic, multifaith, and ecumenical experiences. Located on the first floor of the Student Center, Campus Ministry would like to help you get settled and get involved at Seattle University. They provide many opportunities for you to grow spiritually, learn more about yourself, share your gifts and talents, and build community with others.

A few of these opportunities include:
- Serving meals to homeless teenagers and families
- Attending Sunday Mass at the Chapel of Saint Ignatius
- Worshipping at The Well, a Sunday evening on campus Christian service
- Thursday night Zen meditation group
- Interfaith dialogue and dinner groups
- Volunteering as a mentor at the Juvenile Detention facility on 12th Avenue
- Tutoring one hour per week at Bailey Gatzert Elementary and gathering for once monthly reflection dinners with fellow volunteers
- Discussing social justice issues at a simple lunch
- Participating in an Ignatian Silent Retreat based on the Spiritual Exercises of St. Ignatius

People of ALL faiths are welcome.

THE CENTER FOR PROFESSIONAL DEVELOPMENT (CPD)

http://law.seattleu.edu/Careers.xml
The Center for Professional Development will help you identify career options, think strategically about career development, and develop job search skills that will serve you throughout your professional career.

CPD counselors strive to increase opportunities for work-related experiences for students, provide all students with the tools and coaching they need for success in job search and career development both during school and after graduation, strengthen and expand relationships with alumni and community leaders to increase networking opportunities, and create and enhance connections with employers in Seattle and beyond.

CPD has five counselors on staff. We encourage you to make an appointment to see any of the counselors by stopping by the front desk, calling 206-398-4105, or e-mailing lawcareers@seattleu.edu. Although regular business hours for the Center are from 9 a.m. to 4:30 p.m., you can make individual arrangements to meet with a counselor outside of business hours. The CPD office is located on the second floor to the left of the main library entrance.

Career Resources
The CPD website includes information for students, alumni, and employers. For students, there is extensive information about career basics such as drafting resumes and cover letters, interview tips, and a general overview of all of CPD’s programming. The CPD website also includes specific information on pursuing a career in public interest, careers that go “beyond traditional” law practice, federal service, and judicial clerkships. There is a link to online job postings (the Symplicity database) and the daily calendar of CPD events. The website may be found at http://law.seattleu.edu/Careers.xml

Additionally, CPD maintains a blog highlighting professional development and legal community opportunities (http://sulawcpd.blogspot.com/). We also maintain a small library of print resources to assist you in career planning and job searches. These items are available for checkout.

First-Year Students
Under national rules, CPD may not offer individual job-search services or advice to first-year students until November 1st. First-year students are, however, always welcome to attend public events, such as skills training seminars and information fairs. A CPD orientation session for first-year students is held in early November. First-year students are required to meet with a CPD counselor at least once between November 1 and April 1. Students are encouraged to come in early in this time frame, as some opportunities require long-range planning.
Career Development Programs
CPD program descriptions and a comprehensive CPD calendar are available on Symplicity, our online career database. CPD has programming throughout the year aimed at helping you develop tools to aid in your job search. We also offer practice environment education via seminars on pursuing public interest careers and federal government employment. Seminars on interviewing and networking skills are essential skill-development training. Students are encouraged to put these skills to use in networking receptions with alumni and the general bar. CPD also hosts more casual networking events, including “speed networking” with local specialty bar associations and professional organizations. Throughout the school year, CPD works with individual student interest groups to sponsor additional events like guest speakers, job shadowing opportunities, mentoring programs, and other receptions.

Interview Programs and Job Fairs
CPD sponsors programs throughout the year to expose students to career options and to help them navigate the job search and career development processes. Career opportunity programs include On Campus Interview programs and the Beyond the Traditional and Small Firm Career Fairs. Additionally, the regional Northwest Public Service Career Fair is co-hosted each year by the law school. There are additional local and national fairs to consider attending and we encourage you to talk to CPD to learn more.

Career Planning in Other Markets
If you are planning to relocate outside Western Washington following graduation, the Center for Professional Development can request reciprocity from a law school close to where you plan to move. Reciprocity gives you access to another law school’s career resources, and may include access to job postings and/or that school’s career services staff. Contact CPD for details or to ask us to arrange reciprocity for you – you cannot make a reciprocity request directly to another school. We can also give direction on how to research job opportunities and put you in contact with local alumni who can supply information and advice about the local job market.

CHILDREN IN THE CLASSROOM
While we wish to be supportive of our students who are parents, the school’s primary missions is one of education and we have a responsibility to provide an appropriate learning environment for all of our students. To that end, the following policy has been adopted:

1. Infants and children under the age of 6 may not accompany a parent to class. This policy is designed to ensure that the classroom remains an environment conducive to learning. As a practical matter, even the most diligent parents cannot keep an infant or young child quiet for an entire class period, and the disruption caused by a parent’s attempt to quiet or remove the child only exacerbates the situation. Parents of infants and children under the age of 6 will therefore need to make alternative childcare arrangements or miss class.

The following provisions apply only to children ages 6 and over.

2. Children in class should be the exception rather than the rule. However, there are circumstances beyond the parent’s control that may result in a child accompanying a parent to class. Examples include unexpected day care failure or school closure, and other unforeseen events.

3. Each student should use his or her best judgment as to whether bringing the child to class is appropriate and necessary. Factors to consider include the age and disposition of the child; the child’s ability to stay quiet for the duration of the class period; the potential disruption the child may create; and the availability of lecture notes or audio recordings of the particular class session.

4. The professor is always to be consulted before children are brought to class. This should occur within a reasonable period of time, ideally not less than one hour prior to class. The professor has the discretion whether or not to allow the child in the class.

5. In order to preserve the educational integrity of the classroom, the parent should...
promptly remove a child who is noisy or distracting to others. Parents should be mindful that what may not be distracting to them may be distracting to others. If the parent does not remove a disruptive child, the professor should ask the parent to do so.

CLASS ASSIGNMENTS, CANCELLATIONS AND RESCHEDULES

First Class assignments are posted on the web site for the start of each academic term. Continuing assignments are posted on individual faculty TWEN sites or given in class. Class cancellations and reschedules are posted on The Sullivan Docket as soon as this information is available. Students should check The Sullivan Docket each day for updated class cancellations or changes. In most cases, e-mail notices will also be sent to the class list.

CONTINUING LEGAL EDUCATION (CLE)

Seattle University School of Law

Student groups are an important part of Seattle University School of Law. From time to time, student groups may wish to propose a CLE topic or speaker to be included in the CLE Calendar.

To submit a proposed topic, speaker or co-sponsorship for inclusion in the CLE Calendar, Student Groups should schedule an appointment with the CLE Director. When submitting a proposed CLE topic, speaker or program, please note that most CLE programs are planned 9-12 months in advance with a maximum of 2 reduced-fee or free CLE programs in a single semester and not more than 1 in a single month. (See Process and Procedure below). Students and Student Groups are invited and encouraged to work with the CLE Department as Student Program Chairpersons or Student Ambassadors. However, Students and Student Groups are expressly limited in terms of hosting or executing CLEs.

Student Groups may not engage in CLE programming/planning independent of the CLE Department.

Serving as a Student Program Chairperson or Student Ambassador allows students informal opportunities to connect and network with experienced lawyers, judges and legal professionals and may allow for community recognition of Student Group endeavors. Students may sign up to serve as Student Program Chairpersons or Ambassadors for proposed programs or existing CLE programs by contacting the CLE Department.

Serving as a Student CLE Program Chairperson individually or as a representative of a Student Group requires approximately 10-20 hours of time, working directly with the CLE Department in concept development, market research, legal research and speaker identification. Student CLE Program Chairpersons may act as co-hosts during the CLE event by hosting the registration table, introducing speakers and welcoming guests.

Serving as a Student Ambassador requires 1–10 hours of time, and includes such duties as welcoming guests, keeping time at an event, creating powerpoints, proofreading course materials and generally assisting the presenters.

Washington State Bar Association

Washington State Bar Association-Continuing Legal Education offers a Student Tuition Waiver Program to allow law students from Seattle University School of Law to register, on a complimentary basis, for most of the one-day-or-less live seminars sponsored the Washington State Bar Association. Two students from Seattle University School of Law may attend each of the eligible programs. Space is based on availability.

You may view the live seminar calendar at: http://www.mywsba.org/default.aspx?tabid=85

In order to attend one of the eligible CLE seminars, students should submit a brief statement of interest
to the Associate Dean for Student Affairs. Students will be selected on a first-come, first-serve basis. Information regarding attendees must be submitted to the Washington Bar Association at least five business days prior to the date of the seminar.

No student may register for more than two seminars a year and any student who fails to give timely notification of cancellation of his or her registration may not register again under this program for the remainder of the calendar year. A complete outline of the procedures is available in the office of the Associate Dean for Student Affairs.

DISABLED STUDENTS

Below is a summary of the Seattle University Section 504/ADA Policy and Appeal Procedure. A complete copy of the policy is available in the Office of the Associate Dean.

It is the policy of Seattle University that no qualified person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination in any job, facility, program or activity provided by the University.

It is the policy and practice of the Law School to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs and activities of the Law School.

A person with a disability is defined as any person who: (1) has a physical or mental impairment that substantially limits one or more of the major life activities, including among others, walking, caring for oneself, performing manual tasks, seeing, hearing, speaking, breathing, and working; (2) has a record of a disability; or (3) is perceived to be disabled. In the case of services, extracurricular activities, and academic programs, a qualified individual with a disability is one who meets the essential eligibility or technical requirements for the receipt of services or for participation in the program or activities, with or without reasonable modifications to rules, policies, practices, or the provision of auxiliary aids and services.

The Law School will provide reasonable accommodations for students with a disability. The Law School is not required however, to make academic adjustments or program modifications that are essential to the program of instruction or that fundamentally alter the nature of the program, goods, or services, or that create an undue burden for the Law School. In addition, the Law School will not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

Students whose disabilities may require some type of accommodation, including but not limited to, course load modifications, exam accommodations, note takers or other accommodations should contact the Associate Dean for Student Affairs. It is the responsibility of the student to provide the Law School with adequate notice of his or her disability, to request the particular academic adjustment, auxiliary aid, accommodation or modification, and to provide any necessary medical verification of a disability related need for the specific request. The Associate Dean will determine the appropriate accommodation after considering the student’s request or any alternative means for accommodation, their feasibility, and the cost and effect on the academic program and standards.

All students requesting accommodation will be required to provide appropriate documentation for the disability. The documentation must come from a qualified diagnostician that establishes the nature of the disability, that provides evaluative data supporting the current need for accommodations, and that may list recommended services. Cost and responsibility for providing the evaluation are borne by the student.

Specifically, the documentation must include:

1. A statement identifying the nature of the disability experienced by the student.
2. A description of the type of evaluation methods or procedures used, the results and the date of the evaluation.
3. A description of the current functional impacts(s) of the disability.
4. The credentials of the diagnosing professional(s).

If the accommodation request relates to facilities or physical accessibility to Sullivan Hall, the student should contact the Associate Dean for Finance and Administration.

DOCUMENT DELIVERY CENTER

The Document Delivery Center has printers for Lexis Nexis, Westlaw, and word processing/internet printouts. Staff and student workers sort printouts. Printers and student printing accounts are maintained by IT. Hours for the Document Delivery Center are posted in the Law Library and at http://law.seattleu.edu/Library.xml.

EMERGENCY LOANS

Short-term loans are available through the Business Office for students who experience a financial emergency. Two types of loan exist:

- Short term thirty day loan: This loan has a maximum loan amount of $200.
- Ravetti loan: This loan is based on financial aid already awarded to, but not yet received by, the student. The maximum loan limit is $1000. Ravetti loans are not available at the end of the Spring semester.

Since the loans come from a revolving fund, prompt repayment is essential in order to assist other students with emergency needs. Failure to repay these loans will affect a student’s ability to register for classes, to obtain official transcripts, and to graduate. For further information regarding the terms and the requirements for each of these emergency loans, please see the Business Office.

FINANCIAL AID

Law school requires a substantial investment of time and money. It is critical that each student understands what financial aid is available, how to apply for it, and what deadlines must be met. See law.seattleu.edu/financialservices for more information.

Unlike many law schools, the Law School has a “stand alone” Student Financial Services office. This means there are student financial aid professionals who work exclusively with law students. These professionals are well acquainted with the needs and concerns of law students and are here to help students with the financial aid process during their law school career.

Financial aid at the Law School comes from a variety of sources and may consist of need and non-need based aid. The Law School administers both federal and alternative (credit-based) loans. The Law School encourages on-campus employment through federal and non-federal work-study and offers state work-study for off-campus law related jobs to eligible continuing students who are Washington residents. If interested in any of these programs, apply by the published deadline and respond to all requests for documentation and information as requested.

Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov (school code 003790). Continuing students must complete the Enrollment Status Form (ESF) by February 15th each year that financial aid is desired (except for scholarships). The ESF is used to disburse aid appropriately for each term of anticipated enrollment. To be considered on time for priority awarding and a timely award letter, students must complete their FAFSA by the February 15th deadline each year.

Entering students, or continuing students receiving financial aid for the first time, must complete entrance counseling and Direct Loan Stafford and Grad PLUS (if applicable) promissory notes at https://studentloans.gov. For more information about how to apply see http://law.seattleu.edu/x1192.xml.

Every year students must complete and return their financial aid Award Letter and complete a Grad PLUS request form (or private loan application) if applying for those additional funds.

Refund checks for living expenses, if applicable, are typically available for pick up at the Business Office by the end of the first week of each term, if the financial aid file is complete and the ABA certification and validation was completed by the Business Office deadline. However, students are
advised to always be prepared to pay for books and living expenses from their own resources for approximately the first two weeks of each term.

For more information on types of aid, financial aid processes and other important information, please visit law.seattleu.edu/financialservices, review your Award Letter packet and/or contact the Student Financial Services office.

The Law School offers an extensive, school-based scholarship program through which over $5 million is distributed annually to law students. While we offer highly competitive awards to entering students, the Law School holds firmly to the belief that every member of the student body should have the opportunity to compete for scholarship assistance each year. As a result, almost two-thirds of the institutional scholarship budget is awarded to continuing students based on their law school performance. Students need not apply for any of the scholarships offered except for the Scholars for Justice Award, the Native American Law Scholarship, Adolf A. Berle, the Law Librarian Scholarship and the Outlaws Civil Rights Scholarship (see law.seattleu.edu/scholarships). Students will be automatically considered based on their performance in law school for Year End Scholarships. Outside scholarship opportunities are listed at law.seattleu.edu/x1269.xml.

In order to receive financial aid of any kind, students must be enrolled at least half time each term and must maintain satisfactory academic progress under qualitative and quantitative measures. This means students must successfully complete a minimum of 16 credits per academic year (a minimum of 8 credits each for fall and spring terms), maintain applicable GPAs and complete their law studies within 7 years, including leaves of absence. Satisfactory progress is determined after spring term each year.

If a student fails to enroll and complete the minimum 8 credits for a term (summer term is optional but if enrolled must complete at least 3 credits) or falls below 1.8 GPA their first year or 2.0 in subsequent years, they will no longer be eligible for financial aid. To maintain satisfactory academic progress, a student must complete 8 credits a term and maintain their GPA or they will lose financial aid eligibility. Students may petition for reinstatement of financial aid under special circumstances and by outlining steps for successful completion. If approved, the student will be on probation status the following term. Status will be reviewed after one term. See Student Financial Services for more information on the petition process.

Students must be in good standing as defined in the Student Handbook and in the Academic Standards Code for Probation and Academic Dismissal. If on academic probation students are also on financial aid probation.

Financial aid is available up to the 90 credits required to graduate.

For the Return of Title IV Funds policy in the case of a withdrawal, please see the Leave of Absence/Withdrawal.

Consistent with the Seattle University School of Law mission of preparing students who are committed to contributing to the common good by shaping an equitable legal system, Seattle University School of Law offers a Loan Repayment Assistance Program (LRAP). The LRAP is premised upon assisting graduates who choose full-time public interest legal careers and are licensed attorneys. Please see law.seattleu.edu/x1266.xml for qualifications and policy details.

If students have any questions or need assistance, they are encouraged to contact Student Financial Services at 206-398-4250 or lawfa@seattleu.edu. For additional information, please visit the Student Financial Services website at law.seattleu.edu/financialservices.

**GENERAL PROBLEMS**

It is the Law School’s desire to make reasonable accommodations for problems that affect the student’s academic performance, as well as to provide resources or referrals to assist in resolving some of these problems. Students are encouraged to discuss problems that are interfering with their ability to succeed with the Associate Dean for Student Affairs. Discussions with the Associate Dean are confidential unless students are advised that there is a need to discuss the situation further with
others. Where appropriate, the Associate Dean will make referrals to other offices within the Law School.

HEALTH INSURANCE

Students interested in purchasing health insurance may contact one of the following providers of health insurance to law students:

Seattle University School of Law
Student Health Insurance Plan (SHIP)
https://wfis.wellsfargo.com/SeattleUniversity/LawStudents
WA License No. ACORDC*103NL
11017 Cobblerock Drive, Suite 100
Rancho Cordova, CA 95670

Washington State Basic Health Plan (available only to part-time students) 1-800-660-9840

Applications for the Seattle University insurance program are available in the Law School Admission Office and the Office of the Associate Dean.

Because the coverage offered through the Seattle University Health Plan is limited, students are encouraged to consider purchasing a personal plan through either Group Health (www.ghc.org) or Regence Blue Shield (www.wa.regence.com).

LOAN DEFERMENTS

Students are responsible for deferring payment of their student loans by submitting a loan deferment form to the Office of the Registrar. These forms are available from the lender and are normally located on the lender’s website. The form must be completed by the student and submitted with an addressed, stamped envelope unless the lender will accept a fax and then you must provide that information. The Office of the Registrar will complete the form, or processes a student verification of enrollment report, and mail (or fax) the form. The Law School is a member of the National Student Clearinghouse, which provides enrollment data through electronic transfer each month. Loan deferment problems should be directed to the Office of the Registrar.

MAILBOXES FOR STUDENTS

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.

MENTAL HEALTH AND WELL-BEING

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, clinical social workers and graduate trainees provide time-limited group, individual and couples counseling. 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 counseling, 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. Psycho-educational and skill-building
workshops are also provided to the campus community on a variety of topics such as stress management, communication and listening skills, assertiveness, time management, study skills, etc. 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 from 11 a.m. to noon and 3 p.m. to 4 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 at: www.seattleu.edu/caps.

Washington State Bar Association - Lawyers Assistance Program

The WSBA Lawyers’ Assistance Program (LAP) offers individual services as a short-term consultation offering, for up to 3 sessions, with licensed counselors for those struggling in law school. This service is available to all law students. Some common reasons for referral include: depression, anxiety, addiction, career and financial pressures, among other mental and emotional problems. We can also provide community referrals for counseling or psychiatry as well as informational and job search resources.

The cost of services for law students is $20 for the initial session, and then based on a sliding scale for the remaining sessions. LAP counselors are preferred providers with several health insurance carriers.

For more information about the Lawyers’ Assistance Program, visit http://www.wsba.org/lap. Contact LAP at 206-727-8268 or lap@wsba.org.

PHOTOCOPYING

Copy card operated copy machines are located within the Law School Library. Ask a library employee for assistance. Students use their Campus Card to operate most copy machines.

PHOTO RELEASE

Seattle University reserves the right to photograph and/or videotape students, faculty, staff and guests while on university property, during university-sponsored events or during activities where they are representing the university. These images and audio may be used by Seattle University for promotional purposes, including use in university magazines, newspapers, press releases, booklets, brochures, pamphlets, newsletters, advertisements, the university website and associated sites, and other promotional materials.

PRINT CHARGES

Students incur a print charge when word processing/internet printouts are sent to the Law Library’s network and Document Delivery Center printers. Each student will have a credit of 750 free pages per academic year. After that point, students will be required to request print credit at a rate of 5 cents per page in order to print. It is very important that students keep track of their print credit balances. Students should go to the Law School Business Office to pay for additional print credit additions.
UNIVERSITY RECREATION -
FACILITIES, ACTIVITIES & PROGRAMS
www.seattleu.edu/recreation

Through sport, fitness, instructional, and outdoor programs, University Recreation inspires, educates, and empowers the Seattle University community to live happier, healthier, and more successful lives. Whether you want to lift weights, improve your fitness, swim, play basketball, hike, run, or practice karate, University Recreation has something for you!

The following are the core facilities and programs of the University Recreation department:

The Archbishop Connolly Complex featuring the Eisiminger Fitness Center is an approximately 170,000 square-foot recreation and fitness facility located at the corner of 14th Street and East Cherry Street providing the Seattle University community with a space to recreate positively and safely. It has the following features:

- Over 8,000 square feet of state-of-the-art fitness space
- Includes free weights, circuit machines, and cardiovascular equipment
- A mind/body studio
- Two group exercise studios
- A Martial Arts & Training Room
- Two full-sized gymnasiums
- A multi-purpose space with an Astroturf surface
- Three racquetball courts
- One squash court
- Two swimming pools
- Dry saunas in each locker room

The facility is open to all current students, faculty, and staff at no additional charge. SU members must present their current Seattle University ID for admittance. Spouses/partners and dependents of current students may obtain a membership for a nominal fee. Memberships can be obtained at the University Recreation office in the Eisiminger Fitness Center. For more information regarding memberships, please visit our website at www.seattleu.edu/recreation.

The following are the general building hours and pool hours for the Connolly Complex/Eisiminger Fitness Center.

Building Hours (Unless otherwise noted):
Monday – Thursday: 6am – 11pm
Friday: 6am – 10pm
Saturday: 9am – 10pm
Sunday: 9am – 9pm

Lap Swim Hours (Unless otherwise noted):
Monday – Friday: 7am – 9am
11:30am – 1:30pm
5:30pm – 7:30pm
Saturday – Sunday: 12:00pm – 3:00pm

The Connolly Complex building hours and pool hours will vary during holidays and academic breaks. For detailed information regarding schedules and facility closures for both the entire facility and the pools, visit our website at www.seattleu.edu/recreation.

There are also two outdoor playing fields, Logan Field and Championship Field. Logan Field is available as open outdoor recreation space for the Seattle University Community and features a two lane jogging track, lights, and artificial turf. Championship field features a single lane jogging track and four tennis courts.

Additional Fitness and Wellness programs and offerings are available in the Fitness Office located in the Eisiminger Fitness Center including body fat analysis, equipment orientations, and fitness assessments.

The Intramural Sports program at Seattle University offers a wide range of activities for students and faculty/staff throughout the academic year, including flag football, volleyball, table tennis, basketball, and softball. Interested students can either create their own teams with friends or roommates or sign up as a “free agent” to be placed on a team. Intramural Sports at Seattle University provide an active environment allowing participants to enjoy healthy competition, relieve stress, have fun, meet people, and make new friends.
The **Outdoor Adventure Recreation** program provides students with the opportunity to enjoy the beautiful Pacific Northwest through outdoor recreation. Each quarter student leaders guide trail, snow, climbing, water, cycling and service activities. Think kayaking, camping, ski/snowboarding, hiking, beach cleanups, and more! OAR outings and on-campus events are open to everyone in the Seattle University community. OAR also supplies you with outdoor recreation equipment, which is available to rent at a nominal cost.

The **Fitness Program** offers instructional programs and group fitness classes in areas including Master Swim, martial arts, water aerobics, spinning, ballroom dancing, yoga, and other wellness and fitness related classes.

The **Sport Club** program provides students with the opportunity to meet new people and to form or join a group with other students to pursue a common interest in an individual sport or recreational activity. These groups can be purely recreational or can be competitive and represent Seattle University in matches/games with other universities. Current clubs include rugby, soccer, equestrian, crew, baseball, volleyball, ultimate Frisbee, and many more.

For information on fees, registration, and other activities offered, please review our website at www.seattleu.edu/recreation or call **University Recreation** office at 206-296-6441. Stay connected by liking us on Facebook at/SURecreation or follow us on twitter @SU_Rec.

### THE SIDEBAR

The Sidebar is the food service location in Sullivan Hall. 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 a.m. until 7:30 p.m. and on Fridays from 7:30 a.m. until 2 p.m. Any changes in these hours will be posted.

### STUDENT COMPLAINTS

As an ABA accredited law school, Seattle University School of Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html. Any student at the Law School who wishes to bring a formal complaint to the administration of the School of Law of a significant problem that directly implicates the School’s program of legal education and its compliance with the ABA Standards should do the following:

1. Submit the complaint in writing to the Associate Dean for Academic Affairs or the Associate Dean for Student Affairs. The writing may be sent by e-mail, U.S. mail, personal delivery, or by fax.

2. The complaint should describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the Law School’s program of legal education and its compliance with a specific, identified ABA Standard(s).

3. The complaint must include the name and official law school e-mail address of the complaining student.

4. The administrator to whom the complaint is submitted will acknowledge the complaint within five business days of receipt of the written complaint. Acknowledgement may
be by e-mail, U.S. mail, or by personal delivery.

5. Within twenty business days of acknowledgment of the complaint, the administrator, or the administrator’s designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. The student should either receive a substantive response to the complaint, or information about what steps are being taken by the Law School to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided with either a substantive response to the complaint or information about what steps are being taken by the Law School to address the complaint within two weeks after completion of the investigation.

6. Appeals regarding decisions on complaints may be taken to the Dean of the School of Law, or if the Dean has decided the merits of the complaint, to the Provost of the University. To appeal the complainant should submit written comments in a timely matter but in no case more than ten business days after communication to the complainant of the findings of the investigation. Any decision made on appeal by the Dean or the Provost shall be final.

7. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the Office of the Dean for a period of eight (8) years from the date of final resolution of the complaint.

STUDENT HEALTH CENTER

The Student Health Center provides primary care to all enrolled students regardless of type of insurance or lack of insurance. The Health Center is staffed by Board Certified Family Nurse Practitioners and Medical Assistants. Consultation and treatment for various health care needs are provided with a $5.00 administrative fee per visit. A small fee is charged for services requiring laboratory testing and some prescription medications are available at a minimal cost. The Student Health Center also provides most immunizations to students at cost. All services are confidential and no information is released without student permission, unless required by law.

The Student Health Center is located in Bellarmine Hall, room 108. The phone number is 206-296-6300. Hours are Monday through Friday from 7 a.m. to 5 p.m. Same day or next day appointments are available for urgent health concerns. Please stop by or call for an appointment. The Student Health Center is closed weekends, holidays, and has an altered schedule during the summer.

The Student Health Center provides the following specific services: wellness physicals, women’s annual exams, diagnosis and treatment of acute illness, management of chronic medical problems, treatment of injuries, treatment of skin problems, STD and pregnancy testing, medication management for depression, immunizations, allergy shots, eating disorder management, laboratory services, and medical supplies.

Visit our website at www.seattleu.edu/student/health for more detailed information on clinic services, hours, staff, and fees.

SUONLINE

SUOnline provides secure, online access to your student record. You can use SUOnline to view your grades, GPA, exam number, student restrictions, and schedule. You can also update your address and register for classes via SUOnline. SUOnline may be accessed from the law school web page or directly at https://www.suonline.seattleu.edu. Use your Seattle University e-mail name and password to log into SUOnline. SUOnline runs on a secure server and all information entered by the user or taken from the database is encrypted. To ensure privacy, be sure to log out and close your browser after each SUOnline session. Use common sense when viewing SUOnline in public spaces, or when using law school printers.
TRANSCRIPTS

Students may request transcripts by completing a Document Request form located in the Office of the Registrar, or on our website at law.seattleu.edu. An e-mail request of transcripts will also be accepted as long as the request is made via the student’s Seattle University e-mail address. It generally takes two business days from the date of request to prepare a transcript. Bring a picture ID to pick up a copy of your transcript in the office. Unofficial Transcripts are free for graduates, former students, and current students. Graduates and former students are charged $5 per copy for official transcripts. Official transcripts are free to current students with the exception of transcripts sent to other law schools as part of a transfer or visiting application (see the Transfer/Visiting Packet section below).

Transcript Holds
Transcripts will be held if a student has a past-due tuition balance or owes a fee or fine to the library, public safety or any other Seattle University department. (See section on Tuition and Fees). Transcripts will also be held if a student’s final undergraduate transcript has not been received. After the obligations are discharged, and the hold removed, the student may request a Law School transcript from the Office of the Registrar.

Transfer/Visiting Packets
Students applying to transfer to or visit another law school must complete a transfer/visiting packet request for each school they apply to. Transfer/visiting packets include an official transcript, a letter of good standing, a class rank letter and any other documents required by the school. Students are charged $10 for each transfer/visiting packet requested. Transfer/visiting packet request forms are located in the Office of the Registrar or on our website at law.seattleu.edu.

TUITION AND FEES

Tuition and fees each semester are due by the end of the first full week of classes. The following specifics apply to student accounts:

1. Late payment fees will be applied to all accounts not validated by the end of the first full week of class. The late fee will be $100. Interest is charged on all accounts not paid by the end of the first week of class, at a rate of 1.5%.

2. Late payment fees will be applied to accounts when financial aid is not sufficient to cover the semester’s tuition and fees or when the amount to be paid by the student is not paid by the end of the first full week of class. Late fees will also be applied to student accounts when financial aid is held up as a result of the student not getting financial aid paperwork completed in a timely manner, thus delaying the distribution of financial aid.

3. A payment plan option is available at the time of validation. This plan requires a down payment of 50% of the total of tuition and fees for the semester, with two equal payments at set dates during the semester. A 1.5% deferred payment fee is applied to the outstanding balance for the payment plan. A signed copy of the payment plan is applied to the outstanding balance for the payment plan. A signed copy of the payment plan is kept on file in the Business Office. Failure to make the payment plan payment according to the schedule will result in the retroactive application of late fees, and any other applicable fees.

4. A service fee will be charged for all checks not honored by the bank and returned unpaid to Seattle University. If the returned check was for tuition and fees and the tuition and fees are still outstanding after the first full week of class, late fees will be applied to the student account. After the third returned check, only cash, money orders, or cashier checks will be accepted for payment.

5. Failure to pay tuition and fees for any semester will result in a hold being placed on the student account, which will prevent further registration until the account is paid in full. Delinquent accounts may be referred to a commercial collection agency, and may be reported to national credit bureaus. All expenses and fees (including, but not limited to attorney fees, court costs and other out-of-pocket expenses) incurred by the
university in collecting or attempting to collect a past-due account are the responsibility of the student, and shall be charged to the student’s account.

6. In Washington state and many other states, as part of their fitness and character investigation, it is a requirement that the Law School provide information regarding whether a student has met his or her financial obligations.

Students are responsible for maintaining current accounts with the Business Office. Questions about student accounts should be directed to the Business Office staff.

**VETERANS’ SERVICES**

If you are eligible for benefits due to military service, the Office of the Registrar can assist you in applying your benefits to your tuition costs. If you are unsure whether or not you qualify for benefits, contact the branch of the military in which you served. If you are eligible, please contact the Office of the Registrar at lawreg@seattleu.edu or 206-398-4150.