Law Student Support FAQ 2015

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ACADEMIC REQUIREMENTS:
Where can I find the list of the law courses required for graduation?
See the Academic Standards section of the Student Handbook. A handy check list of requirements is also available in Appendix C of the Handbook. Note that students on academic supervision or probation may have different requirements. If you have any questions about your specific requirements, set up an advising appointment with the Law Student Support office by emailing lawstudentsupport@ggu.edu, stopping by the office (room 2333), or calling 415-442-6615.

How do I track my progress and, in my final year, find out if I have completed all of my requirements for graduation?
Log into your GGU4YOU account, then click on “View my Program Evaluation Report” under “Academic Advising.” If you still have questions, you may set up an advising appointment with the Law Student Support office by emailing lawstudentsupport@ggu.edu, stopping by the office (room 2333), or calling 415-442-6615.

BAR EXAM INFORMATION:
How do I register with the State Bar of California?
A summary of the steps for registering for the California Bar Exam can be found here. Additional information about the Bar Exam and preparing for it can be found here.

What bar exam resources does GGU offer?
GGU’s Bar Exam Services offers multiple resources for supporting students’ bar preparation, including day and evening bar preparation workshops, one-on-one bar preparation advising, and practice exam grading. Courses and additional preparation opportunities are also available. Watch Law School News for details. Rana Boujaoude is the program’s director, and can be reached at rboujaoude@ggu.edu.

BOOKS:
How do I know what textbooks to purchase for my classes?
From the online Course Offerings list, find and click on the course, then click on the link below the course description for the relevant semester. This brings you to a page with numerous course details, including the professor’s syllabus and any required textbooks and materials. Professors may provide additional information about course materials on the first day of class.
Where can I purchase my textbooks?
The GGU Bookstore located on the first floor sells all required books, both new and used. You also may rent select titles from the Bookstore. Additionally, the SBA usually sponsors a used book sale, which is announced in the weekly campus newsletter, Law School News.

CLASSES:

How do I find out my the room number for my class?
All class locations are posted and updated in the online course schedule.

Where can I find resources to improve my academic performance?
The Academic Development Program (ADP) provides supplemental services, including advising, skills training, workshops, and support, to GGU students at any stage and level to improve their skills and academic performance.

DISABILITY SERVICES:

I have a disability, what should I do to get accommodations?
Information about documenting your disability with GGU and the services provided to students with documented disabilities can be found in several places online. FAQs and other information can be found on the GGU Law website. More detailed information can be found in both the “Accommodations for Students with Disabilities” section (under “Administrative Rules and Procedures”) and the “Disability Services” sections of the Student Handbook. To begin the disability verification process—the first step to obtaining accommodations—students should promptly make an appointment with Law Student Support by emailing lawds@ggu.edu, or calling 415-442-6536.

I think I may have a disability, but I’m not sure. With whom should I speak?
Promptly make an appointment with Law Student Support by calling 415-442-6536 or emailing lawds@ggu.edu.

I am injured and need temporary assistance. With whom should I speak?
Promptly make an appointment with Law Student Support by calling 415-442-6536 or emailing lawds@ggu.edu.

ENROLLMENT / REGISTRATION:

How do I change my enrollment status from full-time to part-time, or vice versa?
To permanently change enrollment status, students should fill out a Petition for Change of JD Academic Program form on the Registrar’s “Forms” website, and make an appointment with the Law Student Support office by emailing lawstudentssupport@ggu.edu, stopping by the office (room 2333), or calling 415-442-6615 to request approval of the petition. Changing a student’s official status from full-time to part-time or vice versa is typically permitted only once. To obtain one-time approval to exceed the maximum course hour limit or go below the course
hour minimum in a particular semester, make an appointment with a Law Student Support advisor. (Note that first year students are very rarely permitted to change their schedules.)

**Can I elect to take a course Credit/No Credit?**
Upper division JD students may choose to take some elective units on a “credit/no credit” basis. Note that discussing with the course professor whether to take a course on a “credit/no credit” basis or informing the professor you have made such an election is strictly prohibited. See the Academic Standards section of the *Student Handbook* for the guidelines and procedures for credit/no credit election. The Election for Credit No-Credit Grade form is located on the Registrar’s “Forms” website.

**What should I do if I want to take an incomplete in a course?**
The requirements depend on the type of course, but all incompletes must be approved by Law Student Support. For Independent Study or Externship courses, students should first approach the professor to obtain permission for an extension, then submit the Petition for Incomplete Course Attempt form with the instructor’s signature and the revised due date to Law Student Support prior to the last day of the final exam period.

For all other courses, students should NOT contact the instructor to seek permission to take an incomplete—students must get approval from Law Student Support. Approval for incomplete course attempts is granted only under compelling circumstances, which must be documented. A complete explanation of the process for obtaining an incomplete is in the Administrative Rules and Procedures section of the *Student Handbook*.

**I have a family/personal crisis. With whom should I speak?**
Students experiencing personal challenges which might interfere with their academic progress should make an appointment immediately with a Law Student Support advisor. To schedule an appointment with the Law Student Support office, email lawstudentsupport@ggu.edu, stop by the office (room 2333), or call 415-442-6615. Students who would like to speak with a counselor about personal issues can make an appointment by emailing Wellness Resources at wellness@ggu.edu or leaving a voicemail at 415-442-6578. You may also find some helpful resources here, though no website can substitute for speaking with someone directly.

**Where can I find information about studying abroad or taking classes at other law schools?**
GGU law students may obtain permission to enroll in semester or summer study abroad programs offered by other ABA law schools. To receive credit toward a GGU law degree through another school, students must receive prior approval from Law Student Support. See the Administrative Rules and Procedures section of the *Student Handbook* for additional information, then make an appointment with the Law Student Support office by emailing lawstudentsupport@ggu.edu, stopping by the office (room 2333), or calling 415-442-6615.
**EXAMS:**

I need help downloading ExamSoft so I can take exams on my laptop. Who should I ask?
Please contact the Exam Coordinator at lawexam@ggu.edu or 415-369-5201.

I have a conflict and I wish to have an exam rescheduled. What should I do?
First, note that it is a violation of our Standards of Student Conduct to speak with a professor regarding anything to do with a possible exam reschedule—all questions regarding exam scheduling must be directed to the Exam Coordinator. Next, check the Administrative Rules and Procedures section of the Student Handbook to see if your situation qualifies for an exam reschedule. If you believe it does, submit an Exam Reschedule Petition with the proper documentation by the stated deadline to the Exam Coordinator at lawexam@ggu.edu. If you have questions or an emergency, call the Exam Coordinator at 415-369-5201.

Can I get my exam back after it’s graded to review it?
Yes. Blue books and typed exams may be obtained by submitting a Blue Book Request form to the Law Student Support Office. Forms are located on the Registrar’s “Forms” website, and may take up to 10 days to process.

Some of my exams were not returned to me. Where can I find them?
First, speak with your professor to make sure they were submitted to the Law Student Support Office. If your professor says they were turned over, contact the Exam Coordinator at lawexam@ggu.edu or 415-369-5201.

**FINANCIAL AID**

Where can I get information about financial aid at GGU?
Financial aid forms and information about loans, scholarships, and other financial aid matters can be found on the Financial Aid Office website. They can also be reached at 415-442-6635 or lawfao@ggu.edu.

**FLYERS AND ANNOUNCEMENTS:**

How do I get permission to post a flyer about an upcoming event?
Only pre-approved flyers may be posted on campus. The Center for Professional Development and Student Engagement approves flyers for posting. Please bring two copies of your flyer with you to suite 2333. The office will file one copy and stamp the other for you to duplicate and post. (Note that you should not duplicate the flyer for posting until after it has the University’s approval stamp.)

Where can I post flyers?
Approved flyers may be posted only in authorized locations, as described in the policy. To hang flyers, you may borrow blue tape from the Law Student Services office (room 2333).
GRADES:

When are grades posted?
Grades are processed by the Registrar’s Office. No first year grades are released until all first year grades are recorded, which usually takes 4-6 weeks after finals end. Upper Division grades are released as they become available.

Where can I find my grades?
Once grades are posted, students may view their grades by logging into GGU4YOU. Grades will not be released to students over the phone and grade reports are not automatically mailed to students each term.

How do I get my class ranking?
Ranking is processed by the Registrar’s Office after the end of the fall and spring terms. Students are emailed their ranking 2-3 weeks after all grades are recorded. Students may never ‘round up’ their GPA or class rank.

I think one of my grades may be wrong. Who do I contact?
Grades may be changed only for mathematical or clerical error. Faculty may not change grades based on a substantive re-evaluation of the quality of an exam or paper or clinical work. Students should first make an appointment to review their exams with the course instructor. If the instructor determines there was a grading error, the instructor should then notify the Registrar’s Office.

Is there a grading curve?
Yes, for most classes. The first year, required course and elective course curves can be found in the Academic Standards section of the Student Handbook. Courses exempt from the curve requirement also are identified there.

HEALTH INSURANCE:

Does GGU require law students to have health insurance?
GGU Law does not require students to have health insurance. However, you are strongly encouraged to have coverage throughout law school. Accidents and illnesses can happen, and having insurance can help you keep your focus on law school and avoid large medical bills.

To explore insurance options see the GGU Law Student Guide to Finding Health Insurance.

LAW SCHOOL NEWS:

What is Law School News (LSN)?
Law School News is the official publication of the law school, and the primary mode of communication within the Law School. Students are expected to read it weekly. In addition to providing important administrative information about policies, courses, examinations, deadlines, review sessions, etc., LSN includes announcements of social events, on-campus
speakers, professional development programs, and other important news. LSN is published every Monday during the school year, and is distributed in numerous ways: All students receive a copy via email; hard copies are available in suite 2333, posted on the second floor outside the Law Dean’s Suite (room 2300) and on the third floor in the glass covered bulletin board in the elevator lobby; and electronic copies of the current and back issues are available online at GGU4YOU.

How do I get an announcement published in LSN?
Law students are welcome to submit announcements for publication in LSN. The submission deadline is every Tuesday by 2pm for publication the following Monday. Submissions should follow the Publication Guidelines and be emailed to lawschoolnews@ggu.edu. Submissions not conforming to the guidelines may be declined.

LOCKERS:

How do I get a locker?
Lockers are assigned during Orientation. If you missed it, please visit the Law Student Support office (room 2333), email lawstudentsupport@ggu.edu, or call 415-442-6615 to request a locker.

Can I change lockers or get an extra locker?
Students may not change lockers unless there is a mechanical problem. If so, contact Law Student Support (room 2333) to request a different locker. There is no seniority or priority among law students for locker size and location. Students with documented disabilities may request a different locker location or an extra locker as an accommodation for a disability by contacting the Assistant Director for Law Student Support at 415-442-6536 or lawds@ggu.edu. Such requests will be handled on a case by case basis. Unless pre-approved by Law Student Support, students are not permitted to use more than one locker or to use a different locker than the one assigned. The Law Student Support Office reserves the right to cut locks and remove and dispose of belongings kept in unauthorized lockers without prior notification. The School of Law is not responsible for belongings kept in unauthorized or unlocked lockers.

My lock was cut off, who should I contact to retrieve my belongings?
Students whose locks were cut off due to unauthorized use of a locker should contact Law Student Support by emailing lawstudentsupport@ggu.edu, stopping by the office (room 2333), or calling 415-442-6615 as soon as possible. Confiscated belongings will be held for one week only.

I have locked myself out of my locker. How can I get my lock cut off?
Students who cannot access their assigned lockers should go to the Law Student Support office (room 2333) to verify locker ownership. Once ownership is verified, Law Student Support will assist in contacting the Facilities Department to remove the lock for you.
REGISTRATION:

How do I decide what classes I should take?
Course requirements and recommended schedules are found in the Academic Standards section and Appendix C of the Student Handbook—review those to ensure mandatory class requirements are fulfilled. Upper division students should review the Course Schedule to see when classes are offered to formulate a schedule that includes all courses you are interested in taking. It is also recommended that students check the Final Exam Schedule when selecting courses and sections. Keep in mind that certain classes are offered only once a year. Students with questions about which classes to take may also speak with professors or make an appointment with Law Student Support by emailing lawstudentsupport@ggu.edu, stopping by the office (room 2333), or calling 415-442-6615.

How can I review a particular course’s syllabus to see if I’d like to take it?
From the online Course Schedule list, find and click on the course, then click on the link below the course description for the relevant semester. This brings you to a page with numerous course details, including the course syllabus (where available).

How does the registration waitlist work?
Students who are placed on a waitlist are not enrolled in the course and are not charged for it until or unless a seat becomes available and they add the course. Waitlisted students will be notified if a seat in the course section becomes available by e-mail (sent to the e-mail address on record with the Registrar’s Office). Because there may be other students eager to enroll, a time limit is set for notified students to add the course. If students do not add the course by the deadline stated in the email, the seat will be offered to the next student on the waitlist. Students on waitlists should regularly check their email for a notification. It is recommended that students on waitlists go ahead and attend the first class meeting for the section. Sometimes instructors will allow waitlisted students to enroll if there are additional seats available in the classroom. Further information about waitlists can be found here.

How do I drop a class?
Courses may be dropped without penalty during the “drop period”—approximately the first two weeks of the semester—and the course will not appear on the student transcript. Students can do this using GGU4YOU or by using a Registration Request form, located on the Registrar’s “Forms” website. Check the Academic Calendar for the precise date of the last day to drop a course without tuition charge or “W” grade. (Note that first year students are rarely given permission to deviate from the regular schedule, and only under exigent circumstances.)

To drop a class after the initial drop period has ended, students should fill out a Registration Request form, found on the Registrar’s “Forms” website. Courses dropped after the end of the drop period but before the end of classes will not be included in the student’s GPA, however the student’s transcript will show a “W” to indicate that the course was taken, but the student withdrew from the class. The last day to withdraw from a class is the last day of classes, as noted on the Academic Calendar. There are special rules for dropping required courses and for
students on academic supervision or probation; see the Administrative Rules and Procedures section of the Student Handbook for full guidelines.

Students with exigent circumstances interfering with their academics who think they may need to drop a class after the drop period, should make an appointment with Law Student Support by stopping by the office (room 2333), or calling 415-442-6615. An incomplete course attempt or other option may be available.

**How do I enroll in a clinic?**
Students who have met the eligibility requirements may seek enrollment in one of our many in-house or field placement clinics. Enrolling in a clinic requires the permission of the clinic supervisor. Refer to the Clinics page for more information about the clinics and how to enroll.

**May I audit a class?**
Students in the SJD program may request to audit a course, but JD and LLM students may not. Members of the bar, GGU Law alumni, graduates of other ABA accredited law schools and members of foreign bars may request to audit a class.

**Can GGU students receive credit for classes taken at other law schools?**
To receive credit toward a GGU law degree through courses taken at another school, students must receive prior approval from Law Student Support. See the Administrative Rules and Procedures section of the Student Handbook for additional information, and then make an appointment with Law Student Support by stopping by the office (room 2333) or calling 415-442-6615.

**I still have questions about registration. How do I sign up for an academic advising appointment?**
Students may make advising appointments by stopping by the Law Student Support office (room 2333) or calling 415-442-6615.

**SPECIALIZED LAW STUDIES:**

**How do I get a specialization certificate?**
GGU offers multiple specialization certificates, which require that certain courses are completed. The JD Specialization Application form, located on the Registrar’s “Forms” website, includes a complete list of requirements for each specialization and the name of each faculty adviser. Please check the website or contact the appropriate faculty adviser for more information on the requirements for any particular specialization.

**What is the Honors Lawyering Program (HLP)?**
Students enrolled in the Honors Lawyering Program participate in an intensive, skills-focused summer session the first summer and complete apprenticeships in their second and third years, in addition to participating in the full range of law school offerings. To learn more, make an
appointment to speak with Jared Solovay, Administrative Director for the Honors Lawyering Program by calling 415-369-5318 or emailing jsolovay@ggu.edu.

How can I join HLP?
Full time day students not admitted to HLP upon enrollment at GGU may apply in January of the first year, after first semester grades are posted. This is the only opportunity to apply to HLP after enrollment in law school. Watch Law School News for application details.

What is the Summer Trial & Evidence Program (1st STEP)?
The Litigation Center offers an integrated litigation curriculum for students in the summer after their first year of law school. (2015 part-time JD matriculants are not eligible until the summer after their second year.) Over eight weeks (the seven week summer academic session plus one intensive immersion week), 1st STEP students take integrated courses specifically designed to improve their litigation and advocacy skills including Evidence, Trial Advocacy, and unique Litigation Center courses. The program also includes presentation and acting techniques from a theater instructor. View the program’s brochure here.

How can I join 1st STEP?
Some students are preadmitted to the program during law school admission, but additional student may be eligible to apply for admission into 1st STEP in January prior to the 1st STEP summer. Both day and evening students are eligible, but note that working during this eight week session is strongly discouraged due to the intensity of the 1st STEP program. To apply, go to www.ggulitigation.com/1st-step.html or contact Professor Wes Porter at wporter@ggu.edu.

STUDENT ORGANIZATIONS:

How do I learn what law student organizations (SORGs) are active on campus?
Law student organizations are described on the Law Student Services website. Additional information is available on the Student Bar Association’s TWEN page. Contact Law Student Support with SORG-related questions at lawstudentsupport@ggu.edu or 415-442-6615.

Can I start a new SORG on campus?
GGU welcomes new student organizations. Contact Law Student Support for help with starting new SORGs at lawstudentsupport@ggu.edu or 415-442-6615.

How do I inform the law school community about an upcoming event, meeting, or other info?
There are three primary ways to publicize information. (1) Law School News is the official publication of the law school, and law students are welcome to submit announcements for publication. (2) Students may also post flyers in the law school after obtaining approval. (3) To send information directly to all campus SORG leaders, ask the SBA to disseminate the information to SORGs or contact Law Student Support at lawstudentsupport@ggu.edu 415-442-6615 to email the information directly to SORG leaders.
How do SORGs reserve a room for an event?
Reserve on-campus room(s) by contacting Mateo Jenkins at mjenkins@ggu.edu. Make sure to state the date and time you will need the room, for what purpose, and whether you plan to serve food or drinks (some rooms are not food-friendly). Reserve the room for a time span that takes into account set-up and clean-up time.

Can SORGs get assistance paying for activities?
The Student Bar Association (SBA) has funds to disperse to eligible SORGs to help pay for certain events or activities. The SBA has information about SORG finances on its TWEN page.

On occasion, the law school may grant small stipends for SORG members to attend off-campus events or conferences. For more information about this program, review the Student Conference Funding Policy & Application or make an appointment with Law Student Support by emailing lawstudentsupport@ggu.edu.

MISCELLANEOUS:
Where is lost & found?
Lost and found articles are kept in the mail room on the plaza level (P63).

How do I update my records with the University if my personal information changes?
Students can inform the University of changes to their email, home address, or anticipated graduation date by using the Profile Change Request form on GGU4YOU. It is essential that any updates to personal information are made promptly. If you have forgotten the GGU4YOU training offered during Orientation, the Registrar’s Office can assist you.