



GEORGETOWN UNIVERSITY
School of Continuing Studies
Paralegal Studies Program

STUDENT HANDBOOK

Summer Intensive, 2016
Evening Program, 2016-2017

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Welcome to the Paralegal Studies Program

We are thrilled and honored to welcome you to Georgetown University and the Paralegal Studies Program. You are embarking on a stimulating and rewarding venture, and we wish to help you in any way we can. Please call us any time for assistance.

Contacting Us

The Paralegal Studies Program office is located in Georgetown University's School of Continuing Studies at 640 Massachusetts Avenue, NW, Washington, DC 2001. There are garage parking and metered spaces on surrounding streets. Please contact us on any matter that affects your experience as a student in our program.

Shani Sutton

Enrollment Manager

Phone: 202-687-6694

smc96@georgetown.edu

Getting Off to a Good Start

You are probably eager to get started on your Georgetown experience. Here are a few things you should be familiar with.

1. NetID: A Georgetown University NetID was created for you when you registered online. Your NetID is your username for your online account. It is essential that you save your NetID and password since you will use them throughout the course to access **Blackboard** and **MY SCS**.

- If you do not know your NetID, contact the Paralegal Studies Program office at (202) 687-6694. After obtaining your NetID, follow the instructions below to reset your password.
- If you have forgotten your password, visit ccpe.georgetown.edu, click on **Resources and Policies**, and select the **Student Resources** tab.
- Click on **NetID Reset**.
- Download, print, and submit the password reset form. Follow the instructions carefully.

2. MY SCS: is the Non-Credit Student web portal that enables you to view your schedule, drop/transfer courses, view final grades, and print letter of enrollment. To login to MY SCS:

- Go to paralegalstudies.georgetown.edu
- Click **MY SCS** in the upper right-hand side of the webpage
- Click [Log In to the Non-Credit Student Portal](#)
- Login using your Georgetown NetID and password
- **Note:** Please maintain updated contact information to ensure that the University has accurate records by making the appropriate changes in the “My Profile” tab in your student portal or by contacting paralegalstudies@georgetown.edu

3. University ID: All students have a unique Georgetown University ID (GUID). Your university ID can be found on your online service offerings letter, on your GOCard, and in MY SCS. Your university ID is a nine digit number beginning with the number 8 e.g. 898-765-432. When contacting the University, please provide your university ID number. Alternative ID numbers will not be accepted.

4. GU E-Mail Access: As a Paralegal Studies student you are given a Georgetown University *e-mail address* (GU mail). Your GU email address is used for all Paralegal Studies, School of Continuing Studies, and Georgetown University related communications.

- Go to <http://apps.georgetown.edu/>
- At the prompt, log in by *entering* your NetID and password and then *clicking* **OK** to access your GU Mail Account.

5. Using Blackboard: As a Paralegal Studies student, you have access to Blackboard, the online academic management program. Some instructors may use Blackboard to distribute course materials, administer tests, or display announcements. To access Blackboard:

- Go to campus.georgetown.edu
- Log in using your NetID and password.
- You will see a list of Paralegal Studies Courses that you are currently enrolled in as well as general announcements. By selecting one of the courses listed, you will have access to course assignments, documents, and announcements posted by your instructor.
- By default, Blackboard sets GU mail as your primary e-mail address. To direct e-mail from Blackboard to another account, please follow the instructions above for forwarding GU mail.

Certificate Requirements

In order to receive a certificate from the Georgetown Paralegal Studies Program students must successfully complete 15 courses and achieve a minimum GPA of 2.0 upon completing program requirements.

If a course has a minimum grade requirement and the student earns a grade below that level, the program may permit the student to repeat it on a one-time basis at his/her own expense. The original and repeat grades are factored into the cumulative GPA, remain on the student's transcript, and are used in making determinations of probation and dismissal.

If a grade of "F" is received in any course the student (1) must repeat the course or (2) may be permitted by the Program Director to register for a different course in the Paralegal Studies program. All grades are factored into the cumulative GPA, remain on the student's transcript, and are used in making determinations of probation and dismissal.

Evening Program – Course Requirements

In order to receive a certificate from the Georgetown Paralegal Studies Program a student enrolled in the evening program must complete the following coursework.

First Semester

- XPSP-107-01 Legal Research
Must receive a “C” or above to move on to Advanced Legal Research and Writing
- XPSP-102-01 Contract Law
- XPSP-103-01 Civil Procedure
Must receive a “C” or above to move on to Advanced Litigation and Trial Practice
- XPSP-104-01 Legal Ethics
Must receive a “C” or above to complete program
- XPSP-108-01 Academic Scholars Program

Second Semester

- XPSP-105-01 The Professional Paralegal
- XPSP-201-01 Advanced Legal Research and Writing
Must have a “C” or above to move on to Advanced Legal Writing Seminar
- XPSP-203-01 Advanced Litigation and Trial Practice
Must have a “C” or above to complete program
- XPSP-204-01 Legal Technology
- XPSP-302-01 Torts

Third Semester - General Legal Track

- XPSP-301-01 Advanced Legal Writing Seminar
Must have a “C” or above to complete program
- XPSP-202-01 Corporate Law Practice
- Legal Specialty I
- Legal Specialty II

Third Semester - Litigation Technology and Legal Project Management Track

- XPSP-501-01 Advanced Litigation and Trial Technology
- XPSP-502-02 eDiscovery
- XPSP-503-03 Legal Project Management

Once you have satisfactorily completed all of your required courses and satisfied all of the minimum grade requirements, you should take an average of the GPA column. Your overall course grade is determined by the corresponding GPA. You must receive a cumulative GPA of 2.0, an overall course grade of “C”, to earn this certificate.

Summer Intensive Program - Course Requirements

In order to receive a certificate from the Georgetown Paralegal Studies Program a student enrolled in the Summer Intensive Program must complete the following coursework.

Part I

- XPSI-501-01 Legal Research & Writing
Must have a "C" or above to move on to Advanced Legal Writing Seminar
- XPSI-502-01 Corporate Law Practice
- XPSI-503-01 Introduction to Litigation
Must have a "C" or above to move on to Advanced Litigation & Trial Practice
- XPSI-504-01 Contract Law
- XPSI-507-01 Paralegal Seminar
- XPSI-522-01 Legal Ethics
- XPSI-523 Legal Technology

Part II – General Legal Track

- XPSI-508-01 Advanced Legal Writing Seminar
Must have a "C" or above to complete course
- XPSI-509-01 Advanced Litigation & Trial Practice
Must have a "C" or above to complete course
- XPSI-510-01 Torts
- XPSI-524-01 Paralegal Seminar
- Elective

Part II – Litigation Technology and Legal Project Management Track

- XPSI-508-01 Advanced Legal Writing Seminar
Must have a "C" or above to complete course
- XPSP-501-01 Advanced Litigation and Trial Technology
- XPSP-502-02 eDiscovery
- XPSP-503-03 Legal Project Management
- XPSI-524-01 Paralegal Seminar

Internship

- XPSI-506-01 Internship

Continuing Education Units (CEU) Requirements

All courses in the Paralegal Studies Program meet the minimum stated hour requirements (8.33 clock hours or 10 contact hours of instruction for each CEU of the American Bar Association.

Certificate Conferral Time-Line

All courses must be successfully completed within two years (six semesters) of first registration. Continuing beyond two years requires the prior written consent of the Director. The Director may require students to re-apply to the Paralegal Studies Program for full consideration. If the student re-applies and is re-admitted, the student will be held to the most recent academic and course requirements. Re-admission is not automatic or guaranteed.

Admissions

A student is officially admitted when a letter/email of acceptance has been received and registration has been completed. All new students must attend New Student Orientation and register online prior to the beginning of their first class on the designated date for that semester.

Course Registration

Add/Drops

You may add/drop courses until 5 p.m. EST of the day before the course begins. Email Program Assistant Shani Sutton smc96@georgetown.edu for assistance with the process.

Generally, you may not add a course after its first meeting date. Courses dropped during the Add/Drop period will be deleted from the student's record; thereafter, dropped courses are listed as "W" (withdrawn) on the record and the tuition refund is prorated according to the date of the withdrawal.

Withdrawal Refund Schedule

In the event that a student must withdraw from a course, tuition for the one-year Evening Program and one semester Summer Intensive Program are partially refundable, upon written request to the Paralegal Studies Program office. The partial refund will be computed as of the date the Paralegal Studies Program office receives the written request from the student. For purposes of calculation, the first week begins with the first day of class. Once the Paralegal Studies Program office receives a written request for a refund, credit will be given according to the following scale:

Evening Program:

1st or 2nd week of semester: 100% refund/delete
3rd or 4th week of semester: 80% refund/withdraw
5th or 6th week of semester: 70% refund/withdraw
7th or 8th week of semester: 50% refund/withdraw
9th week of semester: 40% refund/withdraw
10th-13th week of semester: 0 refund/withdraw

Summer Intensive Program:

Before second class session of Part I: 100% refund/delete
Before third class session of Part I: 75% refund/withdraw
Before fourth class session of Part I: 50% refund/withdraw
After fourth class session of Part I: 0% refund/withdraw

Grades and Grading

GPA

Students must maintain a 2.0 ("C") average with an "F" grade counted as 0.0 points when calculating the cumulative GPA.

The Quality Grade Point Average, or GPA, is calculated by dividing the total number of quality points earned at Georgetown University in the Paralegal Studies Program by the total number of academic continuing education units (CEU's) attempted at Georgetown University in the Paralegal Studies Program.

Georgetown University does not round the GPA, so even a 1.99 will prevent the student from successfully completing the Paralegal Studies Program. Students are not permitted to take additional courses in the hopes to increase their GPA.

Official Grading System

The current grading system for Paralegal Studies students is listed below.

A	100 - 91.00
A-	90.99 - 90.00
B+	89.99 - 89.00
B	88.99 - 81.00
B-	80.99 - 80.00
C+	79.99 - 79.00
C	78.99 - 71.00
C-	70.99 - 70.00
D+	69.99 - 69.00
D	68.99 - 60.00
F	59.99 - 0

Some courses require a minimum grade of "C" to advance in the program. Students who earn an unsatisfactory grade in a course that requires a "C" minimum grade must repeat that course and may do so one-time-only and are required to repeat that course before advancing to the next course in the sequence. All courses taken and grades earned remain on the transcript and calculated into the cumulative GPA.

Grades are posted in your MySCS account as the professors submit them. Graded papers returned by professors for student "pick-up" are kept by the Director for two semesters. Some professors return papers in class or by mail.

Incomplete Grades

In some instances it may be necessary for a Paralegal Studies student to request an incomplete, "N" grade and an extension of time by the professor to complete the required coursework. Some professors do not allow Incompletes. If they do, they may establish a date prior to the dates given below and they may also assign a grade penalty or other penalty for late work. If the professor grants the student additional time to complete the coursework and the work is completed by the date established by the professor on or before the incomplete deadline, the "N" is changed to the appropriate grade.

Deadlines for the submission of incomplete work from each semester will be as follows:

Jan. 15: for a course taken in the Fall term

June 15: for a course taken in the Spring term

Sept. 15: for a course taken in the Summer term

If these dates fall on a weekend, the following Monday will be the deadline. All assignments to be completed by those dates must be delivered (hard copies, only) to the Program Director no later than 4 p.m. EST on or before the date listed above. Submissions will be date stamped and sent to the appropriate professor.

Submissions after the published deadline date and time will not be accepted and the grade of "N" will automatically change to the grade of "F."

Following the deadline, the instructor will review the work submitted and send a grade change report to the Assistant Dean of Academic Affairs. The grade change is then forwarded to the Registrar for posting to the student's record.

Course Grade Change

When an instructor believes a grade change for a course is justified because of a (i) miscalculation in assigning the initial grade, (ii) a technical error in the posting of original grade, or (iii) requirements have been met to fulfill the original incomplete, the instructor will send a grade-change authorization form with a signed statement of the reason for such a change to the Director for approval. Please note that no late or additional coursework will be permitted.

Course Grade Appeal

Georgetown Paralegal faculty members have been chosen due to their unique experience and expertise in their respective fields. As such, we strongly believe in the authority of our faculty to determine the academic merit and grades of their students. While students may request a review of their final course grade in the steps outlined below, they should also keep in mind that the faculty member is considered the academic and professional expert in determining their grade.

The grade appeal procedure is not set up to address allegations of discrimination. However, Georgetown Paralegal takes all such allegations very seriously and asks that students who believe they have been discriminated against make a formal complaint

through the Office of Institutional Diversity, Equity, and Affirmative Action (202-687-4798; ideaa@georgetown.edu). The Grievance Procedure and Discrimination Complaint form can be found at <http://ideaa.georgetown.edu/policies/>.

In the event that a student would like to appeal the final grade received for a course, the following steps are to be taken:

- a) Students should first seek an explanation for the grade through a discussion with the professor. This process must begin no later than 30 days after the beginning of the semester following that semester in which the contested grade was received. Students should bring copies of the course syllabus and all graded assignments with them to their meeting with the professor so that they can discuss all aspects of their grade and how it was calculated and recorded. The syllabus should serve as a guideline with the understanding that professors can make amendments to their syllabi during the semester (adding or deleting assignments, for example, or changing a percentage allocation for an assignment under unusual circumstances) if needed as long as all students in the course are held to the same academic standards.
- b) If, after speaking with the professor, the student still believes that the final grade was incorrectly assigned, he or she may then appeal in writing to the Associate Dean of the Center for Continuing & Professional Education. The student should supply a copy of the syllabus, relevant emails, and copies of all graded assignments. This process must begin no later than 60 days after the beginning of the semester following that semester in which the contested grade was received. The course professor may also be contacted by the associate dean for additional information. Upon completion of this review, the Associate Dean may decide (1) that there is no basis for the appeal and the original grade will be upheld or (2) that the appeal warrants further review by a faculty committee comprised of three faculty members within that program. If a committee is called, the Associate Dean will name a chair of that committee and all members will review the information and assignments and then make a formal, written recommendation to the Associate Dean. In either case, the Associate Dean will not judge the academic merit of the assignments on his or her own; rather, the Associate Dean will review the situation solely to ensure that the grading criteria were followed and applied to all students. After investigating the matter fully, the Associate Dean will make a recommendation to the Associate Dean for Academic Affairs. The original grade may be sustained, raised or lowered.
- c) If, after speaking with the professor and Associate Dean of CCPE, the student would like to appeal further based upon procedural grounds, he or she may then submit a formal request to the SCS Associate Dean for Academic Affairs and the Dean for final review. The Associate Dean for Academic Affairs will complete an investigation on behalf of the Dean. This process must begin no later than 90 days after the beginning of the semester following that semester in which the contested grade was received. Please note: This final level of appeal reviews the administrative handling of the appeal only. Neither the Associate Dean of Academic Affairs nor the Dean of SCS will evaluate the academic merit of the work (such as re-grading a paper or test). This level decision is final and not open to further appeal.

Pending Grade Appeal

A student may request a delay in imposing academic dismissal from the Director because of a pending grade appeal that could change the student's status. An approved delay allows the student to register while on termination. This request must be submitted by the student in writing to the Associate Dean at least one week prior to the first day of classes of the semester in which the dismissal criteria was met. Submission of a request does not guarantee approval will be granted.

If the grade appeal is successful, the official transcript is corrected and the student continues in classes. If the grade appeal is not successful, the student is required to stop attending all classes immediately. No record of registration for the academic period appears on a transcript and the student receives the appropriate refund as of the decision date.

Program Completion

Paralegal Studies certificates are awarded in May, January and September. Paralegal Studies students must submit a certificate request in their final semester by Dec. 1 for January certificate completion, April 1 for May certificate completion and August 1 for September certificate completion.

Financial Clearance

Paralegal Studies Students must settle all financial obligations to the University (e.g. overdue tuition, library fines, and late fees) before completing their last course and completing the Program Completion Application to be eligible to receive a certificate and final transcript. The financial clearance deadlines are Dec. 1 for January program completion, April 1 for May program completion and August 1 for September program completion.

If you have completed the academic requirements for your certificate and have no outstanding financial obligations with the university, submit a certificate request through the [MY SCS Non-Credit Student Portal](#).

All Paralegal Studies Certificates are sent via regular mail to students who have completed the program. Students are strongly encouraged to participate in the formal completion ceremony in September of each year.

Academic Regulations

Leave of Absence

Initiating a Leave of Absence

Students who need to interrupt their studies temporarily for such documented reasons as work, health, or family obligations should discuss the situation with the Program Director and request an official Leave of Absence in writing. An approved Leave of Absence

(LOA) allows the student to remain active in the system and to receive limited access to University services (such as email and the library). A request for a leave of absence should be submitted to the Program Director before the end of the Add/Drop period of the semester the leave is requested to begin.

Students who do not register for classes and who do not request LOA will be withdrawn for failure to register and be subject to Re-Enrollment and Re-Admission policies. The statement "Withdrawn for failure to register" will be recorded on the student's transcript. Prior acceptance to the program does not guarantee re-admission, as admissions standards may be higher and more competitive in subsequent semesters.

Students who request a LOA during a semester during which they concurrently withdraw from courses will be subject to the registration, payment, and refund deadlines and policies for that semester. All enrollment periods and cessations (including Leaves of Absence and Withdrawals for Failure to Register) are recorded on the transcript. No program requirements can be completed during the LOA, nor can a student complete the program during one. The LOA will not alter deadlines relating to the completion of specific course requirements, such as deadlines for completing work in a course for which an "Incomplete" grade was received.

At the discretion of the Program Director, the length of time that would otherwise be permitted to complete all requirements for the program may be extended by one semester for each semester of approved LOA.

Please note: a Leave of Absence does not confer the registration or residency status necessary to qualify for Visa requirements. International students must contact their academic advisor, the Academic Affairs & Compliance Office, and the SCS International Programs Advisor prior to initiating a request to take a LOA.

Returning from a Leave of Absence

Returning from a LOA is not automatic, and in some cases, not guaranteed. Before an approved LOA comes to an end, the student must request to return by securing approval from the Program Director by the deadline for a return in a specific semester they plan to resume their studies.

Fall Return – July 1

Spring Return – November 1

Summer Return – May 1

Students who do not complete this process must either: (a) withdraw; (b) request an extension to the LOA (if a return is not possible, and an extension may be allowable); or (c) be withdrawn for failure to register.

Medical Leave of Absence

The University recognizes that students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students should consider requesting a Medical Leave of Absence (MLOA), which permits students to take a break from University life and their studies, so that they may receive treatment and later return to the University with an enhanced opportunity to achieve their academic and co-curricular goals. Students interested in a

MLOA should contact the Program Director and the Student Health Center or the Counseling and Psychiatric Service.

MLOAs are administered according to the guidelines on Medical Leaves of Absence, found on the website for the Office of the Vice President for Student Affairs at: www3.georgetown.edu/student-affairs/caps/MLOA/mloa.html. Approved periods of medical leave will extend the time permitted to complete program requirements.

Military: U.S. Armed Forces LOA Request, Return, and Re-Enrollment

Georgetown University recognizes that students who serve in the U.S. armed forces may encounter situations in which military obligations force them to withdraw from a course of study and that this can sometimes happen with little notice. This policy applies to all University schools and programs and is intended to recognize, and make appropriate allowances for, students who find themselves in such situations.

I. Military Leave and Refund Procedures

A. Definition

For purposes of this policy, a “military service leave” is a University approved withdrawal from a University course or program that is necessitated by service, whether voluntary or involuntary, in the United States Armed Forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

B. Student Responsibilities

A student who is called up for active duty or active service in a branch of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) and wishes to take a military service leave must:

Provide the University with advanced notice of such service and the intention to withdraw. As soon as possible after receiving military orders that require withdrawal from a program or course of study, a student must contact his or her academic dean, as well as the Georgetown University Veterans Office, and present a copy of the military orders or other appropriate documentation. This advanced notice can be made by the student or may be made by an appropriate officer of the U.S. Armed Forces or official of the U.S.

Department of Defense. The notice need not include a statement of an intention to return to the University. If military necessity renders it impossible to provide advanced notice, the student may initiate a military service leave by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached, to the Georgetown University Veterans Office, 3520 Prospect St., NW, Room 224, Washington, DC 20007; by FAX to (202) 687-2797; or by email to: veteransservices@georgetown.edu.

C. University Procedures

Upon receiving notice of a student’s intention to withdraw from courses or a program because of military obligations, the Georgetown University Veterans Office shall promptly contact the appropriate dean and campus registrar, who shall review the notice and initiate the military service leave of the student and notify the Office of Student Financial Services and the Office of Student Accounts. The Office of Student Financial Services will review the student’s eligibility for financial aid funds received before the time of withdrawal and inform the student about the status of his or her financial aid and about

actions required to defer loan repayments based on military obligations. Students who are granted a military service leave will receive a 100% refund of tuition and fees charged for the semester or academic term in which they withdraw, but will be charged for housing and meal plan expenses already incurred. If the University determines that it is appropriate to award academic credit for work completed in the semester or academic term in which a student takes military service leave, the student shall not receive a refund for the portion of the course of study for which academic credit is awarded. No refund will be provided until the University receives a copy of the military orders necessitating the withdrawal.

II. Military Re-Enrollment Procedures

A. Definition

For purposes of this policy, a “military re-enrollment” is a University approved re-enrollment into a course or program after a military service leave.

B. Student Responsibilities

A student who has taken military service leave from the University or has had studies interrupted because of active duty or active service in a branch of the United States Armed Forces and wishes to re-enroll must:

Notify the University of the intention to return to resume a course of study upon conclusion of duty or service and present appropriate documentation. To qualify for military re-enrollment, a student must provide notice to the University within three years from the time he or she is discharged from military service or is placed on inactive duty of the intention to re-enroll. Notice should be provided in writing to the appropriate academic dean, as well as to the Georgetown University Veterans Office, and should include documentation (including an official certificate of release or discharge, a copy of duty orders, or other appropriate documentation) to establish that the student’s withdrawal was related to service in the uniformed services and that the student is able to resume studies.¹ Military re-enrollment guarantees a student who meets these requirements access to the same course of study he/she was in at the time of withdrawal with no re-enrollment fee, unless a student receives a dishonorable or bad conduct discharge or has been sentenced in a court-martial.² Any student who did not give written or oral notice of service to the campus Registrar or the Veterans Office prior to withdrawal because of military necessity may, at the time the student seeks readmission, submit documentation that the student served in a branch of the U.S. Armed Services that necessitated the student’s absence from the University.

¹ The University shall determine the adequacy of documentation with reference to 34. C.F.R. Sec. 668.18(g).

² The appropriate point in a course or program for a student to resume studies, the timing of re-enrollment, and the determination of the “same course of study” will be determined by the University taking into account the unique characteristics and requirements of that course or program and the modes in which it is offered (e.g., non-degree vs.

C. University Procedures

A student who meets the notice requirements set forth herein will be granted military re-enrollment in the semester following the notice of intent to return, or, if the student chooses, at the beginning of the next full academic year. Upon returning to the University, the student will resume his or her course of study without repeating completed coursework and will have the same enrollment status and academic standing as before the military leave. The student will be charged the same tuition and fee amounts for the first year after re-enrollment as were charged in the semester of withdrawal.³ However, if military or veterans' education benefits will cover the difference between the tuition and fee amounts currently charged other students and the amount charged in the semester of withdrawal, the University may charge the amounts currently charged to other students.

If a student is not academically prepared to resume a course of study in which he or she was previously enrolled or is unprepared to complete a program, the University will determine whether reasonable means are available to help the student become prepared. The University may deny the student re-enrollment if it determines that reasonable efforts are not available, or that such efforts have failed to prepare the student to resume the course of study or complete the program. A student who has been away from the University on military service for more than five years (including all previous absences for military service obligations after initial enrollment but including only time the student spends actually performing service in the uniformed services) will not be guaranteed military re-enrollment, but may petition his or her dean for consideration of military re-enrollment.⁴ A student who chooses at the conclusion of military service to enroll in a different course of study than the one the student was in at the time of military withdrawal must complete the regular admission and enrollment process for that course of study.

Withdrawal from the Program

A student who wishes to withdraw from the Paralegal Studies Program should do so in writing to the Director so that it may be recorded on their permanent records.

Class Attendance/Absence

Students are expected to arrive on time for every class session. Attendance will be taken, either at the beginning of class or at some other time during each class session. When class breaks (optional) are given, respect them. Students are expected to return to the classroom and be seated by the time the instructor announces when the class session will resume.

degree, evening vs. day program, special program vs. standard program). If the program in which the student was enrolled has been discontinued or is no longer offered, the University will enroll the student in the program that it determines to be most similar to that program or in a different program for which the student is qualified.

³ The appropriate tuition and fee amounts will be reflected on the bill that the student receives.

⁴ This cumulative leave of absence restriction shall be interpreted and applied with reference to 34 C.F.R. Sec. 668.18(c) and (e), which set forth rules for calculating cumulative absence due to military service.

In order to comply with the high standards outlined by the ABA and to ensure a high quality educational experience for students the Paralegal Studies Program maintains a strict attendance policy. For evening classes, students are allowed to miss two class meetings and for intensive classes, students are allowed to miss one class meeting. If a student is more than 15 minutes late to class, he/she will be considered tardy. If the student is tardy three times, this accounts for one absence. A third absence in evening classes and a second absence in intensive classes can only be excused by the faculty member with documentation such as a doctor's note or signed statement regarding the serious circumstances that prevented the student from attending the class. A fourth absence in evening classes and a third absence in intensive classes cannot be excused for any reason and results in a failure for the course.

If a student misses a third class in evening classes and a second class in intensive classes and the absence is not excused by the faculty member, the faculty member is requested to alert the Director. At this point, the student will be dropped from the class and not permitted to attend. This is referred to as an administrative withdrawal and the standard refund withdrawal policy will be applied.

Punctuality

Students are expected to arrive for class on time, be seated, and be ready to begin class at the scheduled time. Students who cause disturbances in class will be asked to leave. In the event an instructor is not present at the time class is set to begin, and there is no official announcement regarding a delayed 'start,' students are expected to wait at least one half hour (30 minutes) before leaving the classroom.

Classroom Refreshments

Generally, food and beverages are not permitted in any classrooms. Although a light snack may be permitted, it is ultimately each faculty member's decision whether to allow food and/or beverages in class. Please abide by their individual preferences.

Classroom Support Devices

Class lectures may not be tape recorded unless the Director and instructor grant permission. Laptop computers are not permitted in class without prior instructor approval. Activated cell phones and/or beepers are prohibited while classes are in session.

Academic Actions: Probation

If a Paralegal Studies student fails one course during a semester, the student is automatically placed on academic probation until the terms of the probation are satisfied. In addition, a Paralegal Studies student will be placed on academic probation if his/her cumulative GPA does not meet the minimum GPA of 2.0 at the end of any academic semester. A student remains on academic probation until a minimal cumulative 2.0 GPA is achieved or dismissal criteria is met.

Academic Actions: Dismissal

Academic dismissal is most often determined on the basis of academic ineligibility or academic integrity. A student's candidacy may also be dismissed for such reasons as making unsatisfactory progress towards the Paralegal Studies certificate or for violating the time limit for completion of the certificate.

Academic Ineligibility

For students in the Paralegal Studies Program, earning one "F" grade in a semester while on probation, two "F" grades in any one semester regardless of previous record, or at any time an accumulation of three "F" grades will result in academic dismissal. Additionally, students who have not achieved a minimum 2.00 cumulative GPA by the conclusion of their coursework are academically dismissed.

Academic Integrity

Students within the Paralegal Studies Program are expected to maintain the highest standards of personal and academic integrity in pursuit of their education at Georgetown. Academic dishonesty in any form is a serious offense against the academic community in general and against Georgetown Paralegal and Georgetown in particular. We recommend that all students read through the excellent summary of academic integrity, research misconduct, and plagiarism provided by the Georgetown Graduate School of Arts & Sciences at <http://grad.georgetown.edu/pages/info-acad-integrity.cfm>.

Students found to have violated the standards of academic integrity will be subject to academic penalties including, but not limited to, failure of the course, termination from the program, and revocation of degrees already conferred.

We strongly encourage all students to complete Georgetown University's Scholarly Research and Academic Integrity Tutorial at <http://www.library.georgetown.edu/resource/tutorials.htm>.

Appeals of Dismissal

When a student has been dismissed, the student shall have the right of appeal. In the appeal request, the student should (1) discuss all factors that hindered his or her academic progress in the program (including personal, medical, family, or professional circumstances) and (2) explain fully the steps completed by the student to address these circumstances so that he or she could successfully resume his or her studies. The student may also be required to supply documentation of these changes in support of a return and is therefore encouraged to do so beforehand. This appeal process cannot be used to appeal a grade in a course. That is a separate appeal process with specific deadlines described under "Course Grade Appeal."

Students should submit their written appeals and supporting documentation to the Program Director. The appeal cannot be used for the circumvention or waiving of academic requirements (e.g., GPA within the course limit; required coursework or other program standards; and so on). Rather, it is designed to deal with exceptional cases of a complex nature. If the Program Director finds that the student's dismissal is based on failure to satisfy standard requirements for the program without exceptional, complicating circumstances, the student's request for an appeal will be denied. If the Program Director determines that such exceptional circumstances do exist (and that it is mathematically possible for the student to return and complete his or her studies within the course limit), then the Program Director will refer the appeal for a panel review. The panel will review the request and make an official recommendation to the Program Director who will then notify the student. The decision is final and not open to further appeal.

Readmission

The Paralegal Studies Program reflects the most current research material and academic and professional standards; therefore, students are expected to make adequate, timely progress towards completion of their studies. Prior acceptance to an SCS program does not guarantee future acceptance to that same or another program regardless of coursework completed or GPA.

In very rare cases, when in the judgment of the Program Director there is clear evidence of probable future academic success, a written application for readmission may be considered. This request for readmission must be submitted to the Program Director six weeks before the date of intended registration. The Program Director will forward the written request for readmission for review by a panel. The panel will review the request and make an official recommendation to the Program Director who will then notify the student. The decision shall be final.

Students who are re-admitted may be required to complete additional coursework or requirements if earlier requirements have changed.

Academic Integrity

Honor Code

As a Jesuit, Catholic university, committed to the education of the whole person, Georgetown expects all members of the academic community, students and faculty, to strive for excellence in scholarship and in character.

To uphold this tradition, the University community has established an honor system for its undergraduate schools, including Georgetown College, the School of Foreign Service, the School of Business, the School of Nursing and Health Studies, and the School of Continuing Studies.

Students are required to sign a pledge certifying that they understand the provisions of the Honor System and will abide by it.

The Honor Council is the principal administrative body of this system. The Honor Council has two primary responsibilities: to administer the procedures of the Honor System and to

educate the faculty and undergraduate student body about the standards of conduct and procedures of the System.

Upon application to any of the academic divisions of Georgetown University subject to the jurisdiction of the Honor System, all students will agree to sign the Honor Pledge. Upon matriculation, the student will state or write the pledge as follows:

*In the pursuit of the high ideals and rigorous standards of academic life,
I commit myself to respect and uphold the Georgetown University Honor System:
To be honest in any academic endeavor, and
To conduct myself honorably, as a responsible member of the Georgetown
community, as we live and work together.*

Faculty may at their discretion require students to include a signed version of the pledge with their assignments. Without regard to motive, student conduct that is academically dishonest, evidences lack of academic integrity or trustworthiness, or unfairly impinges upon the intellectual rights and privileges of others is prohibited. A non-exhaustive list of prohibited conduct includes: cheating on exams and other assignments, committing plagiarism, using false citations, submitting work for multiple purposes, submitting false data, falsifying academic documentation, abuse of library privileges, and abuse of shared electronic media.

The Honor System includes detailed provisions for investigating and adjudicating allegations of academic misconduct. Further information is available at <http://gervaseprograms.georgetown.edu/hc/>.

Students found to have committed any such offense will be subject to academic penalties. These include but are not limited to failure of the course, suspension or dismissal from the University, and revocation of certificate already conferred.

Student Conduct

Georgetown University and the Paralegal Studies Programs expect all members of the academic community, students, staff, and faculty alike, to treat others respectfully and with dignity both in and out of the classroom. Students should be particularly mindful that their interactions through group assignments, email, blogs, and social media (for example, Facebook and Twitter) can reflect upon them personally, academically, and professionally.

All viewpoints, editorials, and opinions expressed by students represent those students exclusively – and not the students' instructors, classmates, academic program, School, or University – even in cases when students are using Georgetown-affiliated systems like email, blogs, and online portfolios. Any perceived infraction of the Student Code of Conduct can be referred to the student's Director and/or Associate Dean and, in some cases, to the Office of Student Conduct (<http://studentconduct.georgetown.edu/>) and other University Offices, such as Legal Affairs. Students found in violation of the Code of Conduct could be subject to a variety of sanctions, including mandatory withdrawal from classes (without a refund) and suspension or dismissal for non-academic reasons.

Academic Awards

Academic Support Program

The goal of the Academic Support Program is to assist first semester Paralegal Studies students in achieving academic success and achieve skill sets to obtain future employment as paralegals. The Academic Support Program includes skills workshops and subject matter study groups led by second and third semester students, called Academic Support Scholars. The Academic Support Scholars are selected by faculty based on their academic achievement and commitment to the Paralegal Studies Program. The Academic Support Program skills workshops and subject matter study groups are open to all students and are strongly recommended for those students whose midterm grades indicate academic challenges.

Program Policies

Change of Address

Address change/correction is a two-step procedure that must be made both online and by email by the student.

1. Enter the change online for the Student Record System/Registrar using MY SCS to continue to receive University mail, grade reports, etc.
2. At the same time, notify the Director in order to continue to receive Paralegal Studies Program mailings, registration information, and phone calls.

Educational Records Policy

The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment) is a federal law which states that a written institutional policy with respect to student records must be established and that a statement of adopted procedures covering the privacy rights of students must be made available annually. The law provides that the University will maintain the confidentiality of student educational records,

Georgetown University accords to its students all rights under this law. No one outside the University shall have access to students' educational records, nor will Georgetown disclose any information from these records without the written consent of the student, except to:

1. personnel within the University, on a need-to-know basis;
2. persons or organizations providing student financial aid;
3. accrediting agencies carrying out their accreditation function;
4. persons in compliance with a judicial order or a lawfully issued subpoena (provided that the University will first make a reasonable attempt to notify the student);

5. organizations conducting studies to develop, validate, and administer predictive tests;
6. authorized representatives of federal or state government agencies for the purpose of audit and evaluation of government programs; and
7. persons in an emergency in order to protect the health and safety of students or other persons.

All of these exceptions are permitted under the Act. Information will be released only on the condition that the party to whom the information is released will not disclose it to a third party without the written consent of the student. Furthermore, the University will maintain records of any access provided without the expressed consent of the student, and these records will be made available to the student on request. The University expects that students dependent on their parents will normally wish to share academic and other information with them. This information will not be provided directly to them, however, without the student's consent.

Within the University community only those members individually or collectively acting in the student's educational interest are allowed access to student educational records. These members include personnel in the offices of the Deans and the Registrars, Directors of Admissions and Directors of Financial Aid, personnel in counseling offices, and academic personnel within the limitations of their need to know.

The University will provide directory information at its discretion. This information includes the student's name, addresses and telephone numbers, date and place of birth, parents' names, major fields of study, dates of attendance, enrollment status, expected date of graduation, degrees and awards received, the most recent previous educational institution attended, participation in officially recognized activities and sports, and height and weight of members of athletic teams. Students may instruct the Registrar to withhold the release of directory information by providing written notice to the Office of the University Registrar by the second week of classes of the Fall semester. Since instructions will be honored for only one academic year, such notice must be filed annually with the Registrar.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their file if they find the decision of the hearing panel to be unsatisfactory. *The word "student" in this context is defined to include all current and former students, but not applicants for admission.*

Non-credit academic files are maintained by the program Director, the Associate Dean for CCPE, Associate Dean for Academic Affairs, or the University Registrar. These files may contain admission credentials, requests for exceptions to policies, and records of current and previous academic work. Records may also be held in certain instances by the following offices or departments: the Associate Dean of Student Affairs, the Center for Minority Student Affairs, the Office of Student Accounts, and certain academic departments.

Students who wish to review their educational records must make a written request to the custodian of these records. The information will be made available within 45 days of the

request. Students may have copies made of the records with certain exceptions (e.g., a copy of an academic record on which a hold has been placed because of an unsatisfied financial obligation to the University). These copies will be made at the student's expense, at the rate of fifteen cents per page.

Copies of transcripts or an original permanent record from another institution submitted to Georgetown University as admission credentials will not be released to the student or to other institutions.

It should be noted that educational records do not include the following:

1. records of instructional, administrative and educational persons which are in the sole possession of the maker and which are not accessible or revealed to any individual except to a temporary substitute;
2. records of the Campus Public Safety Department;
3. student health records;
4. employment records; or
5. alumni records.

Health records, including those maintained by members of the Student Health Service, the Counseling Center, and the Department of Psychiatry, may be personally reviewed by a physician or other appropriate professional of the student's choice.

Students may not inspect or review these records, which are specifically excluded by federal law:

1. financial information submitted by their parents;
2. confidential letters and recommendations associated with admission, employment or job placement, or honors, to which they have waived their rights of inspection and review;
3. confidential letters and recommendations which were placed in the records prior to January 1, 1975; and
4. educational records containing information about more than one student, in which case access will be permitted only to that part of the record which pertains to the inquiring student.

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, should discuss their concerns informally with the custodian of those records. In most cases this will be the Director of the Paralegal Studies Program, the Associate Dean for the Center of Continuing and Professional Education, or the University Registrar. If this discussion does not lead to a resolution of the student's concern, the student has a right to an informal hearing. During this process the student will be afforded a full and fair opportunity to present relevant evidence. If the result of the hearing process is in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable amount of time that the records will not be amended; the student will then be informed of his or her right to a formal hearing.

The Dean of the School of Continuing Studies may establish a subcommittee comprised of representatives of his Executive Committee and charged with the responsibility of adjudicating challenges to the contents of student records. The formation of the subcommittee is at the Dean's discretion. Requests for a formal hearing must be made in writing to the appropriate Dean's office within one calendar year after the initial denial of the student's request. This petition must be dated and signed by the petitioner and must contain a brief and concise explanation of the item being challenged and the basis for the challenge. It must also contain a statement that the petitioner's initial request to a University official was denied, naming the official and stating the date of the denial. The petition must further specify what relief is being requested.

The Dean will forward the petition to the Chairperson of the appropriate committee, the hearing will be convened within a reasonable time, and all concerned parties will be notified in writing of the date, place, and time of the hearing; the hearing will be closed to the public. The Chairperson may request a written response to the petition prior to the hearing from the University official who initially denied the student's request. The student will receive a copy of any written response prior to the hearing. The Chairperson may also request written verification of the item in question from the author.

The hearing will include an informal presentation of arguments from both sides. The student will have a full and fair opportunity to present evidence relevant to the issues and may be assisted and represented by individuals of his or her choice at his or her expense, including an attorney. Evidentiary rules will be disregarded. Committee members have the obligation to disqualify themselves if there is any indication of personal bias. Additionally, the student has the right to disqualify any member of the committee, after giving adequate reasons to the chairperson; in such cases an alternate will be appointed. After both parties have presented their cases, the committee will have 48 hours to render its decision.

The written findings and conclusion of the committee will be provided in writing to both parties within a reasonable time and will include a summary of the evidence and the reasons behind the decision. Minutes of the hearings will be kept on file in the appropriate Dean's office. The powers of the committee shall include but not be limited to:

1. ordering the destruction of the document;
2. ordering the removal of the document from the file and its return to the author;
3. ordering the denial of the student's request.

After the decision of the committee has been rendered, the student whose request has been denied will have ten days to file a written appeal to the Dean. If the Dean is an interested party to a particular action, the Dean shall appoint a surrogate. Failure to file an appeal within ten days after the decision shall constitute a waiver of appeal rights.

After assessing the grounds for the appeal, the Dean will decide to accept or reject the request for a further review of the case. Upon allowing an appeal, the Dean will review the hearing record and any new evidence submitted. The Dean is empowered to sustain, reverse or alter the board's decision. The Dean's decision will be communicated in writing within 30 days of receipt of the request for an appeal and this decision will be final.

The above procedures constitute general guidelines for these committees. The committees, however, may establish additional procedures as deemed necessary and appropriate to insure fairness and to facilitate the hearing process. All time limits are to be determined without counting Saturdays, Sundays, and University holidays and vacation periods.

It should be noted that a student may challenge a recorded grade only on the grounds that it was inaccurately recorded, not on the grounds that it was lower than what the instructor ought to have awarded.

Students who believe that the adjudication of their challenges was unfair or was not in keeping with the provisions of the Family Educational Rights and Privacy Act of 1974 may submit a written request for assistance from the appropriate Vice President of the University. Further, students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, Washington, DC 20201.

Emergency Closures

During inclement weather or other emergencies, visit preparedness.georgetown.edu or call (202) 687-SNOW (7669) to find out if classes are postponed or cancelled. The university recently has acquired the capability to send text messages and recorded messages about emergencies to cell phones and other mobile devices. Sign up at MY SCS.

University Offices and Services

GOCards

You must have a student identification card, called a GOCard, to enter the Downtown Campus building and to check books out from the library. Paralegal Studies students may gain access to the Law Center Library using their GOCard; however the GOCards cannot be used to checkout books at the Law Center Library.

The Paralegal Studies Program is the only program within the Center of Continuing and Professional Education (CCPE) that issues students GOCards. At orientation students will receive their GOCard free of charge. It is important that Paralegal Studies students understand all lost or stolen cards must be reported immediately via Internet anytime 24 hours a day, 7 days per week or in-person at a GOCard Office during business hours.

The replacement fee for lost, stolen or damaged cards is \$25. Replacement of a card when there is a change of the cardholder status is free. The old card must be presented in exchange otherwise there is a \$25 charge. If a Metropolitan Police Report is presented at the time of replacing your GOCard, the charge of \$25 will be waived. Students may pay for the replacement fee with a GOCard Debit Account, cash, check, Visa or MasterCard.

The School of Continuing Studies GOCard office is located on the first floor in room 105. The phone number for the GOCard office is (202)784-7377. The GOCard office is open

Mondays and Fridays from 12pm to 8pm. Information is available at <http://gocard.georgetown.edu>.

Computer Support

If you are having difficulty with any of the university's online systems, please contact the University Information Services (UIS) help desk for assistance. You can call (202) 687-4949, send e-mail to help@georgetown.edu or check out the website at <http://uis.georgetown.edu>.

Transcripts

Transcripts may be requested using a signed request form by mail, fax (202-687-3608), or in person at the University Registrar. To meet FERPA guidelines, transcripts may not be requested by email. Please use the transcript request form to request transcripts. Third parties (employers, government agencies) requesting transcripts must present a release signed by the student. Students taking courses at Georgetown through the Washington DC Consortium must request their transcripts from their home schools.

Student Accounts

Kelly Mason
Student Accounts Manager
Telephone: (202) 784-7213
Email: ccpestudentaccounts@georgetown.edu

Bookstore

Georgetown University's School of Continuing Studies Bookstore, which is located on the first floor of 640 Massachusetts Avenue, NW. The phone number for the bookstore is (202) 784-7378.

Library

The School of Continuing Studies Library is located on level C2 in room C203.

Hours: 4:00 – 8:00 p.m., Monday – Thursday; By appointment
Phone: 202.784.7389
Contact: Jessica Vanderhoff, SCS Librarian
Email: scslibrary@georgetown.edu Website:
library.georgetown.edu/scs
Reserves: library.georgetown.edu/place-items-on-reserve

Georgetown University Law Library

Paralegal students have access to the Georgetown University Law Library. **Students must have their GOCards in order to access the law library.** Students are strongly advised not to abuse law library privileges. **Paralegal Studies students are not allowed to check out books from the law library.** Students may ask the law library staff general questions related to legal research.

Parking

GOCard identification is required to receive the special evening parking rates from the following vendors, space permitting. Regular public rates apply for SCS students and faculty on blackout dates (see information below), and at all times for non-SCS students and non-SCS faculty, at Laz Parking and Marc Parc.

PMI Parking

Rate: \$8 (NO blackout dates)

Hours: 4:00 p.m. – 12:30 a.m., Monday – Friday

Address: 625 I (Eye) St NW, Washington, DC 20001 (located one block from SCS)

Phone: 202.641.3826

PMI Parking

Rate: \$7 (NO blackout dates)

Hours: 7:00 a.m. - 10:00 p.m., Saturday

Address: 610 Massachusetts Ave NW, Washington, DC 20001 (located next door to SCS)

Phone: N/A

PMI Parking

Rate: \$7 (NO blackout dates)

Hours: 7:00 a.m. - 10:00 p.m., Saturday

Address: 625 I (Eye) St NW, Washington, DC 20001 (located one block from SCS)

Phone: 202.641.3826

Laz Parking

Rate: \$7 (cash only; *blackout dates apply)

Hours: 5:00 pm – 1:00 a.m., Monday – Friday

Address: 901 7th St NW, Washington, DC 20001 (located in SCS's building off 7th St)

Phone: 202.667.3030

MarcParc

Rate: \$7 (*blackout dates apply)

Hours: 5:00 p.m. – 11:00 p.m., Monday – Friday; 8:00 a.m. - 6:00 p.m., Saturday

Address: 500 New York Ave NW, Washington, DC 20001

Phone: 202.898.1313

*Blackout Dates

Preferred parking rates do not apply on blackout dates at select parking vendors; on these dates, SCS students and faculty will have to pay regular public parking rates, space permitting. Blackout dates are subject to change based on the events schedule at the nearby Verizon Center. On most evenings when there is a major sporting or music event, area parking vendors implement blackout rates. Please visit the Verizon Center events calendar (<http://verizoncenter.monumentalnetwork.com/events/>) to plan accordingly.

Academic Resource Center

The Academic Resource Center offers an array of academic support services, including study skills workshops, individual consultations and tutoring. If a student is experiencing challenges with their coursework, they are encouraged to consult with an ARC administrator who will be able to address their individual needs and outline a plan of action.

Location: C129
Phone: 202.687.8354
Email: arc@georgetown.edu
Website: academicsupport.georgetown.edu/

Office of Academic Affairs & Compliance

The Office of Academic Affairs & Compliance reinforces the relationship between the SCS's liberal and professional studies programs and the fundamental Jesuit values of Georgetown. The office ensures academic standards, monitors student progress and provides related services that maintain the academic and ethical integrity of teaching and learning at Georgetown.

Location: C106
Hours: By appointment
Email and Appointments: scsoaac@georgetown.edu Website: scs.georgetown.edu/academic-affairs/

Counseling & Psychiatric Services (CAPS)

Georgetown's Counseling and Psychiatric Services (CAPS) is here to serve the mental health needs of those in the Georgetown community. CAPS services are available to SCS students and the campus community for personal issues in any aspect of their lives, whether relating to Georgetown or otherwise.

Location: C130
Hours: By appointment
Appointments: 202.687.6985
After Hours Emergencies: 202.444.7243 (ask for the on-call clinician)
Website: studenthealth.georgetown.edu/mental-health/

Veterans and Active-Duty Military Personnel Services

Office of Student Veterans resources can be located in detail at <http://scs.georgetown.edu/departments/5/center-for-continuing-and-professional-education/information-veterans>.

Students who are eligible to receive veteran's educational benefits through the Veterans Administration may contact the Veterans' Affairs Certifying Official at the Center for Continuing and Professional Education, (202) 784-7321 or ccpevabenefits@georgetown.edu for Veterans education benefits, and enrollment certification/information.

Worship & Reflection

The School of Continuing Studies offers weekly and special services for the Georgetown SCS community in the SCS Interfaith Chapel at 640 Mass Ave. The chapel is available to all members of the Georgetown community and provides a sanctuary for worship, reflection and prayer.

Location: 207

Websites: about-scs/campus-life/spiritual-life and <http://campusministry.georgetown.edu>

Student Center

The School of Continuing Studies' downtown campus is located within walking distance of popular restaurants and cafés, retail shops and services, museums and hotels as well as the Verizon Center. The Sweet Yo Café, is located on level C2. The School of Continuing Studies' downtown campus also provides common space for students to study independently and meet for small-group projects.

Student Copy & Print Center

Location: Outside C217

Students must load money on their GOCards and then swipe their GOCards on the machines in order to copy or print. Students can load money online or at the GOCard machine in the main lobby on Level 1.

Georgetown University Transportation Shuttle

The Georgetown University Law Center GUTS bus travels once per hour between Main Campus and the Law Center. The shuttle is offered Monday through Friday from 7:55 a.m. to 6:35 p.m. The Law Center GUTS bus does not stop at 640 Mass Ave. Georgetown Law is located approximately 6 blocks from SCS. Note: there is no bus from Main Campus between 3:01 and 4:59 p.m.

To find out more about GUTS bus service, including schedules and maps, please visit <http://otm.georgetown.edu/guts/index.cfm?fuse=law>.

University Academic Calendar

Please see the Paralegal Studies Calendar in your orientation packet.