




**NEW LAW STUDENT
GUIDEBOOK**

2020

Tulane University

LAW SCHOOL



Summer 2020

DEAR NEW TULANE LAW STUDENTS,

We're thrilled to have you join the Tulane Law School community.

The New Law Student Guide is designed to provide you with information about resources, events, programs, and campus services offered by departments in the law school. Please don't hesitate to let me know if you have any questions—if I don't have the answer, I will find someone who does.

Welcome to Tulane!

Abigail Gaunt
Assistant Dean of Students
Tulane Law School

FREQUENTLY CONTACTED OFFICES

LAW SCHOOL OFFICES	WEINMANN HALL ROOM	PHONE
ACADEMIC AFFAIRS	206	865-5934
ACADEMIC SERVICES	204	865-5935
ADMINISTRATIVE SERVICES	232	865-5939
ADMISSION	155	865-5930
CAREER DEVELOPMENT & DIVERSITY INITIATIVES	203	865-5942
CLINICS	130	865-5153 / 865-5789
DEAN	210	865-5937
EXPERIENTIAL LEARNING AND PRO BONO	216 A, E, F	865-5925
LAW FINANCIAL AID	155 A, B	865-5931
LIBRARY	306	865-5952
MAIL ROOM	120	865-5929
PUBLIC LAW CENTER	130	862-8850
STUDENT BAR ASSOCIATION	261	865-5991

UNIVERSITY OFFICES: WWW.TULANE.EDU	LOCATION	PHONE
ACCOUNTS RECEIVABLE	103 PHELPS HOUSE	865-5368
BOOKSTORE	LAVIN-BERNICK CENTER	865-5913
BURSAR'S OFFICE	1030 AUDUBON ST.	865-5368
THE COUNSELING CENTER	BUILDING 103, DIBOLL COMPLEX, FIRST FLOOR	314-2277
FINANCIAL AID	SCIENCE & ENGR. LAB COMPLEX	865-5723
GENERAL DIRECTORY INFORMATION	UPTOWN CAMPUS	865-8000 OR "0"
GOLDMAN CENTER FOR STUDENT ACCESSIBILITY	SCIENCE & ENGR. LAB COMPLEX	862-8433
THE HEALTH CENTER	WILLOW ST. AT NEWCOMB PL.	865-5255
HOWARD-TILTON MEMORIAL LIBRARY	7001 FRERET ST.	865-5605
INFORMATION DESK	LAVIN-BERNICK CENTER	865-4000
INSTITUTIONAL EQUITY	1555 POYDRAS ST., SUITE 964	865-4748 (HR4U)
OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS	6901 WILLOW ST.	865-5339
OFFICE OF MULTICULTURAL AFFAIRS	G04 LAVIN-BERNICK CENTER	865-5181
PARKING SERVICES	107 LAVIN-BERNICK CENTER/ 2650 BEN WEINER DR.	865-5441
POST OFFICE	BRUFF COMMONS	865-5709
REGISTRAR'S OFFICE	110 GIBSON HALL	865-5231
REILY STUDENT RECREATION CENTER	JANET YULMAN WAY	865-5242
STUDENT RESOURCES & SUPPORT SERVICES	G02 LAVIN-BERNICK CENTER	314-2160
TECHNOLOGY SERVICES	1555 POYDRAS STREET	862-8888
TITLE IX COORDINATOR	G02 LAVIN-BERNICK CENTER	314-2160

EMERGENCY PHONE NUMBERS (NUMBERS IN YELLOW ARE NOT ON THE UNIVERSITY PHONE SYSTEM.)		
ALERT LINE (EMERGENCY INFORMATION)	862-8080 OR 1-877-862-8080 (TOLL FREE)	
TUPD (TULANE UNIVERSITY POLICE DEPT.)	865-5911 (UPTOWN) OR 988-5555 (DOWNTOWN)	
LOCAL EMERGENCY	911	
SEXUAL AGGRESSION PEER HOTLINE	(504) 654-9543	

NEW LAW STUDENT ORIENTATION

WEEK 1: WELCOME TO TLS!

LAW SCHOOL 101 AND MEET YOUR HARRIS FELLOWS: WEDNESDAY, JULY 8, ONE-HOUR SESSION BETWEEN 5–9 PM (Required)

WEEK 2: TLS SUPPORT SYSTEMS

RESOURCES TO SUPPORT YOU AT TULANE LAW SCHOOL: WEDNESDAY, JULY 15, 5:30–6:30 PM (Required)

WHO IS WHO AT TLS? (Optional)*

STUDENT HEALTH CENTER SERVICES (Optional)*

AFFINITY GROUP MEET-UPS (Optional)**

WEEK 3: INTRODUCTION TO THE PRACTICE OF LAW

CAREER INTEREST PANELS (Required to attend one, may attend both)

INTRODUCTION TO PRIVATE PRACTICE*

OR

LAWYERING FOR SOCIAL CHANGE: WEDNESDAY, JULY 22, 12–1 PM

NETWORKING FROM A DISTANCE: THURSDAY, JULY 23, 10 AM (Optional)

STUDENT ORGANIZATION MEET-UPS (Optional)**

WEEK 4: PREPARING TO ENTER LAW SCHOOL (PELS) PART I

FINANCIAL AID: WEDNESDAY, JULY 29, 12–12:30 PM (Required)

INTRODUCTION TO THE U.S. LEGAL SYSTEM: THURSDAY, JULY 30, 12–1 PM (Required)

STAYING SAFE IN NEW ORLEANS (Required)*

VIRTUAL LIBRARY TOUR (Required)*

INTRODUCTION TO 1L COURSES (Optional)*

COUPLES MEET UP (Optional)**

1ST GENERATION LAW STUDENT PANEL (Optional)**

WEEK 5: PELS PART II

ACADEMIC PREPARATION SESSION 1: TUESDAY, AUGUST 4, 2–2:45; 3–3:45; 4–4:45 PM (Required to attend one session)

ACADEMIC PREPARATION SESSION 2: THURSDAY, AUGUST 6, 2–2:45; 3–3:45; 4–4:45 PM (Required to attend one session)

REMOTE MOCK EXAM (Required)

CASE BRIEFING Q&A (Optional)**

TIME MANAGEMENT: FRIDAY, AUGUST 7, 12–12:30 PM (Optional)

TECHNOLOGY Q&A (Optional)**

WEEK 6: WELCOME TO THE PROFESSION (AND CAMPUS!)

IMPLICIT BIAS TRAINING: MONDAY, AUGUST 10, 9:30–11 AM

IN-PERSON WELCOME, CLASS INTRODUCTION, AND OATH: 2–3:45 PM, TULANE CAMPUS***

BOOT CAMP IN AUDUBON PARK (Optional)**

MINDFULNESS SESSION (Optional)**

*Video will be made available on Becoming Lawyers Course on Canvas.

**Time and date will be announced on Becoming Lawyers Course on Canvas.

***Please contact Alex Garon at agaron@tulane.edu if you are unable to participate in-person.



MEET THE HARRIS FELLOWS

WHAT IS THE DEAN HARRIS FELLOW PROGRAM?

The Dean Rufus Harris Peer Fellow Program is designed to provide support to incoming 1Ls as they transition to law school. Harris Fellows will work with a small group of incoming students to help them adjust to law school, ensure they are aware of opportunities and resources that are available to them, and help foster community and camaraderie at Tulane Law School. Each incoming 1L is assigned a Dean Rufus Harris Peer Fellow.

WHO ARE THE HARRIS FELLOWS?

The Dean Rufus Harris Fellows (Harris Fellows) are upperclass students who are here to be a source of support

and encouragement throughout your first year. The Harris Fellows have been through this experience before—they're a resource for morale boosting, study tips, scheduling advice, job search strategies, and anything else you might need.

WHEN DO I MEET MY HARRIS FELLOW?

Your Harris Fellow will reach out at the beginning of orientation. You'll meet them at a session on Wednesday during orientation. They'll also host social events for your group throughout the year. You'll meet with them individually and with your group over the course of the year.

THE HARRIS FELLOWS' TOP TWELVE TIPS

1. Ask for help! Don't be afraid to reach out to deans, faculty, or Harris Fellows with any questions you may have. They are all here to help!

2. Use Tulane's resources. Take advantage of the plethora of resources Tulane Law offers students—whether it's CAPS for Student Counseling, the Mindful Lawyering Program, or academic, wellness, and career programming, there are so many resources available to support you.

3. Go to Office Hours. Meet with your professors early and often. The relationships you develop with faculty in your first year will help you throughout your time in law school and beyond.

4. Run your own race. Every person tackles law school differently and there is no one right way to do it. Experiment with different study methods throughout the semester (before exam time) to figure out what works best for you. Once you find what works for you, stick to it even if others are doing things differently.

5. Be your own metric system. The key to success in law school is learning not to compare yourself to others. Focus on your work and what you are doing to understand the

material. The only thing you'll get from constantly comparing yourself to others is an ulcer.

6. Make a schedule. Even though you may not know exactly what study strategies work for you until later in the semester, establish a realistic schedule as early as possible. Make sure to include time for things you enjoy outside of law school.

7. Stay on top of your work. Do your reading assignments, review the material you've covered throughout the semester, and start Legal Research and Writing Assignments EARLY. They'll take longer than you think! If you feel like you're falling behind, reach out to your Harris Fellow or Dean Gaunt for help.

8. Keep yourself physically and mentally healthy. Exercise, choose healthy food options, keep your room clean, drink alcohol sparingly, sleep well, have gratitude, make time to be with or call those you love, keep a journal, spend time outside, and pet an animal. Maintaining a healthy lifestyle will help you stay healthy, increase your energy level, and generally make you happier and more productive.

9. Maintain perspective. Figure out a way to remind yourself that there is a world outside of law school. It is easy to get tunnel vision and feel as if law school is the only thing in the world. Keep in touch with friends from before law school. Volunteer. Get involved with an activity, hobby, or organization outside of law school. Whatever you can do to remind yourself that there is a lot more to life than law school and it really is a privilege to be here.

10. Make time for what you love. Pick something you enjoy, schedule it into your day, and make it a part of your routine. Don't give up something you enjoy just because you're "busy."

11. You're not in this alone. Your classmates understand the struggles and frustrations of law school in a way that your family and friends from before law school can't. Be kind to each other, treat each other with respect, and root for each other's success—you're all in this together!

12. Enjoy the experience. Make sure to take the time to make great memories and enjoy the wonderful city of New Orleans.



TULANE LAW SCHOOL LINGO

You'll hear a lot of new terms when you start law school. The Harris Fellows have put together a guide to help explain some of the most common ones.

ACADEMICS

BLUEBOOK—A citation guide you will use in legal writing.

CASE BRIEF—A summary of a case, including the procedural history, facts, issue, rule of law, holding, rationale, etc. You don't turn in a case brief, but it will help you be prepared if you are called on in class. You will receive instruction on case briefing at orientation.

CASE BOOK—A text book that includes a representative set of judicial opinions in a particular area of law. You will use casebooks in most classes during law school.

CLINICS—Tulane's marquis clinical program allows law students to practice law and represent clients in a range of practice areas under intensive faculty supervision. Students practice in civil rights, criminal, domestic violence, environmental, immigration, juvenile, and public policy fields, assuming full professional responsibility for the representation.

COLD CALL—Professors will call on students without waiting for volunteers.

THE CURVE—The standard that faculty members use to determine the distribution of final grades in a course (As, Bs, Cs and so on), based on the type of course and number of students enrolled.

EXAM DATABASE—Many professors make their old exams available on the Exam Database. You can find this under the Student Resources tab on the Intranet (see page 8). Using old exams is an extremely effective way to study as you get close to exams.

EXTERNSHIP—An experiential learning opportunity where students get real world experience with field attorneys, and perform complementary coursework under the supervision of Tulane faculty. Students may participate in summer externships or public sector (government), judicial, public interest, and corporate counsel externships during the school year. Students receive credit for completing externships.

HYPOTHETICAL—When a professor offers a variation on a fact pattern of an actual case. Professors may use the hypo as part of the Socratic Method to encourage students to think about how the legal principles they have learned would apply in a different context and to demonstrate the consequences of a legal rule.

IRAC—Issue, Rule, Application/Analysis, Conclusion. A method used for answering law school exams.

LRW—Legal Research and Writing is the required first-year legal writing course.

ONEAPP—The ONEAPP is the application process by which students are able to seek academic year experiential course opportunities in clinics, externships, labs, and practicums. The ONEAPP usually opens in February and closes in mid-March. There is a separate application for summer externships and simulation courses.

OPEN/CLOSED MEMO—The "closed" (no research) memo requires brief analysis of a straightforward legal issue. The memo is designed as an interoffice research memo (summer clerk to senior partner). Instructors give students a fact pattern and packet of cases, and students do no independent research. The focus is on legal analysis ("IREACC"), organization, citation, and the fundamentals of legal writing. The open memo is a slightly more advanced interoffice research memo. Students are given a fact pattern, but they are not given cases. This assignment adds a research component to the fundamentals applied in the closed memo.

OPINION—A judicial opinion is the legal opinion of a judge or judicial panel resolving a legal dispute. It generally will include the facts and procedural history of the case, an overview of the legal principles that govern the issue, and an analysis of how that law leads to the decision given the facts of that case.

OUTLINE—A collection of organized and condensed class notes and rules that follows the syllabus of the class. There is no one right way to outline—students use bullet points, charts, attack sheets, flashcards, etc. The key is that you are reviewing, synthesizing, and internalizing the material you have covered on an ongoing basis throughout the semester. You can get outlines from other students or online, but it's always best to make your own. Many students find them to be a very helpful study tool and something we recommend trying, but not everyone uses them.

PRO BONO—Pro bono work is law-related public service work that is done without pay or academic credit, and



reflects the obligation of lawyers to address major gaps in access to justice. Tulane was the first law school in the United States to require pro bono service for graduation and currently requires students to earn 50 pro bono hours to meet this requirement.

SOCRATIC METHOD—A method of teaching where the professor uses a series of questions, instead of lecture, to lead students to analyze legal issues, reason by analogy, and understand how to make a legal argument.

SUPPLEMENT—Commercially-created study aids that may include summaries of the case law, practice questions, or explanations of the material. If you choose to use them, it should supplement your reading of the case book and review of your class notes. They may be helpful if you have no idea what is going on in class or to practice for the exam if there aren't exams on the exam database, but it is risky to rely on them, particularly if your professor has a specific teaching style or only covers specific topics and not others. Some are better than others—ask an upper-class student who had your professor what they found helpful. Examples of supplements include Quimbee, Emmanuel, Examples & Explanations, etc.

AROUND CAMPUS

TLS—Tulane Law School abbreviated

THE COUNSELING CENTER—The Counseling Center offers therapy, psychiatry, and referrals to law students. See the website, <https://campushealth.tulane.edu/counseling-center>.

LBC—Lavin Bernick Center for University Life. A food court, bookstore, splash card office, ATM machines, study spaces, and other services are all available at the LBC.

MPR—Multi-Purpose Room. The law school's reception room located across from the student lounge.

REILY—Tulane's gym. Membership is included in your student fee.

TUPD—Tulane University Police Department. TUPD is a full-service law enforcement agency that provides additional services such as personal escorts to your car, vehicle assists (unlocks or battery jumps), and security assessments of off-campus residences.

ONLINE

CANVAS—Canvas by Instructure is Tulane's Learning Management System and the online center of your academic work. Canvas' platform provides modern, mobile, and user-friendly features for collaboration, engagement, and assessment in your coursework. You can access Canvas through Gibson.

D!BS—The online portal used to reserve study rooms in the library.

GIBSON—Gibson is the online student services portal where you can register for classes, check your grades, or run an audit to see how you're progressing towards graduation.

INTRANET—Tulane Law School provides a password-protected community website for all law students, faculty, and staff. Class assignment information as well as announcements and updates are posted on this site.

TWEN—A classroom management tool that is used for classes, student organizations, and journals. You will receive instructions for logging on at orientation.

WESTLAW/LEXIS—Westlaw and Lexis are the two major electronic databases used for legal research. All law students receive passwords to access each site and will receive detailed instruction on how to use each service.

CAREERS

BIGLAW—An industry nickname for the nation's largest law firms. These full-service firms tend to employ a large number

of attorneys, offer top-market salaries, and generally expect substantial billable hours from their associate attorneys. This is just one of several career options available to Tulane law students. Many students choose to work in small or mid-sized firms, in government positions, in nonprofit organizations, or in alternative legal careers.

CDO—The “Career Development Office” consists of a team of career services professionals, all law school graduates and former practicing attorneys, who are available to provide you with information and advice related to career and professional development. Career Counselors meet with students one on one to discuss career goals, resumes, job search strategy, interviewing best practices, and all things related to careers. The CDO also assists students by coordinating interview programs and other informative programs and workshops that are designed to educate on various practice areas and job settings, as well as provide networking opportunities.

CLERKSHIPS—Clerkships are post-graduate, full-time positions with a state or federal judge, typically lasting for a one or two year term. Duties vary according to the particular judge’s needs, but nearly all clerkships involve reading the litigating parties’ briefs and motions, conducting legal research, and drafting memoranda and opinions for the judge’s review.

CRIS—The “Career Resources Interactive System” is a website managed by the CDO, and it will serve as your primary online career resource. On CRIS you will find job postings that you may apply to, information about upcoming workshops and events, and helpful resources including resume/cover letter handbooks, job search websites, alumni lists, etc. CRIS is also the webpage where you will apply for on-campus interviews.

OCI—“On-Campus Interviews” take place in the Fall and Spring semesters, but 1Ls only participate in the Spring. During the summer Tulane hosts additional interview programs in several cities throughout the country to give students the opportunity to interview with employers in several of the major national legal markets including New York, Houston, and Atlanta.

GETTING INVOLVED

GAPSA—Graduate and Professional Schools Association. The umbrella student government for all graduate and professional student organizations. They hold a ball each semester.

LAW REVIEW AND JOURNALS— Law Review and Law Journals are student-edited scholarly journals that publish

articles written by academics, practitioners, and students. Tulane’s student-run journals include *Tulane Law Review*, *Tulane Maritime Law Journal*, *Tulane Environmental Law Journal*, *Sports Lawyers Journal*, *Tulane Journal of Law & Sexuality*, and *Tulane Journal of Technology & Intellectual Property*. A competition to write-on to the journals takes place immediately after the completion of spring exams. The top 10% of the class is invited to join Law Review based on grades.

MOOT COURT—Tulane Moot Court provides students with opportunities to compete in interschool and intra-school competitions. Interschool competitions include Mock Trial, Appellate, Alternative Dispute Resolution, and Willem C. Vis International Arbitration teams. Students on these teams travel to tournaments around the country and internationally where they simulate trials, appellate arguments, and mediations and arbitrations. The “Argue On” process for competition teams takes place in the spring. Moot Court also hosts the Mardi Gras Moot Court Competition and organizes an Intraschool competition that is open to all 2L and 3L students.

SBA—Student Bar Association. The law school’s student government and umbrella organization for all student organizations. They provide funding and support to the 40+ student organizations, and they organize events designed to enhance student life, including the Bienville Ball (i.e., law school prom).

BAR EXAM

You don’t need to worry about the bar exam in your first year, but you may hear these terms during the year.

BAR PREP COURSES—Students are encouraged to use a bar prep program to prepare for the bar exam. Some commonly used courses include Barbri, Kaplan, and Themis.

MBE—The Multi-State Bar exam is a 6-hour, 200-question multiple choice exam that is used by every state except Louisiana.

MPRE—The Multistate Professional Responsibility Exam is required for admission to most state bars. It is designed to measure knowledge of established standards of professional conduct for lawyers. Most students take the exam in their second or third year after completing Legal Profession, a required upper-level course.

UBE—Unified Bar Exam. The UBE is a uniformly administered, graded, and scored bar exam that results in a portable score that can be transferred between states. To see which states use the UBE, visit <http://www.ncbex.org/exams/ube>.

DIRECTORY OF LAW STUDENT SERVICES

THE DEAN'S OFFICE

Dean David D. Meyer • Suite 210 • meyer@tulane.edu
• 865-5937

Barbara Cooper, Sr. Exec. Secretary • Suite 210
• bcooper2@tulane.edu • 865-5937

Alina Hernandez, Director of Communications • Room 210-F
• ahernandez4@tulane.edu • 865-5976

ACADEMIC AFFAIRS

Vice Dean Sally Brown Richardson • Room 210-B
• richardson@tulane.edu • 865-5691

Christina Roux, Sr. Administrative Program Coordinator
• Room 206-C • carbours@tulane.edu • 865-5934

The Vice Dean is primarily responsible for academic affairs, including course scheduling, curriculum and

student-faculty relations. Ms. Roux manages the Trial Advocacy program, handles Law School room reservations, serves as Disability Coordinator for the Law School and assists the Vice Dean with various projects, including course scheduling.

Assistant Dean Abigail Gaunt • Room 206-B
• agaunt1@tulane.edu • 865-5940

Dean Gaunt is primarily responsible for counseling students with respect to academic and personal matters, overseeing student organizations, and developing programs to enhance the quality of student life at the Law School. She and Christina Roux implement accommodations for students with disabilities.

Associate Dean Kristin Johnson • Room 230-A
• kjohnson9@tulane.edu • 865-5918

Dean Johnson is responsible for encouraging and supporting faculty research, as well as promoting scholarly productivity and faculty research accomplishments. Additionally, she helps coordinate and enhance workshops, lectures, and other activities that enrich the law school's scholarly culture.

Morgan Jackson, Diversity Initiatives and Student Life Coordinator • Room 206 • mjacks8@tulane.edu • 865-5956

Ms. Jackson provides support for student organizations and diversity initiatives.

COUNSELING AND ADVISING

The Law School and the University recognize that you face many pressures and difficult decisions in your law school years. To help you, we offer a variety of resources.

At the Law School, Dean Abigail Gaunt, Assistant Dean of Students, is available for personal and academic



counseling. Students are welcome to stop by Suite 206 or make an appointment with her at [Calendly.com/abigailgaunt](https://calendly.com/abigailgaunt). The career counseling staff at the Career Development Office (CDO) is available for career-related counseling. The Experiential Learning faculty are available to discuss pro bono, externships, and summer employment options. Further, faculty members, as well as the Vice Dean, can provide advice on course selection, study techniques, etc. For first-year students, your Dean Rufus Harris Fellow or Legal Research and Writing Senior Fellow also may be able to offer advice and assistance with the transition to law school and academic questions.

Tulane also offers a number of resources outside of the law school. The Counseling Center offers therapy (up to 12 sessions per year), psychiatry and medication management, group therapy, and referrals to the community at no additional cost to law students. For more information or to make an appointment, visit the website: <https://campushealth.tulane.edu/counseling-center>.

Dean Gaunt or the Counseling Center can assist in referring you to resources in the community. See <https://campushealth.tulane.edu/counseling-center/care-coordination> for more information.

STUDENT ORGANIZATIONS

Student organizations are a highly visible component of law school life. Over 40 organizations and journals representing different interests and constituencies meet and plan programs during the school year. The student governing body of the Law School is the SBA (Student Bar Association). The SBA disburses funds to the other student organizations, schedules and oversees elections, names representatives to various law school committees, plans the fall and spring social events, and handles locker rentals. The SBA office is located in Room 261, telephone (504) 865-5991.

BAR EXAMINATIONS

You should try to anticipate the bar examinations you will take following graduation and investigate the specific state requirements, especially course requirements, early in your law school career. Check the website of your state's bar association office and the National Conference of Bar Examiners website at [NCBEX.org](https://ncbex.org) for up-to-date bar exam information.

ACADEMIC SERVICES

ACADEMIC SERVICES OFFICE • Law School • Suite 204

Colleen Timmons, Assistant Dean • 862-8835

• ctimmons@tulane.edu

Cathy Hays, Senior Program Coordinator • 865-5935

• chays1@tulane.edu

Shari Vice, Program Coordinator • 865-5936 • svice@tulane.edu

The Academic Services Office provides accurate academic records and policy information to faculty, staff, students, alumni, central administration and external constituencies. Our office handles course registration and enrollment, course updates, exam scheduling, grade posting, class rankings, bar certification and academic policies, as well as enrollment verifications and processing of deferment forms. We also provide students with information about degree requirements and graduation. The Academic Services Office is responsible for sensitive information and has the obligation to help preserve the academic integrity of the institution, and maintain the confidentiality of student records. The Office collects and disseminates student and academic information through processes that ensure the integrity and security of all records particularly with regards to the Family Educational Rights and Privacy Act (FERPA) as set forth by the Federal Government. See the University Privacy Policy page on the website.

We are committed to providing courteous and professional service to all current and past members of the Tulane Law community. We look forward to the opportunity to support your student needs. You are encouraged to visit the Law School Academic Services Office if you have any questions.

TLS INTRANET

The TLS Intranet serves as a critical one-stop resource for important documents, such as the Student Handbook, each semester's registration materials, and many more. It also contains links to virtually all of the information the Law School community needs on a regular basis. All announcements of upcoming events, class cancellations, and class assignments are posted on the Intranet. Students are advised to check the Intranet regularly and to use the Intranet as a primary source when looking for information. The TLS Intranet can be reached by going directly to <https://intranet.law.tulane.edu> or via the Intranet link on the Tulane Law School website, <https://law.tulane.edu>.



ADMINISTRATIVE SERVICES

Timothy Peterson, Assistant Dean for Finance & Administration • Room 232-C • tpeterson2@tulane.edu • 865-5907

Andrea Elnems, Department Administrator • Room 232-A • 865-5923

Alexandria Andara, Financial Associate • Room 232-B • 865-5903

The Administrative Services Office is responsible for the financial affairs of the Law School, including preparing and monitoring all Law School budgets. Administrative Services also assists with onboarding student employees and provides financial assistance to student organizations.

ADMISSIONS

ADMISSION OFFICE • Suite 155 • 865-5930
Assistant Dean David Weinberg • Room 155-F • 865-5930

Assistant Dean Weinberg is in charge of recruiting and admission for the JD and LLM programs. He is assisted by Maria Landry, Director for Admission; Emily Wojna-Hodnett, Assistant Director of Admission; Julia Martin, Assistant Director of Admissions; and Alexandra Garon, Admissions Coordinator. Dean Weinberg also advises current students on how to pursue admission to joint degree programs with other graduate schools.

FINANCIAL AID

LAW SCHOOL FINANCIAL AID OFFICE • Suite 155
• Rooms A & B • 865-5931

Open Monday through Friday from 9:00 a.m. to 5:00 p.m. Associate Director Sheila Bauer, sbauer2@tulane.edu, and Senior Counselor Claudine Sikorski, csikorsk@tulane.edu, are available for all your financial aid needs. The office is overseen by Georgia Whiddon, Assistant Vice President in the University's central financial aid office. Assistant Dean of Admission David Weinberg is responsible for the awarding of scholarships.

UNIVERSITY FINANCIAL AID OFFICE • Mechanical Engineering Bldg. • Room 205 • 865-5723

Open Monday through Friday from 9:00 a.m. to 5:00 p.m. Law students should first see the Law School financial aid officers before proceeding to the University Financial Aid Office.

LOAN DEFERMENTS

Students with loan agreements can postpone repayment of their loans until after graduation upon proof of their full time enrollment status in school. Tulane submits electronic enrollment verification to federal loan servicers a few weeks after classes start. This process will automatically put prior federal student loans into an In-School Deferment. However, students should monitor their federal loans to make sure this happens. In addition, most lending institutions provide students with an In-School Deferment Form which requests verification of the student's enrollment status. Students with non-federal loans must complete an In-School Deferment Form. These forms should be delivered to the Academic Services Office (Room 204), 865-5935, which will make sure the information is forwarded to non-federal loan servicers.

ACCOUNTS RECEIVABLE OFFICE

Phelps House • 35 McAlister Dr. • 865-5368

Open Monday through Friday, 9:00 a.m. to 5:00 p.m. All questions about bills should be directed here. Tuition payments may be made online at <https://studentaccounts.tulane.edu>. Also, payments of tuition bills, traffic tickets, and accounts receivable bills are accepted here.

BURSAR'S OFFICE

1030 Audubon Street • 865-5398

Open Monday through Friday, 8:30 a.m. to 3:30 p.m. for payment of tuition bills, traffic tickets, student loans, and accounts receivable bills.

BUILDING OPERATIONS

Todd Stamps, Building Supervisor • Room 118 • 865-5926

Mr. Stamps is in charge of the day-to-day operations of the Law School building and equipment. He is also responsible for the mailroom and for supervision of the Custodial Staff.

Patrick Dunn, Logistics Coordinator • Room 120 • 865-5905

Mr. Dunn is responsible for maintaining and implementing classroom educational technologies and facilitates all

media presentation needs. He assists with special projects and events, set-up and break down.

AUDIO-VISUAL SERVICES

All audio/visual equipment requests should be directed to the Logistics Coordinator in the Mailroom (Room 120, 865-5905). All requests must be made twenty-four hours prior to the corresponding event, with forty-eight hours advance notice required for all events after hours (week-days after six o'clock in the evening and weekends).

BUILDING MAINTENANCE

Problems can be reported via the Intranet. There is a link on the home page called "Report a Problem/Make a Suggestion," <https://intranet.law.tulane.edu/ReportABuildingProblem>.

BULLETIN BOARDS AND MONITORS

Although all information about class assignments, cancellations, changes, etc. is posted on the TLS Intranet, which should be your primary source for information, you are encouraged to check bulletin boards throughout the building. There are also informational monitors on the first, second and third floors which display announcements and events. To get something posted on the monitors, email Alina Hernandez at ahernandez4@tulane.edu.

LOCKERS

Student lockers are controlled by the Student Bar Association, Room 261 (see Student Organizations on page 12). Questions regarding lockers may be emailed to tlslockers@gmail.com.

LOST AND FOUND

Found items can be retrieved in the mailroom and at the law school circulation desk.

ROOM RESERVATIONS

Students who wish to reserve Law School classrooms for Law School organization activities must use the online room reservation system (Virtual EMS) via the link on the Law School intranet. Christina Roux will check the availability of space and confirm your room request. With the exception of weekends, room requests are usually processed within 24 hours of receipt. Her office phone number is 865-5934. Room requests will be processed **only** through the online system. No food is permitted except in rooms 205, 212, 214, and the MPR.



CAREER DEVELOPMENT

Lezlie A. Griffin, Assistant Dean for Career Development & Diversity Initiatives • lgriffin@tulane.edu

Focus areas: Diversity Initiatives and International Law

Sarka Cerna-Fagan, Assistant Dean of Compliance & Senior Director of Career Development • scfagan@tulane.edu

Focus areas: Intellectual Property, Interview Programs, and LLMs

David Webster, Office Manager • dwebster@tulane.edu

Focus areas: Job Postings, Reciprocity Requests, and Office Management

Vanessa Beary, Career Counselor • vbeary@tulane.edu

Focus areas: Judicial Clerkships, Sports Law, and LLMs

Diana Velez, Career Counselor

Focus areas: Environmental Law, Admiralty & Maritime Law

Jessica McClain, Senior Program Director & Career Counselor • jmccclain2@tulane.edu

Focus areas: Interview Programs, Public Interest, and Government

CAREER DEVELOPMENT OFFICE • Room 203 • 865-5942

The Career Development Office (CDO) provides essential resources for students and alumni engaged in professional job searches and related career exploration. These include individual counseling, programs and workshops on job search skills and practice areas, mock interviews, interview programs, and hard-copy and electronic resources.

Tulane's CDO staff members serve as both generalists and specialists in practice areas and settings, covering the wide

range of students' professional interests. The CDO holds programs on practice areas, from corporate to environmental law, and specific practice settings, from the private sector to government work. The counselors also conduct workshops on job search strategies, resumes and cover letters, interviewing skills, and additional career development topics. The CDO provides multiple opportunities for students to interact with public and private-sector employers, including on- and off-campus interviews, online job postings, and networking events. Additionally, counselors provide one-on-one career advising, document review, and interview preparation.

DIVERSITY INITIATIVES

Tulane Law School strives to be a multicultural, multi-ethnic, tolerant and inclusive community. Students, faculty, and staff from broad backgrounds create an atmosphere where every individual is welcomed, supported, and encouraged to succeed. Tulane Law students are eligible to participate in several diversity job fairs and interview programs that take place across the country. The CDO also provides access to diversity fellowships and job opportunities. Additionally, the law school hosts diversity focused panels, workshops, and events throughout the school year. Diversity initiatives, such as the minority mentoring program, provide further opportunities for diverse students to develop their network and grow professionally. For more information please contact **Lezlie A. Griffin, Assistant Dean for Career Development and Diversity Initiatives**, lgriffin@tulane.edu, or **Morgan Jackson, Diversity and Student Life Coordinator**, mjacks8@tulane.edu.



EXPERIENTIAL LEARNING

Tulane's Office of Experiential Learning and Public Interest Programs oversees a vast array of skill-building offerings including legal clinics, externships, pro bono programs, and simulation courses. Faculty advise students on ways to sequence experiential opportunities to develop increasingly sophisticated expertise, form professional identity, gain invaluable mentors, chart a career path, and provide access to justice.



SUITE 216

Stacy Seicshnaydre, Assoc. Dean & Wm. K. Christ. Prof. of Law
Prof. Laila Hlass, Director of Exp'l Learning (externship programs)
Tonya Jupiter, Associate Director of Pro Bono Programs
Prof. David Marcello, Director, Public Law Center
Kristina Sutton, Program Coordinator

SUITE 130

Prof. David Katner, Director, Juvenile Clinic
Prof. Becki Kondkar, Director, Domestic Violence Clinic
Prof. Lisa Jordan, Director, Environmental Clinic
Prof. Katherine Mattes, Director, Criminal Justice Clinic
Prof. Lucia Blacksher Ranier, Director, Civil Rights Clinic
Prof. Katie Schwartzmann, Director, First Amendment Clinic
Prof. Mary Yanik, Director, Immigrants' Rights Clinic
Lisa Lamonte, Manager, Clinic Suite 130

CLINICS

- In our well-established clinical programs founded in 1979, students practice law and represent clients in a range of practice areas under intensive faculty supervision.
- Clinical capstone opportunities are available to 3Ls in civil rights and federal practice; criminal justice; domestic violence; environmental law; First Amendment law; immigration law; juvenile law; and public policy. 2Ls may enroll in environmental law, immigration law, and public policy clinics.
- Clinic student attorneys interview and counsel clients; investigate cases; write briefs; conduct discovery and depositions; negotiate settlements; and represent clients before trial courts, appellate courts, and state and federal agencies.
- Our clinics train the next generation of lawyers and

help fill the massive gap in access to justice in the region.

- Clinical students are selected pursuant to a spring application process.

EXTERNSHIPS

- Externs get a real world experience in diverse legal settings while earning credit and performing complementary coursework under the supervision of Tulane faculty.
- The possibilities are endless: public interest organizations, government agencies, judicial chambers, and in-house corporate counsel. Externs draft legal opinions, interview vulnerable clients, research novel issues of law, and shadow an attorney at trial.
- During the summer, externs can propose their own placements and work anywhere around the world.
- During the academic year, externs work locally at sites pre-identified by our office and enroll in a co-requisite seminar.
- Rising 2L and 3L externs are selected pursuant to a spring application process.

PRO BONO REQUIREMENT

- Students volunteer for pro bono work with public interest organizations, government entities, judges, and pro bono practitioners around the world. To graduate, students must complete at least 50 hours of pro bono work during the fall, spring, and/or summer terms.
- To learn more about these opportunities, check out the list of past and pre-approved pro bono placements on the Pro Bono Intranet page.
- Qualifying pro bono service must be law-related public

SEQUENCING & MAXIMIZING EXPERIENTIAL OPPORTUNITIES

1L (SPRING)	2L	3L
✓ CONSIDER SUMMER PRO BONO OPPORTUNITIES	✓ PRO BONO	✓ PRO BONO KREWE
✓ CONSIDER SUMMER AND 2L EXTERNSHIPS	✓ EXTERNSHIPS	✓ EXTERNSHIPS
✓ CONSIDER WHICH TRACK OF BOOT CAMP MIGHT BE PREFERABLE IN 2L YEAR	✓ BOOT CAMP	✓ BOOT CAMP
✓ CONSIDER EXPERIENTIAL PRE-REQ'S FOR 2L YEAR	✓ SIMULATION COURSES	✓ SIMULATION COURSES
✓ CONSIDER 2L CLINICAL OPPORTUNITIES	✓ CLINICS IN ENVIRONMENTAL LAW, IMMIGRATION LAW, AND LEGIS./ADMIN. ADVOCACY	✓ CLINIC CAPSTONES: CIVIL RIGHTS, CRIM. JUSTICE, DV, ENVIRONMENTAL, FIRST AMENDMENT, IMMIGRATION LAW, JUVENILE, LEGIS./ADMIN. ADVOCACY
✓ CONSIDER CLINIC PRE-REQ'S LIKE LEGAL PROFESSION AND EVIDENCE FOR 2L YEAR	✓ IP LABS	✓ IP LABS

interest service under the supervision of an attorney or faculty member. The work cannot be done for pay or academic credit.

SIMULATIONS

Simulation courses do not involve an actual client but provide similar experiences that allow students to perform a range of lawyering tasks and to receive feedback from a faculty member. Examples include Trial Advocacy, Negotiation and Mediation, Contract Drafting, Appellate

Advocacy, Business Planning, Deposition Practice, and Client Interviewing and Counseling. Intersession boot camps in Civil, Criminal, and Transactional tracks are intensive skills programs for 2Ls and 3Ls.

LABS

Labs provide lawyering experiences involving actual clients and include Intellectual Property Labs in Patent and Trademark.

INFORMATION & TECHNOLOGY

LAW SCHOOL COMPUTING SERVICES HELPDESK • 862-8666
(All requests for service)

Tom Gerace, Assistant Dean for IT & Media Services
• Law Library, 4th floor • Room 408 • (504) 988-8512
• tom@tulane.edu

Lechice Jackson, Computing Support • Law Library, 4th floor
• Room 405 • 862-8666

Cailin Hawthorne, Senior Systems Coordinator
• chawthorne@tulane.edu • (504) 862-8562

Important information on computer use at the law school (printing, wireless setup) may be found on the Intranet under Depts and Offices – Computing Services, <https://intranet.law.tulane.edu/Depts-Offices/Computing-Services>.

All students must comply with the Law School Policy on the Use of Computers and Networks, which can be found at <http://law.tulane.edu/policies>.

The University also provides a computing helpdesk as well as a notebook assistance station. To use University computing support, please call 862-8888 and they will direct you to the appropriate resources. Detailed information on computing resources provided by Tulane University may be found at their website: <http://tulane.edu/tsweb>.



LIBRARIES

LAW LIBRARY

Law School: Entrance on third floor • 865-5952

Prof. James E. Duggan • Law Library • Room 320-C • 865-5950

Prof. James E. Duggan is the Director of the Law Library. Kim Glorioso, Megan Garton, Carla Pritchett, and Roy Sturgeon are the reference librarians (Reference Desk, 862-8872). When classes are in session, the library is open from 7:30 a.m. to midnight, Monday through Friday, and 9:00 a.m. to midnight, Saturday and Sunday. These hours are extended during the final examination period each semester. Hours are shortened during breaks and the summer. Students need their Tulane Splash card to access the library after 7:00 p.m. during the week, and all day Saturday and Sunday. *A Guide to the Law Library* is available on the Law Library's webpage. Hours are subject to change.

HOWARD-TILTON MEMORIAL LIBRARY

7001 Freret Street • 865-5605

Open 7:30 a.m. to 3:45 a.m. Monday through Thursday, 7:30 a.m. to 9:45 p.m. Friday, 9:00 a.m. to 9:45 p.m. Saturday, and 9:00 a.m. to 3:45 a.m. Sunday. These hours are extended during the final examination period each semester. Hours are shortened during breaks and the summer. Check with the circulation desk for details; hours are subject to change.

COMPUTER LAB

The Law School provides a computer lab for the use of its students on the 4th floor of the library. This lab contains PCs networked to 6 HP duplex laser printers. These computers also provide for access to the Internet as well as Westlaw and Lexis Advance research. A User ID and password are required for the use of these computers, which are available exclusively to currently enrolled law students. Information on the use of these computers is available from the student monitor in the lab or in Room 405.

Copy machines and document scanners are available in the Law Library and in the Howard-Tilton Memorial Library.

INTERNATIONAL LEGAL PROGRAMS

Prof. Herbert Larson, Executive Director • Room 155-G
• 504-865-5839

Maria Landry, Director of Admission, International Recruitment and Enrollment • Room 155 • 504-865-5930

Mallory Asp-Armond, Senior Administrative Programs Coordinator • Room 155 • 504-865-5990

Tulane Law School takes pride in its strong commitment to international and comparative study and offers numerous international opportunities for both incoming and outgoing law students.

Students may choose to participate in our **summer abroad programs** offered in multiple countries around the world. These programs range from 2–4 weeks and students can earn 3–6 ABA credits towards their degree. More information can be found at the summer abroad programs website. (Please note that this information is updated in the late summer/early fall. Enrollment officially opens around November 1st).

Tulane Law has exchange partnerships with law schools worldwide. Students can study as an **exchange student** for an entire semester at one of these international institutions while receiving credits towards their law degree. For more information, please visit the Semester Exchange Manual.

The Office of International Legal Programs provides educational and social programs throughout the academic year to ensure that all international students receive individual advising and are well-integrated into the program and campus life.



HAVE QUESTIONS?

VISIT 6329 FRERET STREET, SUITE 206, NEW ORLEANS, LA 70118

EMAIL AGAUNT1@TULANE.EDU

CALL (504) 865-5940

MAKE AN APPOINTMENT [CALENDLY.COM/ABIGAILGAUNT](https://calendly.com/abigailgaunt)



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