

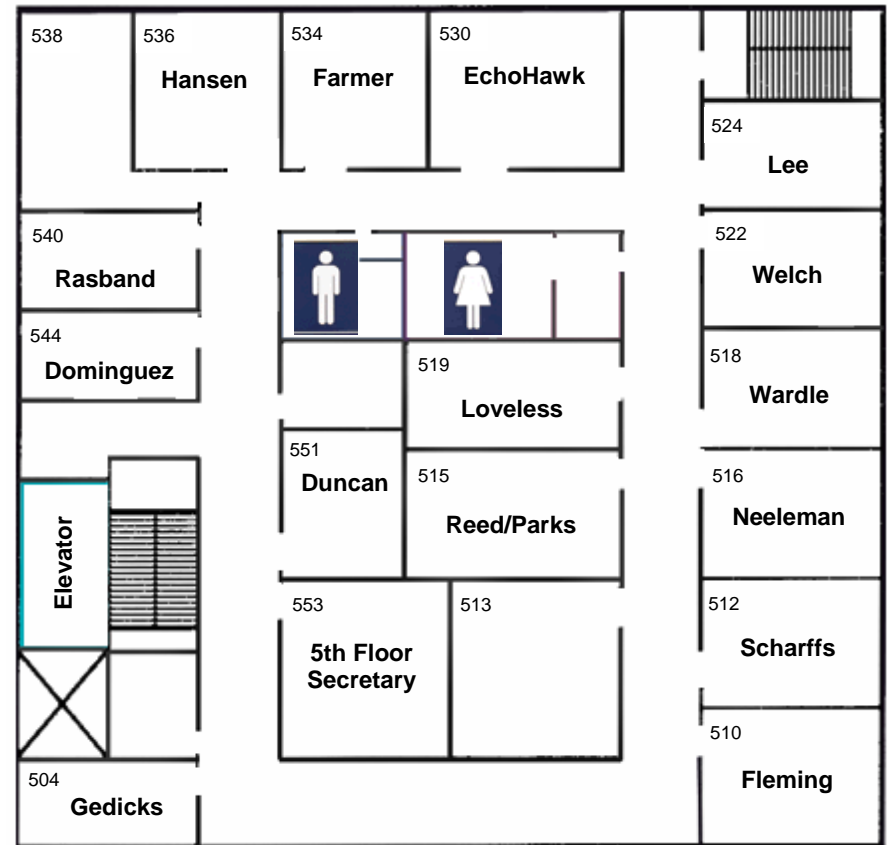
**J. Reuben Clark Law School**  
**Brigham Young University**  
*2007-2008*

More detailed and updated information is available in  
the Policies and Procedures on the Law School website  
[http://www.law2.byu.edu/Curriculum/  
PoliciesProcedures.pdf](http://www.law2.byu.edu/Curriculum/PoliciesProcedures.pdf)

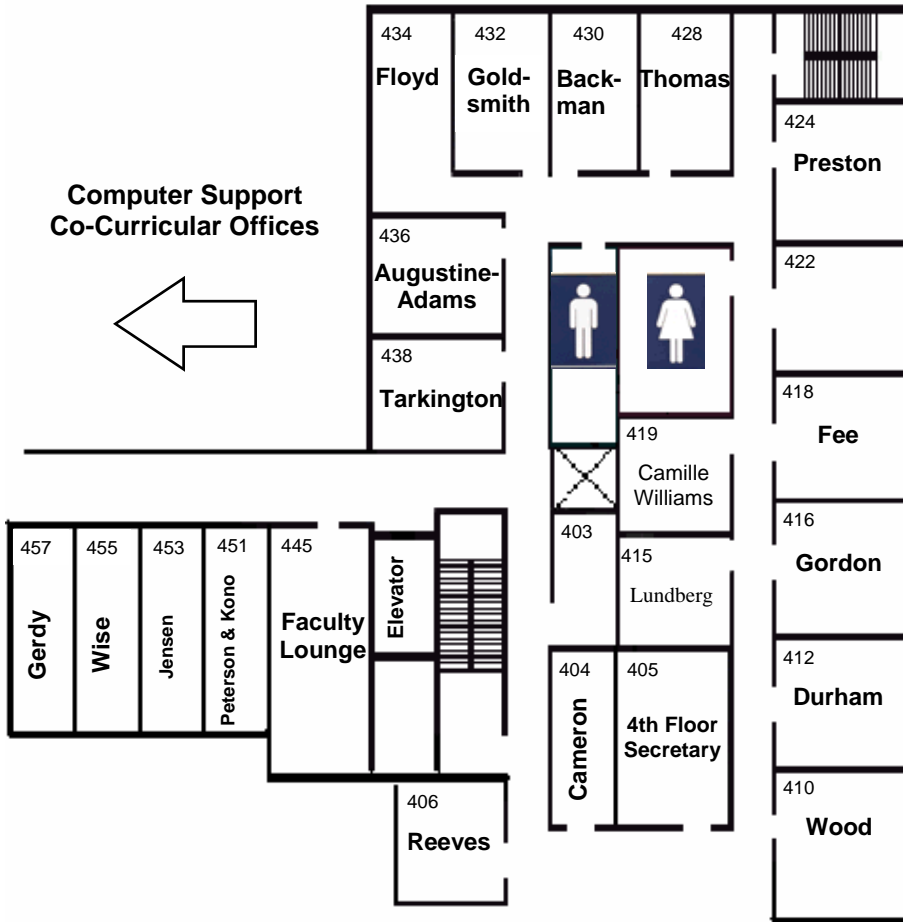
# Table of Contents

<b>General Calendar</b> .....	4-5
<b>Breaks and Holidays</b> .....	6
<b>Classes</b> .....	6
Attendance Policy .....	6
Multiple Classes taught at the Same Time .....	7
Seminars.....	7
Devotionals & Forums .....	7
<b>Exams</b> .....	8
Exam Number.....	8
Exam Policy .....	8
Permissible Equipment .....	8-9
SofTest .....	9-10
Before the Final Exam .....	10
Taking a Final Exam .....	10-11
Time for Ending Exams .....	11
<b>Grades</b> .....	12
Grade Scale.....	12
Grade Release.....	12
Transcripts .....	12
FERPA.....	13
<b>Graduation</b> .....	13
<b>Registration</b> .....	14
Class Add/Drop Procedures .....	14
Ecclesiastical Endorsement Form .....	14
Law 795R & 796R Registration .....	14
Discontinuance from Law School .....	14-15
<b>Law School Services</b> .....	15
Computers and Printing.....	15
Directory .....	15-16
Copy Machines .....	16
Lockers .....	16
Lost and Found.....	16
Messages .....	17-18
Calendar .....	18
Digital Bulletin Boards.....	18
Computer 'Spamming' Policy.....	19
Room Scheduling .....	20
Student Recommendation Letters .....	20

# FIFTH FLOOR



# FOURTH FLOOR



Student Faxes .....	20-21
Telephones.....	21
Telephone Messages .....	21
<b>University Services</b> .....	22
Disability Services .....	22
Health Center .....	22
ID Card .....	23
Multicultural Student Office.....	23
Religious Opportunities .....	23
<b>Student Areas</b> .....	24
<b>Student Organizations</b> .....	25
<b>Co-Curricular</b> .....	26-27
<b>Academic Success Program</b> .....	27
<b>Student Discipline Procedures</b> .....	27
<b>Accounting Office</b> .....	28
<b>Career Services</b> .....	28
<b>Counseling</b> .....	29-30
<b>Law Library</b> .....	30-34
Hours.....	30
Material Circulation & Overdue Fines.....	30
Interlibrary Loan.....	31
Carrels.....	32
Food .....	33-34
Noise .....	34
Decorations .....	34
<b>Who and Where to Go</b> .....	35
Accounting Office .....	35
Administrative Assistant .....	35
Admissions .....	35
Audio Visual.....	36
Career Services.....	36
Computer Support .....	36
Help Desk.....	37
Deans .....	37-39
Faculty.....	39
Library.....	40
Secretaries .....	40
Reception Office (Fishbowl) .....	40-41
Student Records & Services (Registrar).....	41
Office Maps for each floor .....	42-45



# THIRD FLOOR

## Administrative Offices

### Breaks and Holidays

As you will note on the previous pages, there are breaks in the Law School calendar. The Fall break will be **October 8-12**. The Winter semester break runs from **February 18-22**.

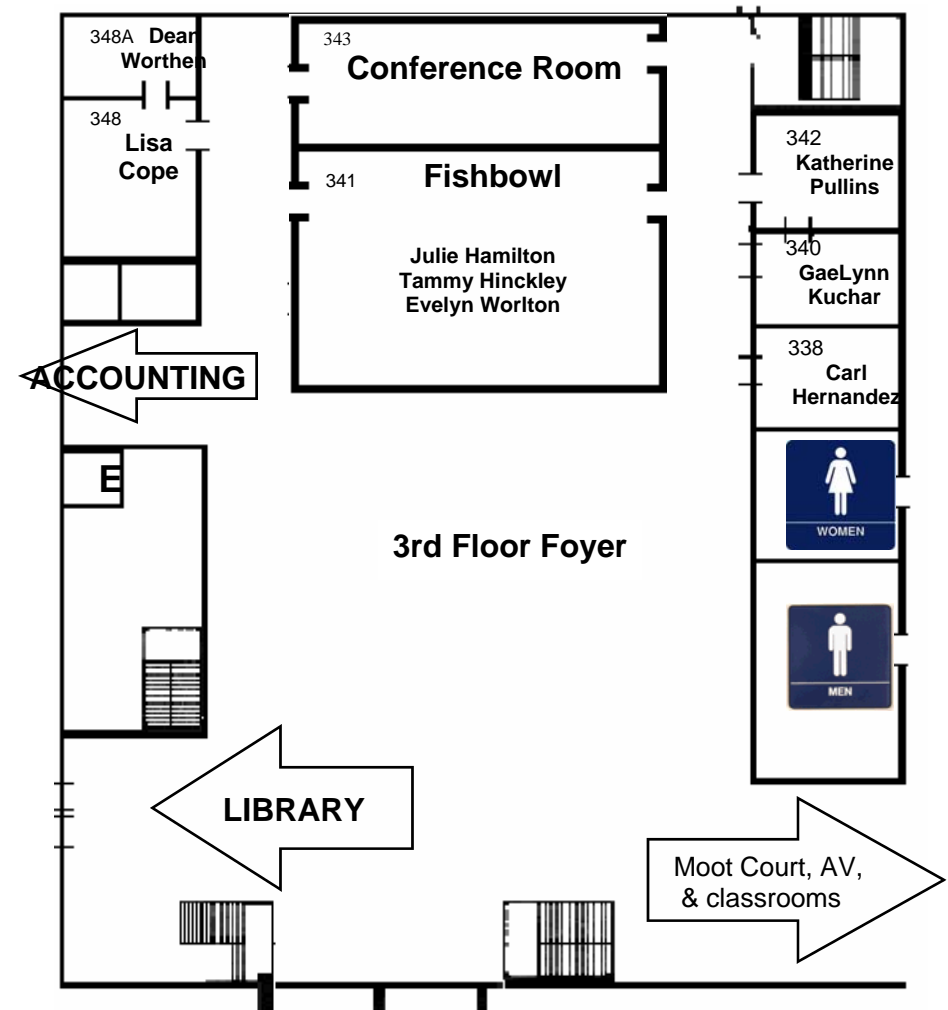
### Classes

#### Attendance Policy

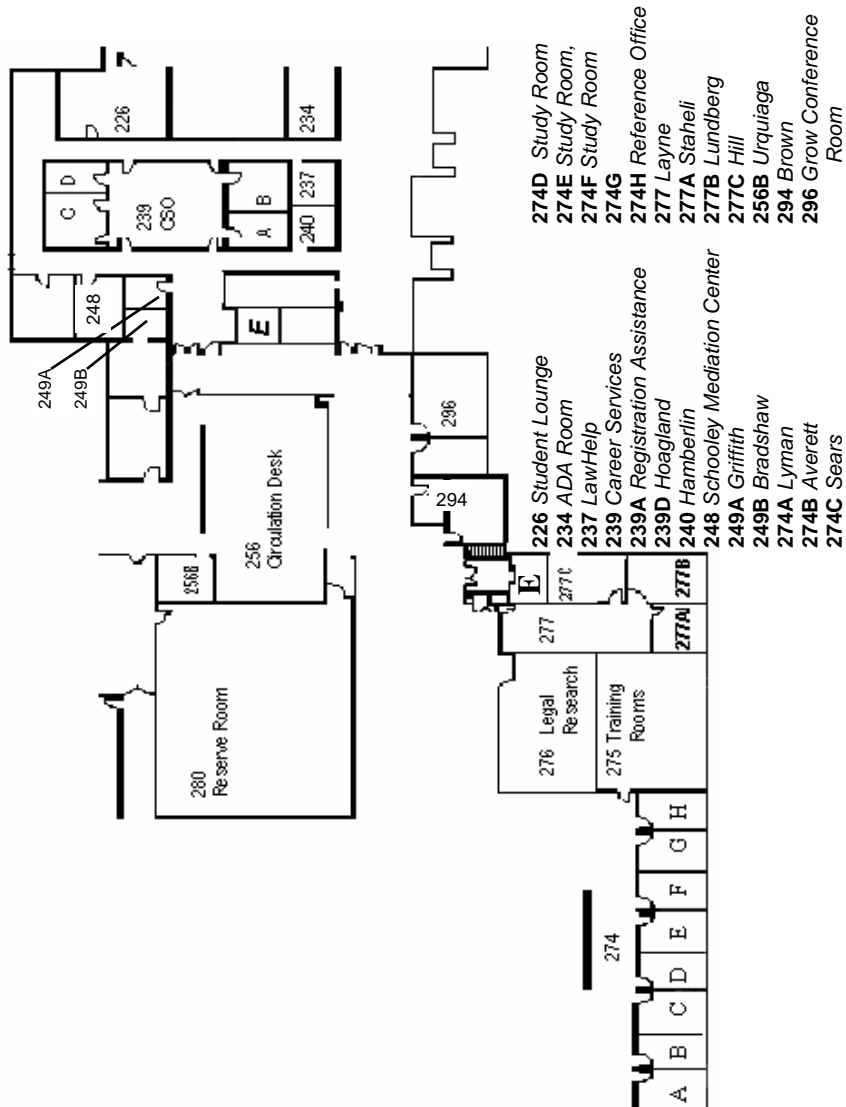
Your best learning will result from your active participation in class. The American Bar Association (ABA) Residency Rule requires regular attendance in all your classes. Also, before you sit for a bar exam, the ABA requires the Law school to certify your regular class attendance. In addition, individual faculty members have their own attendance policy.

The Family Support Rooms in the Law Library are available for occasional use when childcare problems arise or children are ill. You must prearrange to use a room and receive the broadcast of a class by 1) having a form signed by Dean Pullins, and 2) submitting the form to the AV staff.

**PLEASE NOTE: Use of the Family Support Room is not a substitute for regular class attendance.**



# SECOND FLOOR



## Multiple Classes Taught at the Same Time

Registering for two classes scheduled for the same time, *even if there is only a short overlapping time period*, is not permitted.

## Seminars

Most seminars are limited in class size. Priority for enrollment in these courses is determined by the following guidelines:

1. Students closest to graduation
2. Students who have taken the fewest seminars
3. Within categories, random selection will be conducted

## Devotionals & Forums

The University holds either a devotional or a forum each Tuesday during the regular semesters at 11:05 a.m. in the Marriott Center. All BYU students are encouraged to attend in person. These devotionals and forums will also be broadcast in the Moot Courtroom, (303 JRCB) on a large screen at 11am on Tuesdays. Please plan to join your classmates and attend these excellent events. No classes are held during that hour and all offices on campus are closed from 10:45 a.m. - noon on those days. (Note: You may still enter the Law Library with your ID card.)



## Exams

### Exam Number

An exam number will be assigned to you each academic year. You must use it on all exams to ensure anonymity and fair grading. Your number will be mailed to your home address in the first part of September. You'll record it on all exams and are responsible for remembering it.

### Exam Policy

Students must take their final exams at the scheduled times. Only emergencies, extreme hardships or documented disabilities will be considered for exceptions. Please see the Law School's Policies and Procedures manual for details. A petition for an exception must be submitted to Julie Hamilton three *weeks prior* to the exam period before an exception will be considered (**November 9** for fall semester and **March 14** for winter semester). Exception forms are available in room 341. Students whose requests are approved by the deans will be notified by Julie Hamilton the week before final exams as to their modified exam schedule.

### Permissible Equipment

Final exams must be typed on each student's laptop using SofTest software or handwritten in bluebooks

### Fishbowl Staff

A group of part-time student employees serve as receptionists in the Fishbowl. They know much of what goes on at the Law School and will gladly respond to general and even sometimes "random" questions.

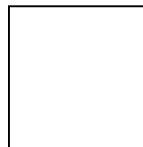
### Registration

#### Law School Registrar (240 JRCB)



Nancy Hamberlin is responsible for registration, class add/drop procedures, Recording grades, and tracking externships. She also coordinates the graduation process And bar certification.

#### Lisa Powelson (239A JRCB)



Lisa is Nancy's secretary, and she works on all facets of Records. Her office is 239B.

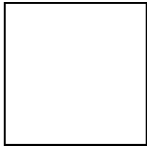
### Circulation Manager (294 JRCB)



Linda Norton manages the students who provide all of the circulation, reserve desk, and Interlibrary Loan services. She also oversees the distribution and management of carrels. Linda should be the first person to consult in resolving any issue of circulation service.

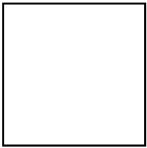
### Faculty Secretaries

#### 4th Floor Faculty Secretary (Room 405)



Adrian Selle is assigned to assisting all faculty members whose offices are located on the fourth floor.

#### Faculty Secretary - 5th Floor (Room 553)



Genevieve Beck is responsible for coordinating the work of the fifth-floor faculty.

### Law School Reception Office (Fishbowl)

#### Assistant to Dean Pullins



Julie Hamilton is the Student Relations Administrative Assistant. Her many duties include coordinating all the work of the Fishbowl and working closely in helping with events for admissions, students, and alumni.

#### Evelyn Worlton



Evelyn works as a part-time receptionist for the Fishbowl. Her duties include scheduling rooms, answering perspective and current students' questions, calendaring and many other duties.

provided by the Law School. Laptops cannot be used for reference or accessing personal notes, *even if the exam is open book*. Students should bring their own pencils/pens to the exam room. Before the exam period, students should find out from their professor if the exam is closed or open book and what materials will be allowed in the exam room such as books, notes, backpacks, and/or water.



### SofTest

SofTest is a sophisticated security software program that allows students to use their laptop computers to take final exams. Some advantages to using SofTest are: your work will automatically be saved to your hard drive every minute; each page is automatically formatted with a header that includes the course name, page number and your exam number; the text is automatically double-spaced and printed answers are easier to read than handwritten ones.

*EACH SEMESTER, students are required to register on-line for final exams (before **November 9** for fall semester and **March 14** for winter semester) to select the method they plan to use (SofTest or written) for final exams. Exam materials will be distributed in each room according to those selections. If a student does not register on-line before the deadline, they will be registered, by default to write their exams in a bluebook.*

After registration, and before final exams begin, students are responsible to prepare their laptop and properly install the SofTest software. Detailed instructions will be e-

mailed to all students as final exams approach. Computer support will be available at the Law School Help Desk in Room 472 JRCB.

Room assignments for final exams will be posted at the Fishbowl one week prior to final exams. Students are required to take their exam in the “SofTest” room or “Writing” room according to their on-line registration. If a student registers on-line to use SofTest and later changes his or her mind and decides to write the exam, the student must still go to the SofTest room to write the exam.

Please check with Lisa Cope ([copel@lawgate.byu.edu](mailto:copel@lawgate.byu.edu)) if you have any questions.

### Before the Final Exam

- Check the room schedule posted **at the Fishbowl** so you know where to go.
- Know your exam number. Never use your name or social security number.
- Make sure your laptop is ready and that you have installed SofTest properly.
- Arrive early.

### Taking a Final Exam

- Exams begin promptly at the designated hour; **late students will not be given additional time.**

of the Law School Alumni Association. Dean Hoagland teaches Professional Development classes with Beth Hansen.

### Faculty

The Law School has approximately 30 full-time faculty members and two dozen or so adjunct faculty members (depending upon curriculum needs). Offices for most full-time faculty are located in the center of the building on the 4th and 5th floors. For specific office numbers, check wall directories located just outside the elevator doors on each floor. Faculty office hours are posted outside their individual office doors.

Faculty members are heavily involved with their academic scholarship, but their prime concern is to prepare law students to become qualified professionals. Make an appointment, and you will find them very willing to devote their time to helping you be successful in your coursework.

### Law Library Services

#### Director of Law Library (277B JRCB)



Kory Staheli is responsible for all aspects of the Howard W. Hunter Law Library's operation.

#### Library Administrative Assistant (277 JRCB)



Dianne Davenport serves in numerous capacities working with the Director and Deputy Director of the Law Library. Schedule with her the Grow Conference Room in the Library.

### Associate Dean (510 JRCB)



Jim Gordon's responsibilities include faculty matters, ABA and AALS relations, curriculum development, planning, teaching assignments, and faculty scholarly writing. He teaches Contracts and a section of Professional Seminar.

### Associate Dean (342 JRCB)



Katherine Pullins' assignments involve Student and Internal Relations. She chairs the Admissions Committee, is the students' liaison to the Dean's Council, coordinates administrative personnel matters, counsels with students and teaches Alternative Dispute Resolution and Mediation.

### Associate Dean (536 JRCB)



Jim Rasband's administrative assignments include exam administration, co-curricular organizations, and technology. In addition, he teaches natural resources law-related classes and Torts.

### Assistant Dean (338 JRCB)



Carl Hernandez oversees all aspects of the Admissions operation and the Academic Success Program. He also works closely with student organizations, students with disabilities, and minority students.

### Assistant Dean (239A JRCB)



Mary Hoagland is responsible for developing creative programs and establishing good relationships with students, alumni and employers. She is also the Executive Director

- Make sure you bring ear plugs, extension cords, etc. if you think you will need them.
- Listen carefully and follow the proctor's instructions.
- If your computer screen freezes or the system shuts down during the exam, you must continue your exam by writing in a bluebook. Don't panic; the exam answers you have typed on your computer are saved and will be retrieved (at the Fishbowl) after the exam.
- If you do experience problems with your computer during the final exam, make sure to tell the proctor when you turn in your materials.



### Time for Ending Exams

If you finish the exam early, gather all your materials and belongings and take your exam to the Fishbowl. Once you finish the exam and leave the room, you cannot return.

Most often, the law school staff will proctor your exams. They will announce a 5-minute warning, a 1-minute warning and then will end the exam. When the proctor ends the exam, ***STOP typing or writing immediately!*** Continuing to type or write is a violation of the Honor Code, and your exam will be held, your exam number will be reported to your professor, and your actions will be reported to the deans.

## Grading Procedures

### Grade Scale

Generally, all courses and seminars except the Professional Development Lecture Series, Professional Seminar, Directed Research, LawHelp Externships and Co-Curricular participation are given numerical grades. The Law School's grade scale is 1.6 - 4.0. See *Policies and Procedures* for a more detailed breakdown of categories

### Grade Release

Grades are submitted to the Law School Registrar, Nancy Hamberlin, approximately one month after completion of the final exam period. As soon as she completes the recording process, she will notify the student body, and you may pick up your grade report in her office or have it mailed to your home address. Faculty members are instructed not to disclose individual class grades prior to the mailing.

### Transcripts

Official BYU transcripts may be purchased for a \$2.00 fee at the University Records Office in the Abraham O. Smoot Administration Building, B-150 ASB. A copy of your Student Progress Report is *not* an official transcript but is often submitted for externship and employment purposes. You may request one at no charge from the Law School Registrar's office.

All entering students should submit, as soon as one is

### Computer Help Desk (472C JRCB)

The Computer Help Desk and the Computing Support Office is where students can go to get most of their computer needs met. Training seminars are taught in the Computer Training Room located in 472E. Check the bulletin board in the Computer Lab (472) for a current schedule.

### Network Manager (472D JRCB)



Gary Buckway is responsible for the day-to-day operations of the computer equipment, including software, e-mail, file servers, hardware maintenance, and upgrades within the law building. He is also responsible for student carrel access to the Internet, the wireless environment, and the Computer Help Desk.

### Dean's Council

#### Dean (348A JRCB)



Dean Kevin Worthen has completed his first full year as dean of the Law School. As dean, he must place particular emphasis on budget and fund-raising matters. He also teaches State & Local Government and has a genuine interest in student feedback.

#### Associate Dean (404 JRCB)



Scott Cameron has responsibility for External Relations which includes publications, the J. Reuben Clark Law Society and the Law Alumni Association. He teaches Law and Public Education and a Professional Seminar section.

### Audio Visual



The majority of your classes will be taped and most faculty members allow students to receive copies of class lectures. Audio Visual personnel can tell you which tapes are available and how to purchase them. Contact them (422-2104) for office hours.

### Career Services



Beth Hansen is the Career Services Director and shares employer development responsibilities with Dean Mary Hoagland. Together they give individual counseling, teach the Professional Development Lecture Series and Skills Training courses, and oversee student programs such as workshops, alumni mentoring, and networking events.



Debbi Myers handles résumé drops, arranges interviews, and schedules students for all office events.



Karen Andrews manages all off-campus recruiting events including Southern California and Southern Nevada Job Fairs, and the New York and Washington D.C. Interviewing Days.

### Computer Systems Manager (472B JRCE)



Vance Everett develops new programs, manages training sessions on all computer services, and supervises Audio Visual at the Law School. He is also responsible for administrative databases, the web server, and the SofTest software program.

available, a completed undergraduate transcript to the Law School Admissions Office. **Failure to do so will result in a “hold” on their records that prohibits registration for classes, receiving grades, etc.**

### Family Education Rights & Privacy Act (FERPA)

This Act of Congress allows students access to their educational records and protects the privacy of these records in most circumstances. BYU makes every reasonable effort to extend to students the rights granted by the Act. For detailed information on this Act, check with the Law School Registrar.

Directory information (address, telephone, etc.) is not covered by FERPA. **If you do not want this information published, please notify the Registrar immediately.**



## Graduation

The Law School does not hold a convocation in August or December. December and August graduates are invited to participate in the April ceremonies. Check with the Registrar during your graduation interview for details. This year's University Commencement will be held **April 24, 2008** in the Marriott Center. The Law School Convocation will be held **April 25, 2008** in the Provo Tabernacle. Graduates will be hooded only at the Law School Convocation. Friends and family are invited to both events and a reception following the Law School Convocation on the lawn adjacent to the Tabernacle.

## Registration

### Class Add/Drop Procedures

Add/drop cards are located in the Registrar's Office, 240 JRCB. All adding and dropping of classes must first be cleared through the registrar. After obtaining this clearance, you will take the card to the University Registration Office in the Administration Building (B-130 ASB). **Check the General Calendar for deadlines.**

### Ecclesiastical Endorsement Form

This form, which will be mailed to you, *must* be completed prior to registration deadlines. If, for any reason you do not receive one, **you are responsible for obtaining the form, completing it with your ecclesiastical leader, and turning it into the Honor Code Office prior to registering.** A registration "hold" is placed on your records until the form is received.

### Law 795R & 796R Registration (except Secs. 14-15)

If the system says your requested section is full but another section of the same class is available, this is not necessarily accurate. In the law school curriculum, only one section of each course is taught except for Professional Seminar, Introduction to Legal Research & Writing and Civil Trial Practice. If you have questions, check with the Registrar, who will add your name to a waiting list.

### Discontinuance from Law School

In the unlikely event you need to withdraw from law

## WHO AND WHERE TO GO *An Introduction to Faculty & Staff*

### Accounting Office (Finance Manager)



Jeanette Befus' duties include maintaining the Law School and Law Library budget and endowment accounts, supervising a student accounting staff, and helping student organizations with budget matters.

### Assistant Finance Manager



Matt Imbler's responsibilities include student hiring and payroll, account deposits, reimbursements, and fielding general accounting questions.

### Assistant to the Dean



Lisa Cope's office is located outside Dean Worthen's door. She works with the Dean on development, human resources and personnel matters. Lisa also schedules classes and plans special events. She supervises all aspects of final exams.

### Admissions Director



GaeLynn Kuchar coordinates all parts of the admissions operation which includes recruiting prospective students and processing applications.

### Drinks:

Drinks may be brought into the library only in a spill-proof container.

### Noise:

Students should respect each other's right to a quiet learning environment. Group study and extended conversations are appropriate only in a study room or the Rex E. Lee Reading Room. Cell phones should be silenced and not be used within the library. This policy is predominantly encouraged through student to student requests for quiet. Please honor student reminders that your conversation is disruptive.

### Decorations:

To avoid damage to a carrel, only residue-free adhesive may be used to hang photos, papers, etc. Nothing may be stored or displayed on top of carrels or placed on any surface other than the working surface of the carrel. Decorations should be conducive to "an atmosphere consistent with the ideals and principles of the Church of Jesus Christ of Latter-day Saints," as committed to in the BYU Honor Code.

school, you must notify Associate Dean Katherine Pullins and complete two forms available in the Registrar's Office. Tuition refunds decrease on a timeline throughout the semester until a date when no refund is available. Consult the General Calendar for deadlines.

## **LAW SCHOOL SERVICES**



### Computers and Printing

The Law School has wireless Internet service, each carrel is individually wired, and ports are available at library tables. A Route Y I.D. and password are necessary to access computer accounts. In addition, a signature card is necessary for printing.

Computers and printers in administrative and support offices are not available for student use.

Law Student Printing Co-Op. At the accounting office, JRCB 367, you can pay \$30 per semester or \$50 for the academic year to receive all printing students would normally need for their academic work.

### Directory

The Law School prints an annual directory which includes picture, address, phone number, carrel number and spouse's name, if applicable, for all students and law school personnel. Information on student organizations is included as well. This directory is intended for in-house

use only. Check your personal information for accuracy on the list located at the Library Circulation Desk. If you do not want information published in this directory, please notify the Registrar by **September 7, 2007**. Please report any changes during the year to the Registrar's Office.



### Copy Machines

Copy machines for student use are available in the Law Library at the following areas: on the 2nd floor across from the Circulation Desk, in the Reserve Library by the Law Review periodicals, on the 3rd floor next to the elevator, and in the Research Library on the 4th floor. Copies are purchased with your Signature Card.



### Lockers

A number of lockers are available to law students and student organizations. To receive one, check with the Key Office in 285 BRWB. Locker assignments are on a yearly basis.

### Lost and Found

The Library Circulation Desk has been designated as the official Law School Lost and Found. Items not claimed within one week are sent to the University Lost and Found Office (1050 Wilkinson Student Center, 422-3024).

out to the student, and will result in a \$5.00 fine per item. All concerns and appeals should be taken to the Circulation Manager.

### **SBA Carrel Policies**

In the past, no food or drink was permitted in the law library. This was the policy due to serious problems with mice and insects attracted by crumbs, who then fed on the books (as well as the problem with repair and replacement of carpet and furniture due to spills and messes). After much negotiation between students and library administration, the policies have been changed as follows (the actual policy statement is in the carrel occupancy agreement):



### Crumbs Rule:

Food may be brought into the library if it is kept in an airtight container. All food must be consumed at the carrel. Any mess must be cleaned up immediately (supplies, including a vacuum are available at the Circulation Desk). Any crumbs or food residue found at a carrel will result in a \$10.00 fine per occurrence. No food is allowed in study rooms. Failure to strictly follow this policy will result in the loss of the food privilege entirely. Students who abuse this policy will forfeit their carrels.

## Carrels

The library provides a study space for each law student, usually in an assigned carrel. Carrel use is a privilege and not a right. Each carrel has power, lighting, and network capabilities and is furnished with a comfortable chair. Because carrels are wired for computer hook-up and power, they CANNOT be shifted from their original positions. Also, due to fire code regulations, no additional library or personal furniture is permitted in the carrel areas.

Carrels for first-year law students are randomly assigned and are located in the same “neighborhood.” Changes must be approved by the Circulation Manager and cannot be considered until the second week of regular coursework. All carrel assignments must be registered at the Circulation Desk. It is important to keep the carrel list current in case a student needs to be reached because of an emergency.

There is a \$25.00 refundable carrel deposit to cover cleaning and repair. This will be paid at the Circulation Desk. There is also a \$10.00 refundable key deposit must be paid at the Campus Key Office, 285 BRWB. **(This office will be open from 8:00 - 4:15. They accept check, cash, signature card.)**

All library materials kept at a carrel must be checked out. Carrels, including the locked cabinet, will be checked periodically for library materials by the library staff. Any Reserve Room materials found at a carrel will be re-shelved immediately, and the student will be fined \$25.00 per item. Reference materials will also be re-shelved immediately, and the student will be charged a \$10.00 fine per item. Any other items will be checked

## Messages

### *Bulletin Boards*

1. Regularly check the postings online for each of your courses.
2. On the 2nd floor outside the Career Services Office (CSO), the bulletin and clip boards post scholarships, writing contests, study abroad programs, externships, and other opportunities. Job notices are posted in the glass cases across from the CSO and are listed on the CSO Home Page.
3. The circular kiosk near the elevator on the 2nd floor and the clip boards adjacent to the elevators are to advertise Law School events. Information to be posted on the kiosk and all boards in the law building must be **date stamped** at the Circulation Desk. Generally, they will be removed after one week (unless otherwise noted).
4. Across the hall from the entrance to the Moot Court Room is the Student Bar Association (SBA) Board. This board is maintained by the SBA officers.
5. The bulletin board in the Cougar Lounge (Room 226) is the in-house “classified ad” section. Feel free to post items for sale, travel needs, etc.

## Messages continued

### *Email*

**The official method for communicating within the Law School is by email.** Please check your email at least once daily. This includes messages from faculty as well as administration, Career Services, and library notices. Notices or messages will not be delivered to your carrel. You may miss an important deadline or opportunity.



### *Mailboxes*

Each student is assigned a mailbox located on the 2nd floor in the south hallway near the lunchroom. The mailboxes are for in-house use only, not for commercial or first-class mail delivery.

### Calendar



The most current Law School Calendar is maintained on the website. See the "Room Scheduling" section on page 18 to see how to place events on this calendar.

### Digital Bulletin Boards (DBB)

These monitors keep you informed of speakers, activities, and general announcements. They are located on the 1st floor inside the library, the 2nd floor near the classrooms and on the 3rd floor near the Moot Court Room (303). There are also two on the 4th floor, by the elevator and in the computer lab. To place a notice on the DBB, go to the Law School home page (<http://www.law2.byu.edu/>) and click on the "DBB Postings" link in the right column.

hours; and videos, audio cassettes, and software can be checked out for twenty-four hours. There is no grace period for overdue materials. Overdue fines are \$1.00 a day per item for most books, periodicals, videos, audio cassettes, and software. Overdue fines for course reserve materials are \$1.20 for the first minute, and \$0.02 for each minute thereafter (per item).

The library also has whiteboard markers, portable cassette players and headphones available for 2-hour checkout.

### Interlibrary Loan

Interlibrary loan services are available to law students for a fee. The following fees apply to ILL services:

A \$2.00 per item Research Fee applies to any item in the Law Library or HBLL, ordered through ILL.

An Abandoned Materials Fee (\$5.00 per book, \$0.20 per page of copied materials, \$0.50 per page of faxed materials) is charged for any materials ordered, but not claimed. Students are notified by email when ILL materials are received. Copies and faxes have a pick-up period of two weeks before charges apply.

Overdue Materials (you will be charged at the lending institution's rate).

Students who violate any of the above policies three times in one school year will be denied further ILL privileges.

2. The Counseling & Development Center (1500 WSC, 422-3035) offers personal and group counseling by clinical professionals to all full-time students at no cost. The Center maintains a 24-hour emergency service in the event of a crisis. *Dean Pullins works with a liaison counselor who sees that our students are seen promptly and assigned appropriately. When possible, check with her before scheduling an appointment.*
3. The Comprehensive Clinic (245 TLRB, 422-7758) offers a wide variety of services to individuals and their families in the community at a relatively low per hour rate. These services are provided by graduate students under the direct supervision of members of the counseling faculty.

## Law Library

### Hours

The law library is open Monday through Friday, 6:00 a.m. to midnight, and Saturday from 8:00 a.m. to 11:00 p.m. Twenty-four-hour access to the fourth floor computer lab is available to law students Monday thru Saturday with student ID cards. Expanded access to the Law Library is also available for the two weeks preceding and the two weeks of final exams.

### Material Circulation and Overdue Fines

Library materials in the general collection can be checked out to law students for ninety days; circulating periodicals can be checked out for twenty-one days; course reserve materials can be checked out for two

### Computer 'Spamming' Policy

The Law School has adopted a policy concerning unsolicited electronic messages. A copy of the complete policy may be found in the computer rooms and on the Law School website ([http://www.law2.byu.edu/HelpDesk/software\\_instruction/software\\_suite/groupwise](http://www.law2.byu.edu/HelpDesk/software_instruction/software_suite/groupwise)). However, the simplified version is that the policy prohibits BYU patrons from sending unsolicited electronic messages with materially the same content to 20 or more recipients unless the action has been approved by the Network Manager, Gary Buckway (472D JRCB).

*The following approvals have been given:*

1. Any law school employee or student, expressly authorized by the Dean or his designee, may send unsolicited notices concerning Law School business to the entire community.
2. Faculty members may send unsolicited notices relevant to courses to all members of any class they teach.
3. Any student organization recognized by the Law School may designate one officer to send unsolicited notices concerning its organization to the entire Law School student body. The organization must contact Gary Buckway for instructions.
4. Any other individual must obtain prior approval from the Dean or his designee, but approval will generally not be given for commercial or personal purposes.
5. The SBA maintains a classified ad section. This is located at the following URL:  
<http://www.law2.byu.edu/classified/index.htm>.

## Room Scheduling

Classrooms and study rooms are available for student meetings or small study groups when classes aren't being held. They can be scheduled online from the Law School Calendar. Library study rooms are scheduled at the Circulation Desk. The Grow Conference Room (rm.296) is scheduled through Diane Davenport in 277 JRCB. Rooms in other buildings on campus should be scheduled through Lisa Cope when needed for law school purposes.



## Student Letters of Recommendation

In conjunction with employment (most often judicial clerkships), the Law School will send 15 letters of recommendation from faculty members for each student at no cost. Additional letters will cost \$.37 per letter if you mail them and \$.50 if the law school mails them. This payment should be submitted to the Accounting Office which will maintain a record of letters sent per student.



## Student Faxes

Law students may send and receive faxes at the Circulation Desk in the Law Library.

*Receiving Faxes:* Students will be charged \$.10 per page for faxes received. This fee must be paid at the Circulation Desk upon receipt of the fax. The law school fax number for students is (801) 422-0404.

*Sending Faxes:* Students will be charged \$.25 per page

(unpaid employment for law school credit) as well as attorney positions. The Career Services Office is open Monday through Friday from 9:00 a.m. to 5:00 p.m.



## **Counseling**

### Academic

Deferment & ASP:  
Transfer, Visiting:

Dean Katherine Pullins  
Dean Carl Hernandez

### Career Advisement

Dean Mary Hoagland and Beth Hansen

### Financial

Law School Loans & Scholarships: Dean Hernandez  
Student Financial Services: D-148 ASB

### Honor Code

General: Dean Katherine Pullins  
Course-related misconduct: Dean James Rasband

### Personal and Family

1. Associate Dean Katherine Pullins is available to assist students with matters that may interfere with their ability to perform in law school. Set up an appointment with Julie Hamilton in the Fishbowl.

## Accounting Office

The Accounting Offices are located in rooms 366, 367, and 368 JRCB. Their student-related responsibilities include:

- Payroll/timecards for student employees
- Accounts payable/receivable
- Reimbursements
- Supplies
- BYU publications' subscriptions and publications
- Co-curricular and other student organization budgets

The office hours are Monday thru Friday, 8:00 a.m.- 5:00 p.m. The phone numbers for the Accounting Offices are 422-5677 (Matt Imbler), 422-7640 (student accountants), and 422-6660 (Jeanette Befus).

## Career Services

Located in 239 JRCB, the Career Services Office (CSO) will become a great resource to you during your law school career. Helping students to establish and meet realistic employment goals is this office's top priority. The fall and winter semesters' Professional Development Lecture Series and fall semester Skills Training courses are offered as part of the first-year elective curriculum. This combination of courses emphasizes self-assessment testing, job hunt skills training, and exploration of legal employment options. All students, including second- and third-year students, are invited to register for these courses.

In addition, the CSO helps students and alumni select professional paths by providing information and individual counseling regarding summer clerkships and externships

(no charge for cover pages) to send local faxes, \$.50 per page for US Long Distance, and \$1.00 per page for International. This fee is to be paid at the Circulation Desk at the time the request is submitted.



### Telephones

There are courtesy telephones for local calls on the 2nd floor by the elevator in the hall between the Student Lounge and the lunchroom and on the 3rd floor by the Moot Court Room. The 2nd floor telephone is equipped with a TDD for hearing-impaired and disabled persons. Career Services also has an extra phone for employment-related calls. Long-distance calls placed from this phone must be charged to a personal credit card. Other telephones in the building are for law school business only.

The number for the general information menu is 422-4274. The number for the reception desk in the Fishbowl is 422-2414.

### Telephone Messages

*In the case of an emergency, call either the Fishbowl or Circulation Desk. Every effort will be made to personally deliver these urgent messages.*

The Circulation Desk in the Library (422-3593) will take phone messages and send them to students' individual email accounts. Please notify your friends and family to contact you in this way only when absolutely necessary.

Telephone messages from employers, which are received by Career Services, also will be sent to your email address.

# University Services

## Disability Services

The Law School is committed to helping all law students succeed in their studies. To accommodate students during their study, the administration has designated 234 JRCB as the ADA room and equipped it with specialized software and hardware. If you have a disability that may require accommodations, make an appointment with Dean Hernandez to discuss appropriate documentation, etc. Additional services and information are available through the University Accessibility Center (2170 WSC).



## Health Center

The Health Center is located at 1750 Wymount Terrace Drive. Student health services are available for all students, spouses, and dependents of students at rates lower than generally offered. Any student can receive services at the Health Center regardless of their insurance policy. Services are available from 8:00 a.m. to 6:00 p.m., Monday through Friday. Appointments can be scheduled by calling 422-5156. Only urgent care is offered on Saturday 8:00 a.m - 12:00 p.m.

and editing skills, and/or their advocacy skills. Students are selected to participate either by academic performance or by participating in a write-on competition. The Law School offers five such programs: (1) Law Review, (2) Board of Advocates (Moot Court), (3) Journal of Public Law, (4) Education and Law Journal, (5) Trial Advocacy, and (6) International Law and Management Review.

## **Academic Success Program**

This program is designed to help all law students learn and practice legal analysis skills that will help them achieve success in law school. During fall semester, ASP Deans Fellows, 2L and 3L students who have received training, prepare and present workshops on various topics such as case briefing, outlining, and exam taking. They also work with individual students one-on-one to strengthen their confidence as well as their academic performance.

## **Student Discipline Procedures**

Law students are expected to observe the high standards of honesty and integrity appropriate for men and women preparing to enter the profession of law. They are also charged with keeping the BYU Code of Honor and its principles as a condition of their admission and continuing student status. Conduct in violation of these standards is a matter of deep concern to faculty, administration and fellow students. The Law School cooperates with the BYU Honor Code Office in working with law students accused of violating the BYU Code of Honor. For more detailed information, please see *Policies and Procedures*.

These organizations include:

*Aggie Law Society*  
*Alternative Dispute Resolution (ADR) Society*  
*American Constitution Society (ASC) for Law & Policy*  
*Asian Legal Society*  
*Family Law Society*  
*Federalist Society*  
*Government and Politics Legal Society (GPSL)*  
*International and Comparative Law Society (ICLS)*  
*Jail Outreach*  
*Latino/a Law Student Association (LALSA)*  
*Law Partners*  
*Minority Law Students Association (MLSA)*  
*Mothers - In - Law*  
*Native American Law Students Association (NALSA)*  
*Natural Resources Law Society*  
*Phi Delta Phi*  
*Public Interest Law Foundation (PILF)*  
*Real Estate Law Society*  
*Sixth Grade Mentoring*  
*Spirit in the Law*  
*Sports and Entertainment Law (SPENT)*  
*Student Bar Association (SBA)*  
*Student Intellectual Property Law Association (SIPLA)*  
*Women's Law Forum (WLF)*



## **Co-Curricular**

Co-curricular programs are unique opportunities for second- and third-year law students to develop writing

## ID Card

The Student ID Office is in 2310 WSC. This card is used for a multitude of purposes on campus. It doubles as your Signature Card which is a debit card for campus services at the CougarEat, vending machines, the Bookstore, copy centers, designated copy machines, and ticket offices. Deposits and balance inquiries are available at campus outlets, in the law school Accounting Office (460 JRFB), and through your personal Route Y account. You may add money to your card at the circulation desk in the law library and in the Accounting Office.



## Multicultural Student Office

This office provides visa support, advisement, and other services to international law students, visitors, exchange scholars, aliens with permanent residence in the United States, and interested parties in the university community. The office is 1320 WSC.

## Religious Opportunities

Approximately 25 religious denominations other than the Church of Jesus Christ of Latter-day Saints are represented at BYU. All students are encouraged to attend the congregation of their faith. In addition, Students of Other Faiths is an on-campus organization. Interested students may obtain more information in 3400 WSC or by calling 422-3901.

## Student Areas

The following areas in the Law School are designated as primarily “student turf.” They are jointly furnished and equipped by Law School and Student Bar Association (SBA) funds.

These are your areas; you should enjoy the benefits of frequently using them. You also bear the responsibility of helping to keep them clean.



Student Lunchroom (216 JRCE) This room has tables and chairs, microwaves, vending machines, a refrigerator, a ping-pong table, foosball table, and a television. You can check out foosballs and ping-pong paddles/balls at the Circulation desk.

There are only a few rules to observe:

- 1. Bus your own table.** Put away your trash & food containers. Please recycle aluminum cans in the provided barrel.
- 2. Do not leave children unattended in this room.**
- 3. Do not leave food and containers in the refrigerator ad infinitum.** The fridge is cleaned each Friday between 5:00 p.m. and 10:00 p.m. *Anything left inside during this time may be discarded.*

Cougar Lounge (room 226) This room is equipped with a television, couches, and tables.

Student Offices (rooms 451 A-H) This is a work area for the SBA, Trial Advocacy, Journal of Education and Law, Journal of Public Law, Law Review, and Moot Court programs.



## Student Organizations

All law students are members of the Student Bar Association, and new SBA officers are elected each spring. The \$20 fee per semester per student supports student body activities, service projects, student organizations, and public interest scholarships.

The most effective way to have your voice heard in student affairs is to volunteer for an SBA assignment. Contact the 2007-2008 SBA President, Jermaine Carroll, to let him know of your interest in being involved.

Other extra-curricular organizations have been established by the students to offer a variety of opportunities and to allow you to pursue your professional interests. Come and learn more at the Club Fair on September 13, 2007.