

SOUTHWESTERN

LAW SCHOOL
Los Angeles, CA

Orientation Guide





SOUTHWESTERN LAW SCHOOL

WELCOME FROM THE DEAN



Welcome to Southwestern Law School—and the Bison herd!

I joined Southwestern in June 2021 and have enjoyed my time as President and Dean. My vision for Southwestern includes recruiting outstanding students who have the passion and ability to advocate successfully for their clients, serve their communities, and be leaders in the profession. I also want to ensure that a Southwestern education is an outstanding investment. My priorities include raising money for student scholarships; continuing to innovate our program of legal education; ensuring all students feel a sense of belonging; recruiting and retaining the best professors possible; and providing students with the resources and opportunities they need to thrive as emerging lawyers.

Throughout history, lawyers have played a central role during times of conflict and social change. You are starting law school at a time when it is not enough to understand the practice, rules, and theories of law. To fulfill your oath and responsibilities as a lawyer, you will need to be creative, adaptable, and proactive. One of my favorite sayings is that with every challenge, there is opportunity. With the knowledge and skills you will acquire at Southwestern, you will have the opportunity to change the world, whether for individual clients or at the local, state, national, or international level.

You are joining Southwestern's legacy of excellence. Since 1911, Southwestern has been committed to diversity, inclusion, innovation, and leadership in legal education. We rely on you—as our future—to further strengthen and expand Southwestern's impact by advancing justice and serving those who need your help. I look forward to meeting you individually during Period 1 or 2.

Warm regards,

Darby Dickerson
President and Dean

WELCOME FROM SCALE



Dear Students,

Welcome to Southwestern Law School and the SCALE program! Congratulations on embarking on this important journey toward your legal education. As the new Associate Dean of SCALE, I am honored to join you in this transformative experience.

One of the things I love most about the SCALE program is its unique focus on hands-on learning. You won't just study the law—you'll live it. From courtroom evidence labs to a full-time externship, you'll gain invaluable skills that prepare you to excel in the legal profession. But SCALE is not just about gaining legal knowledge and skills; it's also about developing qualities like empathy, courage, respect, and integrity, which are vital for your success as a law student and a future attorney.

As you begin this journey through law school, remember that growth and learning go hand in hand. Embrace a growth mindset, which means accepting challenges as central to the learning process rather than seeking easy solutions. This mindset will enable you to navigate the rigors of law school and prepare you for a successful legal career.

Starting law school can be both exciting and intimidating. As you enter the SCALE program, know that you belong. We chose you as a SCALE student because we believe in your potential. You have the qualities needed to succeed on this journey. You are right where you should be, and our dedicated faculty, staff, and administration are here to support you every step of the way.

We are delighted you have chosen to embark on your journey at Southwestern and have put your trust in the SCALE Program. We are here to help you achieve your goals and are excited to see the meaningful impact you will make in the legal community. Welcome to the Southwestern family, and I look forward to an amazing year ahead!

Warm regards,

Cristina Knolton

Cristina C. Knolton

Associate Dean for SCALE

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Ashley Kim, 3L Full-Time J.D.
National Jurist's Law Student of the Year
President, First-Generation Law Student Association



SCALE I CURRICULUM CHART

Period 1 (11 weeks)

June 20–August 30, 2024

Course

Units

Contracts I	3
Foundations of Law and Practice	1
Introduction to Lawyering	N/A
LAWS I	3
Torts	4

Period 2 (12 weeks)

September 4–November 22, 2024

Course

Units

Civil Litigation	3
Contracts II	2
Criminal Law	3
Evidence Law & Practice I	3

Period 3 (11 weeks)

November 25, 2024–February 28, 2025

Course

Units

Evidence Law & Practice II	3
Legal Profession	3
Property	4

Period 4 (10 weeks)

March 3, 2025–May 9, 2025

Course

Units

Criminal Procedure	3
LAWS II*	3
Jurisdiction	3
Remedies	2
Options: Copyright, Negotiation & Dispute Resolution, or Advanced Legal Research	2 to 3
Lecture Series on the Profession	--

*LAWS II culminates in Period 4 following the Mandatory Rounds.

ORIENTATION SCHEDULE

- 8:30–8:45 a.m.** **Check-in**
- 8:45 a.m.** **Breakfast**
- 9:30 a.m.** **Building Bonds and Cultivating Empathy: A Warm Welcome to the Journey of Law**
Joseph A. Nunez '17, Managing Partner at Westford Law Group
- 10:00 a.m.** **Your Journey Begins**
Darby Dickerson, President and Dean
- 10:30 a.m.** **Library Services**
Margaret Hall, Associate Dean and Law Library Director
Marisa Masters, Reference Librarian and Adjunct Professor of Law
- 10:50 a.m.** **Meet Your Professors**
Dean Bryon Stier and Professors Ronald Aronovsky, Christine Lofgren, Judy Sloan, and Bryce Woolley
- 11:15 a.m.** **Building the SCALE Brand**
Cristina Knolton, Associate Dean of SCALE
- 11:45 a.m.** **Get to Know Your Cohort**
- 12:30 p.m.** **Lunch with Faculty and Deans Fellows**
- 1:30 p.m.** **Professional Conduct Workshop & Professionalism Oath**
Zachary Bruning, Associate Dean for Student Services
- 3:30 p.m.** **Practicing an Inclusive Mindset (via Zoom)**
Inclusion Design Group



KEYNOTE SPEAKER

Building Bonds and Cultivating Empathy: A Warm Welcome to the Journey of Law

We are pleased to announce that our keynote speaker for Orientation 2024 is **Joseph Nuñez '17**.



Joe Nuñez is a cross-functional practitioner with over 20 years of experience at the intersection of law, real estate, and healthcare. He holds a J.D. from Southwestern Law School, a Master of Health Administration from the University of Southern California, a California Real Estate Broker's License, and an NMLS Originator License.

Before attending law school, Joe had a successful career as a healthcare executive and real estate broker. He founded Cal-Prime

Real Property Solutions and built the company into a thriving real estate and mortgage brokerage and consulting firm, successfully serving clients throughout California.

After joining Southwestern Law School, Joe excelled as a member of the SCALE Program. He is a legend in the Negotiation Honors Program, winning First Place in Southwestern's Intramural Negotiation Competition his first year of law school and First Place in both the Regional and National ABA Representation in Mediation Competitions his second year of law school. Remarkably, throughout all three competitions, Joe never lost a vote from a judge, with every decision being unanimous. Joe was also the first Negotiation Honors Program student to become the Champion of a National ABA Competition.

Since graduating from Southwestern in 2017, Joe continues to make a significant impact on the legal community. He established a niche practice, combining business law, real estate, and probate, which has grown into a thriving, multi-practice law firm. As the Managing Partner of Westford Law Group, Joe focuses his practice on complex business and real estate transactions, disputes, and litigation. He also serves as general outside counsel for clients across various industries including real estate, retail, manufacturing, and agriculture. Joe also brings deep regulatory insight to his practice, stemming from his previous experience as Deputy Director of a County Health & Human Services Agency, where he oversaw a \$200 million budget and managed the county's compliance framework. Integrity, honesty, dignity, and zealous advocacy are the hallmarks of Joe's practice.

PROFESSIONALISM OATH

I, _____, as a student entering Southwestern Law School, understand that I am joining not only an academic community but embarking on a professional career that has a special responsibility to the public.

I will conduct myself with dignity and civility, and will treat all of my colleagues—students, staff, and faculty—with courtesy and respect.

I promise to live up to the highest standards of the legal profession and uphold the highest standard of academic honesty and ethical practice throughout law school and the remainder of my professional career.



MYSOUTHWESTERN PORTAL & SCALE CANVAS PAGE

As a student at Southwestern, you have access to various online resources to help you navigate your educational experience. Each platform below serves a distinct purpose and provides a wealth of important information that you will use throughout your time here.

Portal

<https://www.swlaw.edu/portal>

The Portal acts as a gateway to news and information about Southwestern. Use it to access your campus email, learn about various campus departments, and gain an understanding of the many student services and support available to you.

Canvas

<https://www.swlaw.instructure.com>

Canvas provides you access to manage your courses, view course syllabi, be aware of upcoming deadlines, review past exams, and message your professors. The SCALE – Current Students Canvas page will provide you with access to the information including the SCALE schedule, course materials, past exams, resources, and announcements. Canvas is a useful resource as it is continuously updated with current information. A Canvas Student application is also available for download on the app store for iOS and Android devices.

Self-Service

<https://www.swlaw.edu/selfservice>

Self-Service is an online platform that allows students to manage details related to their enrollment at Southwestern, such as their account statements, financial aid offer letters and details, course schedule, and class registration and planning tools.



SOUTHWESTERN POLICIES

All students are required to carefully review and abide by Southwestern's **institutional policies**. The various policies are available on the Southwestern Law School website at <http://swlaw.edu/swpolicies>. Questions regarding the academic policies should be directed to **(213) 738-6871** or studentservices@swlaw.edu.

The following information highlights select academic policies:

Graduation Requirements

(213) 738-6734; registrar@swlaw.edu
<https://www.swlaw.edu/curriculum/registrars-office>

Requirements for the receipt of the degree of Juris Doctor (J.D.) from Southwestern:

- Successful completion of 87 units
- A cumulative grade point average (GPA) of at least 2.330
- Successful completion of all required courses with a grade of D- or higher
- Successful completion of the Bar Readiness Curriculum
- Completion of six enrollment term units
- Completion of six credit hours of experiential course work
- Completion of Southwestern programming on bias, cross-cultural competency, and racism.

Please consult the Institutional Policies page for detailed or additional information, including a list of required courses

Grading System

Grades are assigned from A+ to F. No unit credit is granted when the grade received is an F. A cumulative GPA of at least 2.330 must be maintained. Courses offered on a Credit/No Credit basis are not included in the computation of the GPA.

Student Honor Code

Law students, as future attorneys, are subject to the responsibilities and ethical standards of the legal profession. The well-being of the legal profession and the integrity of the academic community at Southwestern depend upon the maintenance of the highest ethical standards. Nothing less is expected of Southwestern students. All forms of ethical misconduct are prohibited at Southwestern. Types of misconduct may include, but are not limited to, the following:

- Academic or personal dishonesty

- The giving or receiving of unauthorized information during any examination period
- Representation of the work of another as one's own
- Falsification of a signature on any form, document, or paper, including attendance sheets

Alleged violations of the Honor Code will normally be referred to the Honor Code Committee (HCC). When a student has been found by the HCC to have violated the Southwestern Student Honor Code, the HCC may recommend one or more of the following sanctions to the Dean:

- Oral or written reprimand
- Probation
- Suspension of rights and privileges in the law school
- Suspension from the law school
- Expulsion
- Any other reasonable sanction deemed proper by the HCC

Please refer to the Institutional Policies page for additional information regarding standards of student conduct.

Attendance Policy

ABA-approved law schools must require regular and punctual class attendance. Southwestern students are expected to attend all scheduled class sessions. While the expectation is that students will attend all class sessions, some absences may be unavoidable. However, students who are absent for more than 20% of regularly scheduled class sessions will not have attended sufficient classes to earn credit and will be administratively withdrawn.

*Employment Policy

Southwestern Law School prohibits students enrolled in more than 12 units from working more than 20 hours per week during the semester. Full-time students are required to sign the 20-Hour Work Rule Acknowledgment Statement indicating they will comply with this policy.

*Given the commitments of the SCALE Program, students are discouraged from working, especially during the first year.



STUDENT SERVICES



INFORMATION TECHNOLOGY

IT Support

IT Office, Fourth Floor, W410
(213) 738-6762; ithelp@swlaw.edu
PORTAL: Information Technology
<https://swlaw.sharepoint.com/sites/it>

Email

Each student receives their Southwestern email address, username, and password upon acceptance. Email account information will also be available at Orientation, in the IT Office, by calling (213) 738-6762, or by emailing ithelp@swlaw.edu (a Student ID Number is necessary for verification purposes).

The Southwestern email account is one of Southwestern's primary means of disseminating essential law school information and students are encouraged to check their accounts regularly. Email accounts may be accessed using a link on the Portal or by going directly to <https://outlook.office365.com>. More information on accessing and using Southwestern email can be found on the Portal.

Library Technology

The Computer Lab is located on the first floor of the Library. It offers workstations, a scanner, and a printer for student use. Additional computers are located near the Reference Desk. Students can print from any of these computers. The Library also has copiers and a book scanner. Wireless network users can print from their laptops to printers and photocopiers in the Library and on the second floor of the Westmoreland Building. More information for both PC and Mac users is available on the Portal.

Campus Wireless Network

Wireless internet access is available throughout the campus. Students can connect to the wireless network using their email credentials. Details can be found on the Information Technology Portal page.

Self-Service

Self-Service is the web-based self-service tool that enables Southwestern students to access certain academic information and conduct transactions online. It allows users to view information such as course schedules, grades, and unofficial transcripts as well as submit address changes, change their Student Directory listing preference, and make online payments. Students can access Self-Service through the Portal or at <http://swlaw.edu/selfservice>.

ExamSoft

Registrar's Office, First Floor, W102
(213) 738-6734; registrar@swlaw.edu
PORTAL: Registrar
<https://swlaw.sharepoint.com/sites/registraroffice>

ExamSoft enables students to take examinations using laptop computers. ExamSoft Worldwide, Inc., through its Exemplify product, enables students to take an examination on a laptop by locking down all other desktop applications.

Note: BW=Bullocks Wilshire Building;
W=Westmoreland Building

STUDENT SERVICES

Leigh H. Taylor Law Library

First Floor, BW

(213) 738-5771; library@swlaw.edu

PORTAL: Leigh H. Taylor Law Library

<https://swlaw.sharepoint.com/sites/lawlibrary>

The Library keeps students up to date by posting information on the Library webpage (<https://swlaw.edu/library>). In addition to over 525,000 volumes and a multitude of electronic databases, the Library offers a number of resources first-year students will find valuable. The Library purchases a variety of study aids. The Library provides access to the popular Understanding, Q&A, Examples and Explanations, and numerous other study guide series in eBook form. From the library webpage, an unlimited number of students can check out the eBooks for the entire semester. Study aids, in paper, can be checked out at the Reserve/ Circulation Desk. The Library features 21 collaborative study rooms. Students can make room reservations online from links on the main library and portal webpages.

During Orientation, you will receive an email from reference@swlaw.edu with the registration codes for creating Bloomberg Law, CALI, CEB Pro, and LexisNexis research accounts. Students will receive a separate email from Westlaw with their individual registration code and registration instructions. Students should register as soon as possible. Formal instruction in the use of the databases will take place in the research classes of your LAWS course. First-year students are encouraged to seek help at the Reference Desk throughout the year; the librarians are available to help with Bluebook, study aids, and other first-year questions.

Financial Aid

W102; (213) 738-6719; finaid@swlaw.edu

PORTAL: Financial Aid (<https://swlaw.sharepoint.com/sites/financial/SitePages/continuingstudents.aspx>) and Scholarships & Public Interest Grants (<https://swlaw.sharepoint.com/sites/financial/SitePages/scholarship.aspx>)

The Financial Aid Office helps secure financial aid for all qualified applicants who would be unable to attend law school without such assistance. Financial aid in the form of federal loan programs and other loans from a number of public and private sources, as well as merit- and need-based scholarships and Federal Work-Study funds, are available to Southwestern students. The law school is also fully approved for J.D. students wishing to utilize their veterans' education benefits.

During the past academic year, approximately 90% of Southwestern students received some form of financial aid. The Financial Aid Office is available to provide assistance throughout the financial aid application process. Contact the Financial Aid Office to make a counseling appointment.

Entrance and Exit Counseling

The federal government requires all colleges and universities to offer Entrance and Exit Counseling for federal aid recipients, and Entrance Counseling must be completed before any federal loan funds can be disbursed. First-time borrowers at

Southwestern are required to complete Entrance Counseling for each loan program used. Combined Loan Entrance Counseling is available for students who borrow from both the Stafford and Direct PLUS loan programs at <https://www.studentaid.gov>.

Top Tips to Obtain Your Financial Aid Award

1. Upon receiving your Portal log-in credentials from the admissions office, sign up for Direct Deposit: (1) Log in to the Self-Service via the Portal, (2) Select 'Banking Information,' click 'New Account,' (3) Add your bank/ routing number, (4) Verify accuracy, (5) Email accounting@swlaw.edu after verification.
2. Complete a Master Promissory Note (MPN) for each federal loan type that you have used (Stafford and Direct PLUS). You can sign your MPNs at <https://www.studentaid.gov>. Please note that loan funds cannot be disbursed until a valid MPN is on file with the US Dept. of Education.
3. Complete Mandatory Entrance Counseling at <https://www.studentaid.gov>.
4. Financial aid offers are posted to Student Accounts and refunds are processed prior to the first week of class for each term. Students are responsible for all charges that post to their accounts after financial aid awards have been disbursed. Late fees may apply if outstanding balances aren't paid prior to the billing deadline.
5. Students must maintain at least half-time enrollment for loan funds to be disbursed. Half-time enrollment is defined as five credits in both the fall and spring semesters. Enrollment is verified before loan funds are disbursed. Students who do not meet the minimum enrollment standards will not have their loan funds disbursed.
6. If a student withdraws from school for any reason, financial aid offers may be adjusted and the student may be required to repay a portion of the funds already received. Students should consult a financial aid counselor if they believe that they may need to drop below half-time enrollment or withdraw for the term.
7. All financial aid recipients are required to maintain the Standards for Satisfactory Academic Progress as defined by [federal regulations](#).
8. Students must re-apply for financial aid every academic year, beginning October 1.
9. Keep copies of all your paperwork and expenses for future reference.
10. Submit any requested follow-up items and update your email and mailing address as needed to make sure you receive any requests for information.

STUDENT SERVICES

Parking

W100; (213) 738-6800; parking@swlaw.edu
PORTAL: *Parking and Transportation for Students*
<https://swlaw.sharepoint.com/sites/campusresources/SitePages/parkingtransportation.aspx>

Parking at Southwestern is limited, and students are encouraged to purchase parking once the parking registration form is available. An email will be sent to all student SW email addresses to announce when parking registration is open and will include details about the registration process.

Campus Security and Safety

Security Office – *Bullocks Wilshire and Westmoreland Lobbies*: (213) 738-5793
The Residences at 7th: (213) 738-6745
security@swlaw.edu
PORTAL: *Campus Safety and Security*
<https://swlaw.sharepoint.com/sites/security>

Security Services

- Emergency Call Boxes
- Emergency Intercoms
- Security Escort: (213) 738-5793
- SW-Alert (Southwestern's Emergency Announcement Service)

Important Telephone Numbers

- Campus Security (24 hours): (213) 738-5793 or (213) 738-6735
- Security at The Residences at 7th: (213) 738-6745
- Administrative Services: (213) 738-6800
- Emergency Message Line: (213) 738-6700
- Police, Fire, Medical: 911
- HelpNet Counseling Services (24 hours): (800) HELPNET (435-7638)

Security Walks

Campus Security provides Security Walks for the safety of anyone walking alone on campus. Security Walks are available 24/7. To request an escort, contact Campus Security on the first floor of the Bullocks Wilshire or Westmoreland buildings or by calling (213) 738-5793.

Lost and Found

- Administrative Services (W100): (213) 738-6800
- Law Library: (213) 738-5771

Emergency Operations Plan

PORTAL: *Emergency and Safety*
<https://swlaw.sharepoint.com/sites/safety>

In the event of a major campus emergency or disaster, proceed as follows:

Evacuation

- If evacuation is necessary during the day, follow building exit signs to the nearest stairwell and go to the designated assembly areas
- In the event of night-time evacuation, assemble in the Bullocks Wilshire Building surface parking lot

Emergency Action Procedures

Follow instructions provided by Southwestern staff or the public address system

- Avoid panic
- Stop rumors

- Evacuate immediately
- Do not use the elevators unless instructed to do so
- Immediately report any condition or object that may create a hazard to a student, staff, or faculty member

SW-Alert

SW-Alert is an emergency text announcement service. This system enhances the notification system already in place, which includes email, lobby plasma screen announcements, public address system announcements, and website postings. SW-Alert is available to students, faculty, and staff and allows the law school to send text messages to the personal cellular telephones of participants. To sign up, go to <https://www.swlaw.edu/swalert>.

Accessibility Services

W102; (213) 738-6888; accessibility@swlaw.edu
PORTAL: *Accessibility Services*
<https://www.swlaw.edu/enteringaccserv>

It is the [policy](#) and practice of Southwestern to comply with the Americans with Disabilities Act of 1990, as amended by the ADA Amendment Act of 2008, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities.

Southwestern makes every effort to provide reasonable accommodations for students with disabilities. Indicating a disability on the admissions application does not serve as notice to Southwestern of a student's need for accommodations during law school. A student has the responsibility to meet with the Student Services Office as early as possible to discuss their request for accommodations. For a full list of institutional policies, please visit <https://www.swlaw.edu/SWPolicies>.

Note: W=Westmoreland Building

HEALTH AND WELL-BEING

A healthy mind and body are central to a student's ability to succeed in law school. The following resources are available at Southwestern to help students throughout this exciting yet challenging journey.

Bison Wellness Project

The Bison Wellness Project includes BisonCares, the Food Pantry, and the Professional Clothes Closet.

BisonCares

The BisonCares program offers a variety of free support options and tools designed to help Southwestern students mentally and emotionally. Available services include a 24/7 support line, virtual counseling options, and on-demand wellness education programming.

Food Pantry

The Food Pantry contains free non-perishable food and toiletry items for current students, staff, faculty, and immediate family.

Professional Clothes Closet

The Clothes Closet, located in the Leigh H. Taylor Law Library, contains clothes and accessories donated by Southwestern alumni, faculty, and staff and is available at no cost to current Law School students. Most available clothing pieces range from business casual to business professional attire and are intended to be used for career fairs, interviews, networking events, externships, the workplace, and other professional settings.

Student Support and Emergency Team (SSET)

Established by Dean Dickerson, the SSET is a standing group of administrators and faculty members who assist law students who are experiencing a variety of personal and institutional stressors, including academic concerns, personal and relationship challenges, financial difficulties, and medical and mental health situations. The SSET provides referred students with appropriate responses and resources that are timely, effective, and non-intrusive.

Student Counseling Services

Southwestern aims to support your mental health needs as you pursue your academic goals. The BisonCares program offers a variety of free support options and tools designed to help Southwestern students mentally and emotionally. Available services include a 24/7 support line, Headspace, and unlimited in-person or virtual counseling options. Southwestern also provides all students with the counseling services of HelpNet, a private consulting firm with a network of licensed counselors. Through HelpNet, students have access to professional counseling services and community resources for problems related to relationships, career, and academic stress; alcohol and drug abuse; and family, financial, legal, and other needs. Students are entitled to two free counseling sessions each program year, from July through June. Information concerning HelpNet is available in the Student Services Office and by calling the toll-free hotline, 1-800-HELPNET.

Student Health Insurance Plan

(213) 738-6716

studentaffairs@swlaw.edu

Canvas: Student Health Insurance Information

<https://swlaw.instructure.com/courses/3005>

Southwestern requires that all students entering the law school have basic health insurance coverage. Every student will be enrolled in the Student Health Insurance Plan available through Southwestern unless they complete the waiver process. More information about the plan and the online waiver application are available on the health insurance Canvas page.

Title IX

213-738-6733

TitleIX@swlaw.edu

Southwestern's policy is to provide a work and academic environment free of sexual misconduct. Title IX protects individuals from unlawful harassment and discrimination in law school programs and activities. Individuals with questions, concerns, or complaints may contact Southwestern's Title IX Coordinator, Jessica Johnson.

Wellness Events and Support

(213) 738-6871

studentservices@swlaw.edu

Southwestern presents a variety of wellness events throughout the year, including stress-management and fitness programs. The Student Services Office is also available to counsel students who have personal issues that may affect their academic success or general well-being.

COVID-19 Policy

Southwestern has established an Indoor Masking Policy. Please review the policy at <https://www.swlaw.edu/sites/default/files/2024-06/Indoor%20Masking%20Policy%206.12.24%20for%20posting%20%28002%29.pdf> and check the SW main website before coming to campus to know what the current masking phase is.



STUDENT LIFE | STUDENT AFFAIRS



Peer Mentors at Orientation

Student Affairs Office

W233; (213) 738-6716; studentaffairs@swlaw.edu

PORTAL: Student Life

<https://swlaw.sharepoint.com/sites/students/SitePages/saffairs.aspx>

Southwestern's Student Affairs Office provides the opportunities, connections, and environment to help ensure your success as a law student and to help you enjoy life at the law school.

Law Review

The *Southwestern Law Review* is a student-edited quarterly journal that publishes scholarly articles and commentary on the law contributed by prominent jurists, practitioners, law professors, and student members of the *Law Review* staff.

Participation in the *Law Review* program provides students with the opportunity for concentrated study in specific areas of the law and enhances their skills in legal research, writing, and analysis.

Journal of International Law (Law Journal)

The *Southwestern Journal of International Law* complements Southwestern's extensive course offerings and faculty expertise in international and comparative law. Participation in the Journal allows students to develop their legal writing and research skills along with their substantive knowledge of topics covered by the Journal.

Moot Court Honors Program

Southwestern's Moot Court Honors Program is a nationally recognized program. Students develop essential oral and written appellate advocacy skills and send teams to competitions annually, garnering top awards for their performances.

Negotiation Honors Program

The Negotiation Honors Program gives students an opportunity to develop negotiation skills, which are a fundamental component of lawyering. Those selected for membership compete against other law students in various regional and national competitions. Students are required to master concepts at a very high level of expertise. All program members compete in their own assigned competition and assist fellow program members in other competitions.

Trial Advocacy Honors Program (TAHP)

Through the Trial Advocacy Honors Program, members, or "Advocates," develop the litigation skills and confidence necessary to excel in trial advocacy. Advocates learn to express their creativity in a simulated trial atmosphere, develop a mastery of the rules of evidence, and learn to present arguments with composure and poise.

Links to the individual Honors Programs can be found at www.swlaw.edu/curriculum/honors-programs.

Student Bar Association (SBA) and Student Organizations

The primary functions of the SBA are to promote student interests, to provide extracurricular activities for the student body through its own activities and activities of the various student organizations, and to encourage community service. A list of active organizations can be found online at <https://www.swlaw.edu/sba>.

SCALE Mentorship Programs

The SCALE Program offers two mentorship programs to its students – the SCALE Peer Mentor Program and the SCALE Alumni Mentor Program. The knowledge, guidance, and support SCALE students receive from their peers and our alumni are invaluable. Both programs serve as additional resources for student professional and personal development. Each first-year student is matched with a hand-selected SCALE II mentor who is trained in and committed to helping incoming SCALE students shape their first-year experience. Additionally, SCALE students, regardless of year, are able to participate as mentees in the SCALE Alumni Mentor Program, where they are matched with participating alumni mentors whose experience and wisdom benefits current students as they explore practice areas, pursue job opportunities, and face the day-to-day realities of legal practice. For more information, please email scale@swlaw.edu or call (213) 738-6690.

Student Professional Development Fund

The Student Professional Development Fund is available to help finance a portion of the travel costs and other expenses incurred by students who participate in professional development activities that are not otherwise funded by Southwestern.

BEYOND ORIENTATION

Faculty

<https://www.swlaw.edu/faculty/full-time>.

They frequently appear on national and international TV, and their names are in widely cited textbooks and articles. They speak before juries, Presidential commissions, Senate hearings, and global forums.

As nationally recognized experts in their respective fields, Southwestern faculty are known for their exceptional accessibility to students, earning the school a top reputation for faculty-student interaction.

Academic Advising/Student Services Office

W102; (213) 738-6871

PORTAL: *Student Services Office*

<https://swlaw.sharepoint.com/sites/dosda>

Students are encouraged to discuss course selection and career preparation with faculty and administrators, and “Table Day” events are held twice a year to assist with curriculum advisement and registration planning.

During the November event, first-year students receive guidance in selecting their Spring elective, and during the April event, they can obtain assistance in registering for the upcoming academic year.

The Student Services Office also assists students individually with course scheduling, academic status, general academic planning, and monitoring progress toward graduation.

Academic Success and Bar Preparation

W624; (213) 738-6813

academicsuccess@swlaw.edu

<https://www.swlaw.edu/curriculum/academic-success/academic-success-bar-preparation>

Southwestern provides a number of Academic Success and Bar Preparation resources, all designed to help students achieve their academic potential in law school. Through courses, workshops, and individual counseling, students are offered instruction on the competencies and tools necessary to be successful in law school, on the bar exam, and in practice. Southwestern is committed to providing students the support they need to pass the bar exam on the first attempt and has developed several bar-specific programs and resources.

Diversity, Equity, and Inclusion (DEI) Office

W624; (213) 738-6871

dei@swlaw.edu

The DEI Office coordinates initiatives to recruit students from diverse backgrounds and lived experiences, retain students of color and students from other underrepresented

groups, and foster a campus environment that recognizes, celebrates, and values diversity. The office offers one-on-one counseling and support for students.

Foundations of Law and Practice

Foundations of Law and Practice teaches essential law school skills like case briefing, note-taking, time management, and exam writing, as well as key professional skills for legal practice.

Dean's Fellow Program

Dean's Fellows are an elite group of upper-division students with exemplary academic skills who serve as teaching assistants for Foundations of Law and Practice. As academic mentors, Dean's Fellows assist first-year students in implementing best-practice study methods and support students in realizing their full academic potential.

Remedies

This course, taken after the first year, introduces students to bar-style essays. It serves as a good precursor to Cal Bar Writing.

Multistate Bar Exam (MBE): Skills and Strategies

This course reviews the most heavily tested topics within each of the seven subjects on the MBE. It provides a foundation for students to develop the multiple-choice test-taking skills essential for success on the bar exam.

Cal Bar Writing: Skills and Strategies

This course provides students with instruction and practice in bar-style essay and Performance Test writing. Using frequently tested topics, students will develop the skills required to successfully perform on the written portion of the bar exam.

Bison Bar Pass Program

This is a free supplemental bar preparation program, only available to Southwestern students, which provides the additional support students need to ensure bar success. Students receive customized study schedules, extra grading and feedback on written practice assignments, and individual expert bar coaching throughout their bar studies.

State Bar Registration

Every student intending to seek admission to practice law in California must register with the California Bar **within 90 days of the start of the study of law.**

Visit <https://admissions.calbar.ca.gov> to register.

BEYOND ORIENTATION

The Writing Center

W338; (213) 738-5729

writingcenter@swlaw.edu

PORTAL: Writing Center

<https://swlaw.sharepoint.com/sites/academicsuccess/SitePages/Writing-Center.aspx>

Southwestern's Writing Center helps law students become better legal writers. Students can obtain help with such writing assignments as legal memos, briefs, seminar papers, clinical work, externship assignments, law review or journal notes, cover letters, and writing samples, and are welcome to visit at any stage of their writing—from brainstorming to polishing. The feedback will conform to any restrictions given by individual professors.

Career Services Office

W323; (213) 738-6794

careerservices@swlaw.edu

PORTAL: Career Services Office

<https://www.swlaw.edu/career-services>

Career Services Office (CSO) partners with students and alumni on all aspects of their career development through individual counseling, specialized programming, and extensive resources. The CSO sponsors a variety of recruitment programs, networking events, and other initiatives to connect students and alumni with employers. CSO staff educate students and alumni about self-assessment, effective job search campaigns, workplace professionalism, and the diverse range of career opportunities available to those with legal training.

Externship Program

W231; (213) 738-6802

externoffice@swlaw.edu

PORTAL: Externship Program

<https://swlaw.sharepoint.com/sites/externships>

Southwestern's extensive Externship Program offers students the opportunity to enhance their classroom learning and better understand their career options through real-life practice experience at structured and supervised off-campus placements. Placement opportunities include government agencies, public interest entities, state and federal courts, the legal departments of select organizations (including entertainment companies), and select law firms. Paid externships are possible.

An externship is an elective course (requiring approval of the Externship Program Co-Directors) that full-time students can take starting the summer after their first year, and part-time students can take starting the summer after their second year.

Note: W=Westmoreland Building



Externship Open Forum

BEYOND ORIENTATION

Clinical Programs

W408; (213) 738-5710

legalclinic@swlaw.edu

<https://www.swlaw.edu/clinics>

With a longstanding commitment to Public-Service and excellence in skills-oriented legal education, Southwestern houses multiple clinics on campus.

In the **Appellate Litigation Clinic**, students work under the supervision of a professor on an appeal before the U.S. Court of Appeals for the Ninth Circuit, including drafting an opening brief, reply brief, and oral argument.

The **Asylum Law Clinic** offers students a community-based learning environment to develop lawyering skills and provide legal assistance to vulnerable populations. Under adjunct faculty supervision, students research, draft legal documents, and counsel clients while participating in a weekly course. Students conduct client interviews, develop case plans, and shadow attorneys in immigration courts. Students will complete their office hours, casework, and case supervision at the L.A. LGBT Center.

Through the **Children's Rights Clinic**, students are given full responsibility for a case under the supervision of a clinical faculty member. They learn how to investigate, research, and analyze the relevant facts and law, and how to pursue and weigh alternative legal strategies. Students further develop their research and writing skills through the preparation of memoranda and briefs, and may have the chance to hone their advocacy skills through oral argument, examination of witnesses, and presentation of evidence at hearings.

The **Community Lawyering Clinic** provides students with the opportunity to learn lawyering skills and provide high quality legal assistance to a vulnerable and underserved population in a community-based learning environment. Under the close supervision of a clinical professor, students will offer legal advice and counsel to the California State University, Northridge community in the area of immigration law. In addition to direct legal services and client representation, law students will also conduct both large-scale community outreach and policy advocacy projects.

Students who have demonstrated exceptional competency and interest in media and entertainment law are selected for the **Entertainment and the Arts Legal Clinic**. Students provide production business and legal affairs services for independent

documentary and feature films under the supervision of faculty.

In the **Eviction Defense Clinic**, law students represent low-income tenants being evicted or at risk of being evicted from their homes. Students attend a classroom component and engage in legal work under the supervision of professors and Inner City Law Center (ICLC) attorneys experienced in eviction defense litigation and trial.

The **Family Law Clinic** is a community-based clinic in partnership with the Harriett Buhai Center for Family Law. Students help protect victims of domestic violence, improve the well-being of children in poverty, empower people in need, and assure meaningful access to the Family Law courts.

In the **Immigration Law Clinic**, students work on humanitarian forms of immigration relief under the close supervision of a faculty member. Students receive hands-on training and learn practical lawyering skills.

Through the **Street Law Clinic**, students teach law-related critical life skills to youth in Los Angeles, many of whom are court-involved, assisting them towards a successful transition to adulthood. This helps the law students refine their presentation skills and translate the law in a simpler, more practical manner.

The Amicus Project Practicum, advised by Professor Michael M. Epstein, pairs individual students with faculty members to research and draft an amicus brief in real pro bono cases.

Panish Civil Justice Program

<https://www.swlaw.edu/panish-civil-justice-program>

Funded by Southwestern alumnus Brian Panish '84, one of the country's leading trial attorneys, the Panish Civil Justice Program seeks to provide top litigation training to students, to create a crossroads for judicial bench and bar, and to strengthen the foundations of the American civil justice system.

Note: W=Westmoreland Building

BEYOND ORIENTATION



Public-Service Program

W408; (213) 738-6886

publicservice@swlaw.edu

<https://www.swlaw.edu/experiential-learning/public-service-programs>

Since its founding, Southwestern has held Public-Service as a central component of its curriculum and philosophy and encourages Public-Service through a rich selection of programs, courses, activities, and individual pursuits.

Southwestern's Public-Service Program was established in 2009 to encourage students to perform 25 hours of law-related service each year as part of the legal profession's responsibility to ensure equal access to justice for all communities. Students who have performed a minimum of 75 hours of Public-Service throughout their law school experience receive special recognition at commencement and have the notation "Public-Service Distinction" placed on their law school transcript.

Established in 2020 and made possible by a grant from the Rodan Family Foundation, the Judge Harry Pregerson Public-Service initiatives at Southwestern are named in honor of the esteemed 9th Circuit Judge. Offered exclusively to Southwestern students, "Harry's Boot Camp" is a full-day orientation program centered on service community-building and introductory skills training. It features academic, experiential, and career development resources tailored to Public-Service career pursuits.

In addition to "Harry's Boot Camp," Southwestern offers the Judge Harry Pregerson Public-Service Fellowships, our premier summer fellowships offered to select students who are most likely to dedicate their legal careers to working on behalf of underserved communities and causes.

J.D. Concentrations

Southwestern offers seven J.D.

Concentrations that guide and recognize your study in a particular area. J.D.

Concentrations are (1) Civil Litigation and Advocacy; (2) Criminal Law and Advocacy; (3) Critical Race, Gender & Sexuality Studies; (4) Entertainment and Media Law; (5) Labor and Employment Law (6) Public Interest Law; and (7) Technology Law and Entrepreneurship. Register for a J.D. Concentration and submit the required form to registrar@swlaw.edu or call **(213) 738-6705** for any questions.

Donald E. Biederman Entertainment, Media, and Sports Law Institute

BW333; (213) 738-6602

institute@swlaw.edu

<https://www.swlaw.edu/biederman>

Southwestern's Donald E. Biederman Entertainment, Media, and Sports Law Institute offers the most comprehensive entertainment and media law program in the United States. The Biederman Institute maintains a direct connection to the industries through its alumni network and the Southwestern Entertainment and Intellectual Property Alumni Association (SWEIP), as well as its highly experienced faculty, which includes many current and former prominent attorneys and business leaders.

The Institute also publishes the *Journal of International Media and Entertainment Law* and oversees the Entertainment and the Arts Legal Clinic.

The Institute sponsors specialized entertainment and media law summer programs in London and Los Angeles, and offers the nation's first LL.M. degree in Entertainment and Media Law.

Note: BW=Bullocks Wilshire Building;
W=Westmoreland Building



Quentin Warren, 2L Accelerated J.D. (SCALE)
Vice President, Black Law Students Association
2024 Commencement Student Singer

ADDITIONAL ADMINISTRATIVE OFFICES

Accounting

W202; (213) 738-6818

The Accounting Office oversees the financial and accounting activities of the law school and the management of other fiscal responsibilities.

Administrative Services, Parking, Security

W100; (213) 738-6800

The Administrative Services Office is responsible for campus facilities, personnel management, parking, commencement, the fitness center, emergency procedures, security, and coordination of campus auxiliary services such as Security, the Bookstore, and the Print Shop/Mail Room.

Admissions

W102; (213) 738-6834

The Admissions Office is responsible for the recruitment of prospective students to Southwestern, as well as the review of J.D. applications. The Admissions Office also awards merit scholarships to entering students.

Associate Dean for Research

BW415; (213) 738-6755

The Associate Dean for Research encourages and develops the faculty's scholarly research and publications, and fosters the intellectual community.

Associate Dean for SCALE®

BW409; (213) 738-6690 & (213) 738-6805

The Associate Dean for SCALE, together with the appropriate Southwestern departments, participates in the admissions, academic, administrative, counseling, alumni development, externship placement, and on-campus activities of the SCALE Program to foster the academic and career success of each of its students.

Associate Dean for Strategic Initiatives

BW407; (213) 738-6809

The Associate Dean for Strategic Initiatives pursues various projects of strategic significance to Southwestern, and oversees interdisciplinary programs such as joint degrees and certificates with other institutions.

Building Services

Westmoreland, Lower Level; (213) 738-6741

The Building Department provides facility maintenance, repairs, and special event support.

Communication and Marketing

BW 2nd Floor, East Wing; (213) 738-6731

The Communication and Marketing Department coordinates Southwestern's publications and public-relations efforts; develops and oversees the law school's website; and provides assistance with communication services to other departments, faculty, and student organizations.

Student Services Office

W102; (213) 738-6871

The Student Services Office assists students with academic or personal matters, including academic status, attendance matters, course selection, and progress to graduation. The office provides approval for special registration requests, program status changes, and letters of standing, and coordinates events to promote student well-being. The office is also responsible for accommodations for students with disabilities.

Institutional Advancement/Alumni Relations

BW 2nd Floor, East Wing; (213) 738-6814

The Institutional Advancement Office coordinates alumni activities, including Alumni/Student Networking Receptions, and raises funds for the law school.

Information Technology (IT)

ithelp@swlaw.edu

W410; (213) 738-6762

Information Technology (IT) provides and manages the Information Technology environment in alignment with the law school's mission and strategic plan.

Interdisciplinary Programs

zbruning@swlaw.edu

W102; (213) 738-6721

Southwestern offers opportunities for interdisciplinary study, including a joint J.D./M.B.A. program with the Drucker School of Management, Claremont Graduate University, and a Certificate in Bioscience Industry Law and Practice with Keck Graduate Institute.

President and Dean's Office

BW500; (213) 738-6710

Registrar's Office

registrar@swlaw.edu

W102; (213) 738-6734

The Registrar's Office is responsible for conducting the registration process; planning and coordinating examinations; maintaining student records, including posting grades, calculating class ranks, graduating students, and notating academic standings and awards; as well as preparing transcripts, diplomas, and bar certifications.

Note: BW=Bullocks Wilshire Building;

W=Westmoreland Building

ADDITIONAL ADMINISTRATIVE OFFICES



The Residences at 7th

Associate Dean for Academic Innovation and Administration

BW435; (213) 738-6876

The Associate Dean for Academic Innovation and Administration prepares the academic calendar and schedule of classes. The office coordinates faculty teaching assignments, the faculty evaluation process, and the faculty recruitment process. The office is also responsible for coordinating the first-year LAWS Mandatory Oral Arguments and assists with aspects of the annual Intramural Competition and the annual Write-on Competition. The office also serves as a resource to faculty looking to pursue innovative teaching methods.

General Counsel

BW361; (213) 738-6626

The General Counsel's Office provides legal services to Southwestern Law School.

Vice Deans

Anahid Gharakhanian: *BW427; (213) 738-6786*

Julie K. Waterstone: *W408; (213) 738-5727*

AUXILIARY SERVICES

Bookstore

(Follett Higher Education Group)

Westmoreland Lower Level;

(213) 738-6736 & (213) 738-6737

<https://swlaw.bkstr.com>

The Southwestern Bookstore sells books, school supplies, and clothing.

Print Shop/Mail Room (Collegiate Press Co.)

BW Lower Level; (213) 738-6732

Collegiate Press Company (CPC) sells printed course materials and provides campus mail, U.S. mail, photocopying, and fax services.

The Residences at 7th (Peak Campus Management LLC)

3041 West 7th Street; (213) 738-5500

On-site managers are available to assist students with their on-campus housing needs and related services.

Food Services

(Spotted Hen Catering)

BW 5th Floor; (213) 388-2541

The Tea Room provides food service for students, faculty, and staff. It's located on the fifth floor of the Bullocks Wilshire Building.

Security Services (Allied Universal)

BW Building and Westmoreland Lobbies

(213) 738-5793

Officers are responsible for campus security and safety. Security Escorts are available and may be arranged by contacting the Security Office.

Note: BW=Bullocks Wilshire Building;

W=Westmoreland Building



Sarah Kreager, 3L Full-Time Day
Chair, Homelessness Prevention Law Project



NAVIGATING SOUTHWESTERN

Department to Contact

For Questions About

<p>Academic Success and Bar Preparation academicsuccess@swlaw.edu 213-738-6813 W624</p>	<p>Academic Skills Resources Bar Exam Resources Dean's Fellows</p>
<p>Accounting accounting@swlaw.edu 213-738-6818 W202</p>	<p>Billing</p>
<p>Accessibility Services accessibility@swlaw.edu 213-738-6888</p>	<p>Accommodations Assistive Technology Digital and Physical Accessibility</p>
<p>Administrative Services, Parking, Security administrativeservices@swlaw.edu 213-738-6800 W100</p>	<p>Building Maintenance Security Commencement Student IDs Emergency Procedures Fitness Center Parking</p>
<p>Admissions 213-738-6834 admissions@swlaw.edu W102</p>	<p>Application Process Housing Assistance</p>
<p>Biederman Entertainment, Media, and Sports Law Institute institute@swlaw.edu 213-738-6602 BW333</p>	<p>Entertainment and the Arts Legal Clinic Entertainment Law Curriculum <i>Journal of International Media and Entertainment Law</i> International Entertainment Summer Law Program in London</p>
<p>Bookstore bookstore@swlaw.edu 213-738-6736 W - Basement</p>	<p>Academic Supplies Apparel Gifts Snacks</p>
<p>Career Services careerservices@swlaw.edu 213-738-6794 W323</p>	<p>Career Counseling and Planning Job Listings Recruitment Programs</p>
<p>Communication and Marketing co-mark@swlaw.edu 213-738-6731 BW260</p>	<p>Media Relations Print/Digital Publications Social Media Website/Blog</p>
<p>Diversity, Equity, and Inclusion Office dei@swlaw.edu 213-738-6871</p>	<p>Diversity and Inclusion Related Student Programming Programming for First Generation Law Student Recruitment and Retention Initiatives Complaints under the Preventing Discrimination, Harassment, and Retaliation Policy Complaints under the Title IX and the Sexual Misconduct Policy</p>
<p>Student Services Office studentservices@swlaw.edu 213-738-6716 W102</p>	<p>Academic Advising Accessibility Services Special Registration Requests</p>
<p>Externship externoffice@swlaw.edu 213-738-6802 W231</p>	<p>Externship Placements</p>
<p>Financial Aid finaid@swlaw.edu 213-738-6719 W102</p>	<p>Continuing Student Scholarships Federal Work Study (FWS) Administration Financial Aid Counseling and Literacy Loans</p>
<p>General Counsel generalcounsel@swlaw.edu (213) 738-6626</p>	<p>Compliance Legal Services for Southwestern Law School Policy Development</p>
<p>Information Technology (IT) ithelp@swlaw.edu 213-738-6762 W410</p>	<p>Audio/Visual Services Canvas Issues Forgot Password and Wireless Support Portal Zoom Issues</p>

NAVIGATING SOUTHWESTERN

Department to Contact


For Questions About

Interdisciplinary Programs interdisciplinary@swlaw.edu 213-738-6721 W102	Certificate in Bioscience Industry Law and Practice with Keck Graduate Institute Claremont Graduate University J.D./M.B.A. Program with Drucker School of Management	
Institutional Advancement/Alumni Relations advancement@swlaw.edu 213-738-6814 BW250	Alumni Affairs Fundraising Special Events	
Legal Analysis, Writing, and Skills Program (LAWS) cknolton@swlaw.edu 213-738-5774 BW419	LAWS Advocacy Tracks LAWS Curriculum	
Legal Clinics legalclinic@swlaw.edu 213-738-5710 W408	Clinics	
Leigh H. Taylor Law Library library@swlaw.edu 213-738-5771 BW - 1st Floor and 2nd Floor	Computers Copy Machines Group Study Rooms Legal Research Assistance	
On-Campus Housing housing@swlaw.edu 213-738-5500	The Residences at 7th	
Online J.D. Program onlinejd@swlaw.edu 213-738-6868	Canvas Learning Platform Curriculum Overview Learning Resources Library Services Professional Development	Program Accreditation Technology Requirements
Print Shop printshop@swlaw.edu 213-738-6768 BW Lower Level	Fax Service Mail Drop Off (Mailing Services) Professors' Course Materials	
Public-Service Programs publicservice@swlaw.edu 213-738-6886 W408	Pro Bono and Service Projects Public Interest/Public-Service Student Resources Judge Harry Pregerson Public-Service Initiatives	
Registrar's Office registrar@swlaw.edu 213-738-6734 W102	Bar Certification Class Registration Exams Grades International Student Guidance Student Records	
SCALE (Two-Year Accelerated J.D. Program) scale@swlaw.edu 213-738-6690 BW409	SCALE Admissions SCALE Ambassador Program SCALE Curriculum and Scheduling SCALE Events SCALE Lecture Series SCALE Peer Mentor and Alumni Mentor Programs	
Student Affairs studentaffairs@swlaw.edu 213-738-6716 W233	Food Pantry Health Insurance Honors Programs Orientation Peer Mentor Program	Professional Clothes Closet Student Bar Association Student Organizations Wellness Programs
Writing Center writingcenter@swlaw.edu 213-738-5729 W338	Writing Support Resources	


Note: BW=Bullocks Wilshire Building; W=Westmoreland Building


Southwestern Law School prohibits discrimination and harassment on the basis of race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, parental status, marital status, age (40 and over), disability (mental and physical), medical condition, citizenship status, military status or service, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services, or in the educational programs (including retention of students) or activities Southwestern operates. Please direct all inquiries regarding Southwestern's nondiscrimination policies to: General Counsel, 3050 Wilshire Boulevard, Los Angeles, CA 9001 (213) 738-6626.

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 twitter.com/southwesternlaw

 swlaw.edu/linkedin



**SW
LAW**



Southwestern Law School | swlaw.edu | (213) 738-6700 | Canvas swlaw.instructure.com
Student Affairs | (213) 738-6716 | studentaffairs@swlaw.edu
SCALE | (213)738-6690 | SCALE@swlaw.edu