Student Handbook

2009-2010 Academic Year

Also available at law.elon.edu
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I. INTRODUCTION

A. About Elon University School of Law

Elon University School of Law is building on the University’s national reputation for excellence in engaged learning and leadership education. Elon Law students are challenged to achieve at the highest levels, preparing to become lawyers who fully embrace their roles as society’s problem-solvers and leaders.

At Elon Law, you'll find a new, innovative approach to the study of law, one that reconsiders the traditional methods of American law schools and provides a framework that actively engages students in their studies:

Supportive environment, high expectations, higher achievement

Elon Law students experience constant, constructive feedback and personal guidance from faculty, executive coaches and practicing attorneys (preceptors) who are committed to the school’s mission. The 4-1-4 academic year allows first-year students to spend January developing core knowledge of leadership principles, second-year students to put their legal and leadership studies into action representing legal clients in the public interest, and third-year students to concentrate on special legal perspectives courses such as alternative dispute resolution, trial advocacy and international law.

As a result, Elon students are expected to achieve at higher levels, demonstrating mastery of legal knowledge and skills. They then put their knowledge and skills into action through field experiences that prepare them to contribute substantially to the profession and society upon graduation.

A school that is embraced by the legal community

Elon Law was created through a community commitment to support a school of the highest quality and provide the finest facilities.

• The school's distinguished advisory board, led by former presidential adviser David Gergen, includes two former North Carolina governors, three former North Carolina Supreme Court chief justices, a former president of the American Bar Association, a former U.S. ambassador and numerous other business and legal leaders.
• Each student is assigned a preceptor, a practicing attorney who mentors and guides their professional development.
• Elon Law is the home of the North Carolina Business Court, one of only a handful of law schools in the nation to house a working court.
A school that embodies hope for the leaders of tomorrow

Elon Law’s program begins with a comprehensive orientation to the legal profession, introducing students to their roles as leaders in society. Over the course of the three-year program, Elon Law incorporates the best of leadership education through courses, community activities and capstone experiences. Elon lawyers will begin their careers as knowledgeable, self-aware, skillful and innovative professionals.

Fast Facts

- Total 2009-20 enrollment: 318 (each entering class contains approximately 120 students)
- Located at the center of downtown Greensboro, N.C., adjacent to federal and state courts, government offices and major law firms
- 84,000-square-foot facility including a new multimillion-dollar library collection, wireless technology, courtroom and specialized labs and classrooms
- Innovative full-time program
- Small school, emphasizing close relationships among students and faculty
- Outstanding faculty members recruited nationwide for their exceptional abilities, values and commitment to the vision of this school
- Top students recruited for their demonstrated aptitude, achievement and interest in civic engagement and leadership
- Access to learning opportunities in the area’s leading law firms, federal and state courts, businesses, government agencies and nonprofit organizations

B. About Elon University

Elon University is a dynamic private comprehensive university known for excellent arts and sciences along with outstanding professional programs. Elon is located in the Piedmont region of North Carolina, east of Greensboro and northwest of Raleigh/Durham. Founded by the Christian Church (now the United Church of Christ) in 1889, Elon is situated on a beautiful and historic 575-acre campus.

Elon's 4,995 undergraduate and 671 graduate students come from 47 states, the District of Columbia and 49 other nations. About 25 percent are from North Carolina, with 9 percent from Massachusetts and New Jersey, 7 percent from Maryland and Virginia, 6 percent from Pennsylvania, 5 percent from Connecticut and New York, and many students from New England, Ohio, and Florida.

Elon's 343 full-time faculty teach in more than 50 undergraduate majors. The university includes Elon College, the College of Arts and Sciences; the Martha and Spencer Love School of Business; the School of Communications; the School of Education; and the School of Law. Master's programs are offered in business administration and education, and doctoral programs include physical therapy and law. Elon operates on a 4-1-4 academic calendar, including a four-week term in January.
Elon is recognized as a national leader in engaged learning, with top ratings in the National Survey of Student Engagement. Newsweek-Kaplan named Elon the hottest college in the nation for student engagement in its 2006 guide. Elon sends more undergraduate students to study abroad than any other master's-level school in the nation. Elon was named one of the top three universities in the nation for community service by the federal government's Corporation for National and Community Service. In addition, 80 percent of students complete internships, one-third of students hold at least one leadership position in the 150 campus organizations and programs, and about 250 students perform undergraduate research with faculty mentors each year.

U.S. News & World Report ranks Elon #2 among southern master's-level universities, and the Fiske Guide to Colleges ranks Elon one of 26 "best buy" private universities. The Education Trust recognizes Elon for excellence in freshman retention and outstanding graduation rates. Elon is recognized by Princeton Review for having one of the nation's most beautiful campuses. The wooded grounds have been designated a botanical garden.

Elon Phoenix athletics include 16 intercollegiate men's and women's sports in NCAA Division I (I-AA football), and Elon is a member of the Southern Conference. In addition, many students actively participate in 18 intramural and 21 club sports.

Elon's core values have remained constant through decades of growth: close relationships between faculty and students, a culture that supports constant innovation, and a strong sense of community. Each Tuesday morning, students, faculty and staff gather around Fonville Fountain for refreshments and fellowship during "College Coffee." Weekly chapel services in historic Whitley Auditorium provide an interfaith worship experience. Daily events, spontaneous gatherings and sidewalk conversations are the hallmarks of this friendly and welcoming academic community.

Elon University is a member of Project Pericles®, a national organization of colleges and universities committed to make socially responsible and participatory citizenship an essential part of our educational program - in the classroom, on the campus, and in the community.

C. Advisory Board

The Elon University School of Law Advisory Board includes prominent judges, attorneys and business leaders who advise the university in establishing the school and in its future development. The board is chaired by David Gergen, who served as director of communications for President Reagan and held positions in the administrations of Presidents Nixon, Ford and Clinton.

*David Gergen (chair)*, Cambridge, Mass.; former adviser to four U.S. presidents and director of the Center for Public Leadership at the John F. Kennedy School of Government at Harvard University

*Noel Allen*, Raleigh, N.C.; Partner, Allen and Pinnix, PA; Elon University trustee
Rhoda Bryan Billings, Lewisville, N.C.; N.C. Supreme Court, 1985-86, Chief Justice 1986; President, N.C. Bar Association, 1991-92; Professor Emeritus, Wake Forest University School of Law

R. Steve Bowden, Greensboro, N.C.; Principal, R. Steve Bowden Associates; member, University of North Carolina Board of Governors

Alfred (A.P.) Carlton Jr., Raleigh, N.C.; Partner, Allen and Pinnix, PA; President, American Bar Association, 2002-03

Donald R. Dancer, Manhattan Beach, Calif.; Executive Vice President and Chief Administrative Officer, International Rectifier Corporation

David L. DeVries, Greensboro, N.C.; Partner, Kaplan DeVries, Inc.; Senior Fellow, Center for Creative Leadership


Ellen M. Gregg, Winston-Salem, N.C.; partner, Womble Carlyle Sandridge & Rice PLLC; member, N.C. Chief Justice's Commission on Professionalism


Robert E. (Bobby) Long Jr., Greensboro, N.C.; Granville Capital, Inc.; Elon University trustee

Thomas P. (Pat) Maroney, Charleston, W. Va.; Principal owner, Maroney, Williams, Weaver & Pancake PLLC; Member, Elon University Board of Visitors

Bonnie McElveen Hunter, Greensboro, N.C.; Chair of the American Red Cross; Founder and CEO, Pace Communications; U.S. Ambassador to Finland 2001-2003

William (Bill) McNairy, Greensboro, N.C.; Partner, Brooks, Pierce, McLendon, Humphrey & Leonard LLP; J.D. and Certified Public Accountant

Maureen Kelley O’Connor, Chapel Hill, North Carolina; Chief Administrative Officer and General Counsel, Blue Cross Blue Shield of North Carolina

Edmond Seferi, New York, NY; Partner, McKee Nelson, LLP; Chief of Staff to the president of Albania, 1992-1994

Jonathan Wall, Greensboro, N.C.; partner, Robertson, Medlin & Troutman PLLC; member, Board of Governors, North Carolina Academy of Trial Lawyers; member, Board of Governors, New Lawyers Division, Association of Trial Lawyers of America

D. University Administration

The following administrators are located on the university’s main campus in Elon, North Carolina.

President: Leo M. Lambert

Executive Vice President
Gerald L. Francis

Provost/Vice President for Academic Affairs
Steven House

Vice President for Business, Finance and Technology
Gerald Whittington

Vice President for Institutional Advancement
Nan Perkins

Vice President for Student Life/Dean of Students
G. Smith Jackson

Vice President for Admissions and Financial Planning
Susan Klopman
II. ACADEMIC MATTERS

A. Academic Calendar 2009-2010

Note: This schedule is subject to adjustment as the year progresses.

Fall Semester 2009

August 24 (Monday) - Classes Begin for All Students

October 17-20 (Saturday-Tuesday) - Fall Break

November 24 (Tuesday) - Last Day of Fall Classes

November 25-29 (Wednesday-Sunday) - Thanksgiving Holiday

November 30-December 1 (Monday-Tuesday) - Reading Days

December 2-16 (Wednesday-Wednesday) - Final Exam Period

December 17-January 5 - Winter Break

Winter Term 2010

January 6 (Wednesday) - Winter Term Begins

January 18 (Monday) - Martin Luther King Jr. Holiday

January 20 (Wednesday) - Last Day of Winter Term

January 21 (Thursday) - Break

Spring Semester 2010

January 22 (Friday) - Spring Semester Begins (Law School Will Operate on a Monday Schedule)

March 20-28 (Saturday-Sunday) - Spring Break

April 5 (Monday) - Easter Holiday

April 30 (Friday) - Last Day of Spring Classes

May 1-2 (Saturday-Sunday) - Reading Days
May 3-14 (Monday-Friday) - Final Exam Period

B. Program of Legal Education

Details about the law school’s academic program, including its required courses and complete curriculum, are contained in the school’s Academic Catalog, which is available on the law school’s web site.

C. Academic Regulations

The graduation requirements and other academic regulations for the law school are contained in the school’s Academic Catalog, which is available on the law school’s web site.

D. Registrar’s Office

The Law School Registrar is responsible for all matters relating to student records, including registration, drop/add, and the maintenance of student academic records such as grades and grade reports. She determines enrollment status, academic standing and class rank. She assists in course and final exam scheduling, exam administration, coordination of accommodations for students with disabilities, administering course evaluations and student surveys, and coordination with the campus store.

1. Access to Student Educational Records

Elon University and the School of Law comply with the Family Educational Rights and Privacy Act of 1974. This act protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the act.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar.

2. Transcripts of Student Records

Requests for copies of a student’s record should be made to the Registrar (note: it may take up to a week for the Registrar to produce a transcript). Transcripts will be produced on Tuesday and Thursdays at 3:00 p.m. All law school transcripts reflect the student’s complete law school academic record. No transcripts will be issued without the written authorization of the student. No transcript is issued for a student who has a financial obligation to the university.

E. Disability Services

The School of Law and Elon University are committed to the principle of equal opportunity. One of the ways we express that commitment is in our efforts to accommodate qualified students with
disabilities as they face the challenges of university life. Faculty, staff, administrators and students work together to find approaches and accommodations that enable students to benefit from the wide variety of programs and activities on campus. The School of Law works with the University’s Academic Advising Center to arrive at the most suitable approaches and accommodations for its students. For more information about the University’s disability services and to view a copy of the University’s Disabilities Guidebook, students should visit http://www.elon.edu/e-web/academics/advising/ds/.

**F. Third-Year Practice Certification**

Certification under the Third-Year Practice Rule allows Elon Law students to gain practical experience, including appearing in court, under the supervision of a licensed North Carolina attorney. Elon Law students who have completed at least three semesters and are in good standing are eligible for third-year practice certification. An information packet and the forms for seeking certification are available on the Registrar’s web page of the law school web site.

Students enrolled in the law school’s clinic courses and externships (contact the clinic and externship directors for details), as well as students engaged in internships with government agencies, Legal Aid, or other employers who provide pro bono or indigent legal services. The North Carolina State Bar issues the third-year practice certifications. The certification process is detailed in the North Carolina State Bar Rules Governing Practical Training of Law Students, Subchapter C, Sections .0200 through .0207.

Certification allows students to represent indigent clients, the state in criminal prosecutions, a criminal defendant represented by the public defender, and government agencies, under the supervision of a licensed North Carolina attorney. Potential employers include government agencies and non-profits such as Legal Aid, the Public Defender’s Office, the District Attorney’s Office, and the Attorney General’s Office. It is the school’s understanding that students working with private law firms are also eligible for certification, but their certification extends only to pro bono matters. If a student or supervising attorney has questions about the scope of the representation allowed under the certification, they should consult the rules and/or contact the North Carolina State Bar.
III. HONOR CODE AND OTHER POLICIES

A. Honor Code

The Elon University School of Law Honor Code, adopted in February 2009, applies to all Elon Law students. Its jurisdiction extends to all law-school related endeavors undertaken by students enrolled in Elon Law, as well as when an Elon Law student identifies himself or herself as an Elon Law student. As a condition to continuing as an Elon Law student, each student entering Elon Law (or enrolled in Elon Law upon adoption of this Code) must agree to be bound by this Code by signing an agreement. Students should familiarize themselves with the provisions of the Code. The text of the Code and an Honor Code Violation Report Form is available on the Registrar’s web page of the law school’s web site.

The implementation and success of this Code rests with every law student. The Code prohibits: (a) Academic Dishonesty; (b) Stealing; (c) Vandalism; (d) Lying; (e) Plagiarism; (f) Technology Violation; (g) Obtaining an Unfair Advantage; and (h) Abusing the Code. If a student is unsure of the scope of this Code or its applicability to a particular activity, it is the responsibility of the student to seek guidance from the Honor Council. The Honor Council is responsible for the administration of the procedures set forth in this Code and for the interpretation of this Code.

Incidents occurring on or before the adoption of the Elon Law Honor Code in February 2009 are governed by any Elon University honor code applicable to that action and in force at that time.

B. Attendance; Class Preparation and Participation

Consistent with ABA Standards, the law school requires attendance at all class sessions. Students should come to class prepared and ready to participate in the discussion or activities of the session. Professors may establish individual policies consistent with the previous statements and, in their discretion, may establish consequences for failure to meet these standards, including lowering a student’s grade in a course or prohibiting a student from taking the final examination in the course.

C. Recording Classes

Generally, students are not allowed to record classes and, under no circumstances, may a student record a class without the permission of the professor teaching the course. If a student desires to record a class because of absence, then the student must seek the professor’s permission on a form provided by the Registrar. If such permission is granted, the permission is limited to the student who made the request, and said student agrees to use the recording only within the scope of the permission granted.

D. Dress Code
The professional nature of the school should be considered in matters of attire. Students should dress and groom themselves in a manner consistent with and which will best reflect the professional aspect of their enrollment and the professional nature of the School of Law. Certain courses such as Trial Practice and Procedure and events will require students to dress in courtroom attire.

E. Computer Use Policy

The law school has wireless internet capability throughout the building. Faculty members have discretion in requiring or limiting the use of computers in the classroom or in their courses. Utilization of computers during class time should conform to standards of professionalism. Computers should be used during class time only for purposes related to the course, more specifically, computers must not be used to send e-mails, text message, surf the Internet, watch DVDs, or for other purposes unrelated to the course.

F. Employment within the Law School; Outside Employment

First-year students may generally work between five and ten hours per week within the law school. First-year students may not hold employment outside the law school during the academic year without permission. Students must seek this permission from the Associate Dean for Academic Affairs on forms available from the Registrar. If permission is granted during the first year, it will likely be for no more than 10 hours per week and more likely five hours per week.

In the second and third year, students may not work more than twenty hours per week during the academic year consistent with ABA Standards. Second-year students should also seek approval from the Associate Dean for Administration on forms available from the Registrar. Students should also inform the Career Services Office of any employment outside the law school, as this office regularly compiles employment statistics.

If a student is on academic probation, the faculty and administration may prohibit continued employment during the academic year.

G. Other Law School and University Policies and Regulations

Elon Law students will abide by general law school and university policies and regulations. A list of university policies and regulations are available on the University web site at http://www.elon.edu/e-web/students/handbook/genpol.xhtml. In some instances, more specific law school policies will govern, and if students have any question about the applicable policy, they should consult with the Dean’s Office.
IV. THE LAW LIBRARY

The Elon Law Library strives to be a warm and welcoming place for all members of the Elon Law community. We wish to be a resource in your educational and personal growth during your time here at Elon Law School. In regards to your intellectual growth, the Law Library collection, in depth and breadth, compares favorably with more established law schools and is considerably larger than typical academic law libraries at their earliest stage of development. Specifically, the collection is designed to be particularly strong in Leadership titles, U.S. Supreme Court materials, State of North Carolina monographs and treatises, and other emerging fields of law such as Bioethics/Biotechnology and the Law of the Internet. All the generally accepted formats found in today’s academic law libraries will be utilized in the Elon Law Library, including a plethora of electronic databases.

The Law Library recognizes the close relationship between a positive environment and its use by patrons. This concept relies on having as few impediments as possible for patrons to use the library facility and its services. Thus both food and drink are allowed in the library. We encourage students to make themselves at home, within reason, remembering that they are sharing the facilities with their classmates, alumni and often members of the practicing bar.

Students, faculty, and external patrons have access to wireless technology offered in the Elon Law Library and throughout the building. The Elon Law Library is characterized by an open door policy and a high service level orientation. You are always welcome to stop by with a question of any kind. Suggestions are welcomed and can be placed in the suggestion box at the Reference Desk, sent to the Law Library blog or sent to the Associate Dean for Library and Information Services.

A. Reference Services

Reference Assistance

The Elon Law Library supports the educational and research needs of the Elon University School of Law community. The research staff is highly trained and educated, and available to assist students and faculty with all their research questions. Reference assistance is offered Monday – Friday, 9:00 a.m. to 6:00 p.m. and Sunday, noon – 8:30 p.m. The Reference Librarians’ offices (M13, M14) are located on the Library Mezzanine. The Circulation Paraprofessional’s (M15) office is located behind the circulation desk.

Reference, Research, and Government Documents

The Law Library has a webpage which is integrated with the Law School’s main website. Patrons may access a wide variety of services through this website, including access to electronic databases, the online library catalog and reference chat. Information about the library’s hours, staff and basic policies are also available online.

The Law Library is also an official Federal Depository Library. This means that the library receives select government publications which may be used by faculty, staff, students, bar
Research Appointments

Students with an in-depth project or a new field of research to tackle are encouraged to set up an appointment with a reference librarian for more in-depth assistance if needed. The reference librarians can also instruct students in the use of the many tools of legal research including print materials, the Internet, and electronic databases. Students should not hesitate to contact a reference librarian to make an appointment for personal sessions tailored to meet their instructional needs.

B. Borrowing Materials & Interlibrary Loan

Borrowing Materials

Elon students, faculty and staff with valid Phoenix cards have general circulation privileges. Alumni, non-Elon students, and other library pass holders may not borrow books. The library is primarily a research library and most of the collection does not circulate. In addition, many materials, such as Reserve materials and statutory code volumes, may not be removed from the Library. See the Circulation Policy Chart on this website to determine which materials circulate, to whom and for how long.

All Reserve and Reference materials and all materials removed from the Law Library must be charged out at the Circulation Desk.

Loan Periods

- Course Reserve Material 4 hours
- Monographs 4 weeks
- Videotapes and DVD 2 weeks

The Law Library charges fines for overdue materials. The fine schedule is outlined under "Overdue Fines" below.

General Policies

- Circulating books which have been requested by other patrons may be recalled after two weeks.
- Books may be renewed if they have not been requested by other patrons.
- The Library does not release names of borrowers to other library patrons.
- When you request a book that is charged out to someone else, the Circulation staff will notify you via e-mail when we have retrieved it from the other borrower.
Reservations for Reserve Materials

Reservations for particular Reserve items may be made up to 24 hours in advance at the Circulation Desk. Holds may be placed on a particular copy or on the next copy to be returned. Users may only place a hold on a particular item once in any 24 hour period, but may renew it if no one else has requested it.

Overdue Fines

Overdue fines are assessed as follows:

- Reserve materials: $.50/hour
  - Up to maximum $20.00/item
- Non-Reserve materials: $.25/day for first 10 days
  - After 10 days fine increases to $.50 per day
  - Up to maximum $20.00/item
- Recalled Material which is not returned will incur an additional $.25 per fine period (hour or day)

Lost Materials

If an item is not returned within 45 days of the time it becomes overdue (or 3 days in the case of Reserve material), the Library declares the material lost and charges the borrower $40.00 processing fee (this includes the outstanding fine) plus current replacement cost, whether or not the item is repurchased.

Lost ILL material is billed a minimum charge of $250.00 or Lending Library’s bill plus $40.00 whichever is greater.

Fines not paid by semester's end may result in a freeze to registration or graduation.

Interlibrary Loan

Members of the Elon Law community who cannot locate material in the Elon Law Library are encouraged to use our Interlibrary Loan (ILL) services. ILL is the process by which we will arrange to borrow the material from another library for you. Please make sure to check the catalog to verify if either the law library or Belk Library own the item, prior to making a request.

ILL requests may be made by contacting the Circulation Paraprofessional at the Circulation Desk. Any costs for obtaining interlibrary loan materials will be charged to the interested patron. If there is a charge we will verify a patron’s willingness to pay for use, prior to incurring the charge. Students will be notified via e-mail when titles arrive.

The loan period for ILL materials is determined by the lending library. This period is typically from two weeks to a month. Materials must be returned to the Circulation Desk on or before the
specified due date or fines will be charged to the affected patron. If a title is needed longer than
the loan period allows, contact the Circulation Desk to determine if a renewal is possible

Interlibrary loans are subject to recall if the lending library needs the title returned before the said
loan period. Patrons will be notified via e-mail if a title is recalled.

All ILL materials are subject to fines for damaged books, late returns and lost items. Fines are
typically determined by the lending library, but additional charges determined by Elon Law may
be billed for processing.

Please see the Circulation Paraprofessional or the Reference/Access Services Librarian with any
questions or concerns.

C. Reserve Collection

The Elon Law Library maintains a closed reserve collection. These stacks are not open to patrons
and a Circulation Desk attendant must help you with your reserve request. Reserve materials
include casebooks, hornbooks, study guides, past exams and various other materials. Reserve
materials are located behind the Circulation Desk and may be checked out for four hours.

D. Study Carrels

There are 81 study carrels in the Law Library, located on both floors of the library. Carrels are
not assigned and are available to students on a “first come, first serve” basis.

Carrels must be kept clean and orderly during use. Pictures, signs, etc. may not be attached to
any of the carrels, and electrical appliances other than laptop computers may not be used in them.

Because carrels are not assigned, library materials may not be checked out to them. Remember,
carrels have no security and carrel users are responsible for their personal belongings left there.

E. Leisure Reading

Popular magazines, law-related magazines and newspapers are provided for the leisure reading
and convenience of patrons. The library saves back issues for a limited time. Please see the
Circulation Paraprofessional or reference librarians for assistance locating these materials.

F. Hours of Operation

During the academic year, the law library is open approximately 103 hours per week. During
reading days and exam periods, the library expands its hours of operation. Reduced hours are
observed during the summer and other break periods.

The library schedule during the normal academic year is as follows:

<table>
<thead>
<tr>
<th>Regular Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
</tr>
</tbody>
</table>

Current library hours are available on the library web site.

**G. Library’s Public Services Staff**

<table>
<thead>
<tr>
<th></th>
<th>Position</th>
<th>Phone</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen McLeod</td>
<td>Associate Dean for Library &amp; Information</td>
<td>279-9206</td>
<td><a href="mailto:kmcleod4@elon.edu">kmcleod4@elon.edu</a></td>
</tr>
<tr>
<td>Lance Burke</td>
<td>Access Services Librarian</td>
<td>279-9345</td>
<td><a href="mailto:Lburke4@elon.edu">Lburke4@elon.edu</a></td>
</tr>
<tr>
<td>Jennifer Greig</td>
<td>Reference/Government Documents Librarian</td>
<td>279-9338</td>
<td><a href="mailto:jgreig@elon.edu">jgreig@elon.edu</a></td>
</tr>
<tr>
<td>Jessica D’Italia</td>
<td>Library Circulation Manager</td>
<td>279-9349</td>
<td><a href="mailto:ditalia@elon.edu">ditalia@elon.edu</a></td>
</tr>
<tr>
<td>Dale Gaffney</td>
<td>Evening and Weekend Library Clerk</td>
<td>279-9629</td>
<td><a href="mailto:Dgaffney2@elon.edu">Dgaffney2@elon.edu</a></td>
</tr>
</tbody>
</table>

Library Desk Phone Numbers:

Circulation Desk       279-9341
Reference Desk         279-9329

**H. Computers/Printing**

**Computer Lab**

The Elon Law Library has one public computer lab with 26 personal computers. The computer lab is located in the lower level of the library. The computer lab is equipped with software to serve the academic needs of students and faculty.

**Printers**

Several printers are located throughout the law school. Two are located in the library: one on the lower floor outside the computer lab, and one on the library mezzanine. A third printer is located on the second floor of the law school in the Cemala Commons. Students can print to these printers through the law school’s wireless network.

The law school has phased in Print Management. Students must swipe their Phoenix Card to print each print job. Law students will be allotted a certain number of pages they may print without charge each semester. Students will be charged for printing beyond this allotment. The print management system helps the law school save resources and reduce waste. For more information about Print Management, students should visit [http://www.elon.edu/technology/pm/index1.htm](http://www.elon.edu/technology/pm/index1.htm). Please note: Printing to the dedicated
LexisNexis and Westlaw printers located outside the computer lab on the lower level of the library are not counted toward your printing allotment.

Students may install printers by going to the Print Management website and clicking on a link for each printer. That link will start a process that will take care of completely installing the printer on their computer. The Print Management web site includes a FAQ page and instructions on how to print.

**Copy Machines**

The library has two copy machines (one on the mezzanine level, the other on the lower level). Copies cost $0.10 per page. These machines do not take cash. Funds can be added to Phoenix Cards through the Blackboard website, or cash may be added to the cards through the machine by the printers in denominations of $1.00, $5.00, or $10.00.
V. STUDENT SERVICES

A. Housing

The law school does not provide student housing. However, abundant, affordable housing options exist in downtown Greensboro and throughout the Triad area. The law school maintains a list of housing opportunities for its students, which is available on the law school website. The persons and organizations listed have contacted the School of Law seeking to make their properties available to Elon Law students. Interested students should contact these housing providers directly, as neither the School of Law nor the University will be involved in providing housing for law students. The descriptions in the listing come directly from the renters or sellers, and the school makes no representations regarding any of these properties. This list is not comprehensive, and students are encouraged to investigate other opportunities in the area using resources such as the Relocation Guide and Apartment Finder, as well as apartment complex and real estate Web sites.

B. Food

Because it does not provide student housing, the law school also does not provide a meal plan. However, the law school does incorporate a coffee bar, offers several vending machines and a coffee machine. Numerous restaurants and fast-food franchises are located within a few blocks of the law school.

C. Parking

The School of Law provides its students free parking approximately three blocks from the law school at the corner of Friendly Avenue and Church Street. (This free parking arrangement may not be available in future years.) Students wishing to park closer to the law school have access to public parking decks, one of which is directly across the street from the law school. The law school has an allotment of entry cards for this parking deck which will be distributed to students on a first-come, first-serve basis or lottery basis. Students opting for the parking deck are responsible for the monthly rate of $50, bringing their projected parking fees to approximately $250 per semester. If this card is secured from the law school, this amount will be added to the student’s account by the University Bursar. Students must turn in their entry cards to the law school at the end of each academic year, so they may be redistributed at the beginning of the next school year via lottery or some other method. Students may also choose to arrange for parking in various private parking lots in the area.

D. Public Transportation/HEAT

Students may choose to utilize Greensboro’s public transportation system. Made possible by the financial support of area university and college partners, HEAT (Higher Education Area Transit) provides enhanced and expanded transportation services to the entire Greensboro community. The specific schools located along the HEAT routes include: Bennett College; Elon University School of Law; Greensboro College; Guilford College; Guilford Technical Community College (GTCC Jamestown and Greensboro campuses); North Carolina A&T State University; and The
University of North Carolina at Greensboro (UNCG). Qualified students from the law school and the other schools will be able to ride HEAT service and all other GTA fixed route service on a fare-free basis. Elon law students will be issued HEAT farecards for each semester. These passes will usually be available at the Security Desk in the law school lobby. For more information on HEAT and other GTA routes, visit www.greensboro-nc.gov/gta.

**E. Recreation/YMCA**

The law school collaborates with the Kathleen Price Bryan Family YMCA, which is located just a few blocks from the law school at 501 West Market Street. The law school provides each law student with a membership in the YMCA at no additional cost. Students may also purchase family memberships at a discounted rate. The law school understands the importance of physical fitness and exercise and is pleased to provide this benefit to its students. The YMCA includes a large fitness center, two swimming pools, basketball courts and a running track. Visit the YMCA’s Web site at http://www.bryancymca.org/.

Students may also choose to join one of several other fitness facilities that are located downtown and throughout Greensboro. Greensboro and Guilford County offer numerous public recreational facilities, including tennis courts and extensive greenways and parks, excellent resources for walking or jogging enthusiasts.

Law students may also utilize fitness facilities and recreation opportunities on the Elon University home campus. Visit the Elon University Campus Recreation Web site at http://www.elon.edu/e-web/students/campus_recreation/default.xhtml.

**F. Health and Counseling Services**

Elon University offers a wide variety of health and counseling services to our law students, faculty and staff. All law students, faculty and staff are eligible to receive services at the R.N. Ellington Health and Counseling Center. Located in the north area of main campus behind Moseley Center, the modern facility offers a wide variety of health and counseling services to the university community throughout the school year.

A variety of medical expertise is offered by the staff of physicians, nurse practitioners, nurses, and a paramedic to bring quality, efficient service and care to the university community. All counselors in the center are fully licensed by the State of North Carolina and offer brief, solution-oriented therapies.

Student visits to the Health and Counseling Center are free of charge. There are nominal charges for medications, lab tests, procedures and medical supply items.

The University has arranged for medical resources in the Greensboro/Guilford County area. Visit the Health and Counseling Center Web site at http://www.elon.edu/e-web/students/health_services/lawstudents.xhtml for additional information.

Elon law students also have access to BarCARES Inc., a non-profit organization that provides confidential, professional counseling to lawyers and law students in participating Bar
Associations and law schools. For more information on BarCARES, visit http://www.ncbar.org/about/barCARES/index.aspx or call (800) 640-0735.

G. Health Insurance

Recognizing the importance of adequate health insurance coverage, the University and law school require that all students maintain health insurance coverage. All registered law students are automatically enrolled in an injury and sickness plan made available by the University, and the fee is billed to each student's account. Students showing timely proof of comparable insurance coverage from other sources (e.g., coverage under their own, a parent's or a spouse's insurance plan) are exempted from this coverage and will not be charged.

H. Disability Services

The School of Law and Elon University are committed to the principle of equal opportunity. One of the ways we express that commitment is in our efforts to accommodate qualified students with disabilities as they face the challenges of university life. Faculty, staff, administrators and students work together to find approaches and accommodations that enable students to benefit from the wide variety of programs and activities on campus. The School of Law works with the University’s Academic Advising Center to arrive at the most suitable approaches and accommodations for its students. For more information about the University’s disability services and to view a copy of the University’s Disabilities Guidebook, students should visit http://www.elon.edu/e-web/academics/advising/ds/.

I. Technology

The School of Law utilizes state-of-the-art technology, including wireless Internet connectivity throughout the facility, and has its own IT department. Classrooms contain “smart podiums” incorporating computer equipment, DVD and CD players, and other electronic components. Sophisticated audio-visual equipment will allow presentations to be recorded and reviewed at a later time. The school’s courtroom incorporates some of the most advanced technology available in any courtroom across the nation. For information on the university's Instructional and Campus Technologies department, which will provide the infrastructure for the law school's technology offerings, visit http://www.elon.edu/technology.

J. Campus Shop

The University Campus Shop stocks the textbooks law students will need in their courses. Students can order the books online (law.elon.edu) or by phone (336-278-5400). The bookstore will ship the books to the student’s address or send them to the law school for pick up here. Student workers staff a campus shop kiosk at the law school most days when classes are in session. This kiosk stocks study aids and Elon Law clothing and other merchandise.

K. Athletic Event Opportunities

As a member of the Elon University family, Elon Law students are encouraged to take advantage of the numerous athletic events occurring during the year. Many of these events are free of
charge for Elon students upon presentation of their Phoenix Card. Information, schedules, and ticket information for athletic programs can be found on the Elon Web site at www.elon.edu/athletics.

L. Cultural Events Opportunities

Elon University strives to provide an environment that encourages both educational pursuit and cultural development. As a result, Elon Law students have many opportunities to take advantage of the numerous cultural and fine arts events scheduled throughout the year. Most of these events are free of charge for Elon Law students and their immediate family. Law students should call the Box Office in the Center for the Fine Arts at (336) 279-5610 to order tickets. Tickets can be picked up at the Will Call window. Information, schedules, and ticket information for campus cultural events can be found on the Elon Web site at www.elon.edu/e-net/cultural.

M. 24 HOUR EMERGENCY ASSISTANCE

The University’s Division of Student Life in cooperation with Campus Safety and Security maintains an evening and weekend administrative on call system to assist students and their families in the event of medical or other emergencies (death in the family, etc.). Students and their families may access the administrator on call by contacting the Office of Campus Safety and Police at (336) 278-5555. Campus Security will take your contact information and contact the administrator on call. The Administrator on Call will call you back (usually within 15-20 minutes) and will assist the student, contact the appropriate Law School administrator, or contact the counselor on call if the situation warrants. If this is a medical or psychological emergency requiring immediate assistance, please call 9-1-1.
VI. CAREER SERVICES

Career Services focuses on helping students lay a strong foundation for a satisfying and successful career in the legal profession, focusing on three main initiatives. Students are invited to visit the office, schedule and appointment with a staff member and access its many databases of employment opportunities. First-year students may not avail themselves of the Career Services Office’s services until November 15 of their first year.

Opening Doors: Career Services seeks desirable employment opportunities for Elon Law students and alumni. We have an active professional network of employers, preceptors and alumni whom we draw upon to identify desirable opportunities and to provide introductions. In addition, you will meet leaders in the legal community through on-campus networking events and off-campus professional events. On-campus recruiting and Elon’s online recruiting systems give you access to summer positions and full-time employment opportunities, as well as judicial clerkships.

Maximizing Employability: Career Services will maximize your employability by offering individual career counseling and group programs that equip you with the skills necessary to secure desired employment. Whether you need assistance with resumes and cover letters, or interview skills and business cards, the Career Services staff will make sure you are prepared for the job search and interviews.

Market Education: The transition from law student to lawyer is a major milestone in your professional development. Career Services offers a comprehensive series of innovative professional development activities to assist students with the transition to the workplace. To that end, students begin law school orientation with a series of assessments for development to help them identify their strengths, preferences and strong interests and skills. These assessments serve as an exploration tool when students begin to consider career options and leadership opportunities. The Career Services staff supports student efforts to identify career goals and to secure internships and employment in line with those goals. Staff review student resumes and cover letters, helping students focus their job search efforts. Elon Law’s career services office maintains relationships with employers, posting position openings and hosting firms interested in visiting the school and interviewing on campus. The School belongs to the NC Consortium of Law Schools, participating in its job fairs. In an effort to support students who choose a public service career, the law school is a member of NCLEAF, a loan repayment program for qualifying students who choose a public service career track.

Elon Law recognizes and adheres to Standard 211 of the ABA Standards for Approval of Law Schools which provides that: “Non-discrimination and equality of opportunity in legal education includes equal opportunity to obtain employment.” In accordance with this Standard and the School of Law’s commitment to the principle of equal opportunity in all of its programs and practices, the School of Law expects every employer to whom the Career Services Office furnishes assistance and facilities for interviewing and other placement functions to observe principles of non-discrimination and equality of opportunity on the basis of race, color, religion, national origin, gender, sexual orientation, age and disability in regard to hiring, promotion, retention and conditions of employment.
VII. STUDENT ORGANIZATIONS

The Student Bar Association (SBA) is the official representative body of the students. All students enrolled at Elon Law are automatically members of the SBA. The SBA is funded by the School of Law on a per capita basis. The SBA is the governing body that serves as the umbrella organization and funding source for other law school organizations and committees.

The SBA seeks to benefit all members by furthering student interests and sponsoring events of both an academic and social nature. The SBA’s Mission Statement reads: “Our Mission is to create a forum for student leadership, community service, and social networking to support the University’s goals of engaged learning, professionalism and civic participation through open communication with Elon students, Elon faculty, and the community.”

Elon Law’s student body, with its wide variety of interests outside of the classroom, has developed numerous student organizations over the first few years of the school’s existence. These organizations reflect students’ social, political, service or professional interests and enrich students’ educational experience with workshops, panels, concerts, networking opportunities and conferences throughout the academic year. Through involvement with student organizations, students find connections to further their career and personal goals.

Elon Law student organizations include:

**AMNESTY INTERNATIONAL:** Amnesty International is a worldwide network of more than 1.8 million members working for human rights and against their abuses. Amnesty campaigns on issues such as women's rights, GLBT rights, ending the death penalty and torture, and releasing prisoners of conscience worldwide.

**BLACK LAW STUDENTS ASSOCIATION:** The Elon University School of Law Black Law Students Association serves as a voice for students of color, an advocate of minority issues and a vehicle for social activism and legal education. Through innovative programs and continual service, the Elon University School of Law BLSA strives to be responsive to the needs of its membership and the larger community.

**BUSINESS LAW ASSOCIATION:** The Business Law Association is an organization that promotes academic, professional, and social interaction among Elon students interested in the various aspects of business, corporate, and financial law. The Business Law Association strives to foster a working relationship with both state and local lawyers and business persons that are active in the business, corporate, and financial fields. The organization brings in speakers who are active in the business, corporate, and financial fields in addition to holding events that expose group members to those areas of the law.

**DELTA THETA PHI:** Delta Theta Phi is a coed Law Fraternity which seeks to create fellowship among lawyers, with significant focus on philanthropic and professional development activities.

**ELON LAW SCHOOL DEMOCRATS:** The local chapter pledges itself to support the philosophy and candidates of the Democratic Party. Furthermore, the local chapter declares its intention to support all efforts to increase the participation of law students in Democratic affairs.
ELON LAW SCHOOL REPUBLICANS: The Elon Law School Republicans actively support the Republican Party at the local, state, and national levels while developing the leadership skills and political knowledge of their members.

FEDERALIST SOCIETY: The Federalist Society was founded on the principles that the state exists to preserve freedom, that the separation of governmental powers is central to our Constitution, and that it is emphatically the province and duty of the judiciary to say what the law is, not what it should be.

INNOCENCE PROJECT: The Elon University Innocence Project, in affiliation with the N.C. Center on Actual Innocence, reviews and investigates innocence claims made by prisoners incarcerated in North Carolina. The fundamental goal of the project is to review files and, upon discovery of a valid innocence claim, assisting prisoners in challenging their wrongful convictions. This project gives law students the opportunity to review, investigate, and make recommendations on real criminal cases.

INTERNATIONAL LAW SOCIETY: The Elon University International Law Society is an organization for students who are interested in international law and issues of importance on the international stage. The Society is dedicated to elevating awareness and fostering understanding in the field of international and comparative law. To promote these goals, the Society sponsors social and professional activities that encourage cultural exchange and academic discussion. It also provides a forum through which members may pursue their interests in developing a career in international law.

INTERVARSITY CHRISTIAN FELLOWSHIP: The heart of our ministry is a witnessing community of students and faculty who make Christ known within the academic and professional worlds. Intervarsity will provide opportunities for students and faculty to gather in large and small groups for Bible study, prayer, discussion, and learning. Individual spiritual formation occurs as members share ideas, nurture their passions, and submit their thoughts and lives to God's Word.

JEWISH LAW STUDENTS ASSOCIATION

LAW REVIEW: The Elon Law Review was established in 2008 as the student-run and student-edited scholarly journal of Elon University School of Law. With each issue, the Elon Law Review strives to advance legal education and scholarship through the contribution of intelligent discussion and analysis of the law. In addition to publishing two issues annually that examine novel and significant topics of legal scholarship, the Elon Law Review hosts a yearly symposium on an emerging topic in the legal community.

MOOT COURT BOARD: The Moot Court Board at Elon Law is comprised of students who have excelled in the school’s annual intramural moot court competition. Members of the Moot Court Board join teams coached by the law school’s faculty, competing in interscholastic competitions with other law schools throughout the nation.

OUTLAW: OutLaw is a social and educational organization that fosters a supportive and accepting environment for lesbian, gay, bisexual, and transgender students, faculty, staff, and professionals at Elon Law and in the greater legal community. OutLaw educates the Elon Law
and greater legal communities about the issues, needs, and concerns of their lesbian, gay, bisexual, and transgender colleagues, clients, friends, and family. OutLaw hosts social events for networking and socializing between members of the Elon Law community and practitioners in the greater legal community.

PHI ALPHA DELTA: Phi Alpha Delta Law Fraternity International is the largest co-ed professional law fraternity in the United States of America. It was founded in 1902 and today has over 270,000 initiated members. Phi Alpha Delta has members who are university students, law school students, lawyers, judges, senators, and even presidents. Statistically, approximately one out of six attorneys in the United States is a member of P.A.D.

PUBLIC INTEREST LAW SOCIETY: To what greater object, to what greater character, can we aspire as lawyers than to assist the helpless and friendless in a worthy cause? We say there is none.

WOMEN’S LAW ASSOCIATION: The mission of the Women's Law Association (WLA) is to unite and provide both professional and personal support and development for women at Elon University’s School of Law. WLA seeks to create a system of educational, professional, and personal support and development for all individuals who are concerned with women’s issues and the law. WLA will focus on the legal, social, cultural, educational, and political issues facing women on both a domestic and international level, as well as in the law school community. Achievement of these purposes shall be realized through a variety of activities including speakers, panel discussions, networking opportunities, community service, career development, and social events.
VIII. ADMISSIONS AND FINANCIAL PLANNING

Elon University has created a School of Law in which students and faculty are fully and constructively engaged in the optimum development of each student’s knowledge, skill and personal attributes, and in the improvement of our system of justice. The School of Law evaluates applicants' potential for academic success and professional growth, focusing on their demonstrated achievement, aptitude for the study and practice of law, and interest in civic engagement and leadership. Because achievement of Elon’s educational mission mandates that its School of Law be relatively small, it is unlikely that all of the very well-qualified applicants who apply to Elon Law can be accepted for admission.

A. General Application Procedures

The School of Law enrolls first-year students only in the fall semester.

To be considered for admission, applicants must follow this procedure:

1. Application and Fee. The applicant must submit a law school application, along with the $50.00 application fee. This fee is not refundable and is not credited toward other fees in the event of admission. (This fee will be waived for applications submitted on or before December 31).
2. Law School Admission Test (LSAT). Each applicant must take the Law School Admission Test (LSAT), which is administered by the Law School Admission Council (LSAC). An LSDAS Law School Report will be requested by the School of Law. The results of a test taken more than five years prior to the date for which the applicant seeks admission will not be considered in the absence of unusual circumstances. Applicants may contact LSAC at (215) 968-1001 or www.lsac.org. The Elon University School of Law LSAC code number is 5500.
3. Law School Data Assembly Service (LSDAS). Each applicant must register with the Law School Data Assembly Service (LSDAS), so that Elon Law will receive a current Law School Report. It is the applicant’s responsibility to meet all of LSAC’s requirements and to ensure that Elon Law receives a completed LSDAS report.
4. Résumé. Applicants who have a résumé should include it with their application. However, even if a résumé is submitted, the applicant must respond to all questions on the application.
5. Letters of Recommendation. The applicant must provide at least two (2) letters of recommendation. It is recommended that these letters be forwarded to LSDAS, which will then forward them to the School of Law. However, a letter may be sent directly to the School of Law when it addresses an applicant’s fitness for Elon’s particular program.

The law school application and supporting materials should be submitted to the Admissions Office, 201 North Greene Street, Greensboro, North Carolina 27401. Phone: (336) 279-9200; Fax: 336-279-8199; Email: law@elon.edu. Requests for more information and questions should also be directed to this office.
The School of Law will attempt to notify an applicant if a required item is missing from the application file. However, the applicant remains ultimately responsible for ensuring that the application file is completed in a timely fashion.

Applicants should retain copies of their law school applications, since many state boards of law examiners request copies of applications.

All materials submitted in support of an application become the property of the law school.

B. Regular Decision - Rolling Admission Option

Under this option, applicants will be considered and admission decisions made periodically throughout the year. Those applicants who select the Regular Decision-Rolling Admission option, who do not select an option, or who applied Early Decision but did not fulfill its requirements or whose decision was deferred, will be considered under the Regular Decision-Rolling Admission option. It is expected that most admission decisions will be made by April 1. However, applications will be accepted and considered as long as spaces are available in the entering fall class. Applicants admitted under the Regular Decision-Rolling Admission option must submit a non-refundable deposit of $200 by April 1, or within 2 weeks of their admission, whichever is later. A second $400 non-refundable deposit must then be submitted by June 1. These deposits will be credited toward fall semester tuition.

C. Early Decision Option

The Early Decision option is available for prospective students who, after careful consideration of their future plans and a thorough investigation of a variety of law schools, have concluded that Elon University School of Law will provide them with the legal education that best fulfills their needs and expectations. Applicants who are certain that Elon Law is their first-choice institution are encouraged to apply as Early Decision candidates.

Early Decision candidates must submit their applications by November 15, and all items necessary for completion of the application must be received by December 1. Only completed applications are considered for admission. An application is considered complete when all required documents, including the application form, the application fee, an LSDAS report, and two letters of recommendation, have been received by the school. Early Decision candidates must take the LSAT no later than the October test date to be considered for this option. Applicants should also consider, and incorporate into their application timelines, the time it will take for their LSAT/LSDAS reports to be processed and transmitted to the School of Law.

Early Decision candidates agree that they will not submit an early decision application to any other law school this year. Early Decision candidates will be notified by the end of December whether their application for admission has been accepted, denied or deferred for further review, in which case it is kept active and considered along with all other applications under the Regular Decision-Rolling Admission option. It is anticipated that some candidates deferred for further review at the Early Decision stage will ultimately be offered admission through the Regular Decision-Rolling Admission option. If an Early Decision applicant is denied admission or the decision is deferred for further review, the applicant may continue being considered for
admission to law schools to which he/she had previously applied and may initiate applications to additional law schools.

Early Decision candidates agree that, if admitted to Elon Law under the Early Decision option, they will withdraw any pending applications to other law schools and not submit any additional applications. The accepted Early Decision candidate will submit a non-refundable deposit of $600 to Elon University by January 15 and will enroll in Elon University School of Law in the fall semester. This deposit will be credited toward fall semester tuition.

Applicants admitted under the Early Decision option and who have applied for scholarship consideration by December 1 will be notified of law school scholarship awards prior to the January 15 deposit deadline; however, other financial aid awards, including loan awards, will not be made until later in the spring.

The School of Law reserves the right to provide other law schools with the names of applicants accepted under its Early Decision option.

D. Procedure for Accepted Applicants

Applicants admitted under the Regular Decision-Rolling Admission option must submit a non-refundable deposit of $200 by April 1, or within 2 weeks of their admission, whichever is later. A second $400 non-refundable deposit must then be submitted by June 1. These deposits will be credited toward fall semester tuition.

Early Decision candidates agree that, if admitted to Elon Law under the Early Decision option, they will withdraw any pending applications to other law schools and not submit any additional applications. The accepted Early Decision candidate will submit a non-refundable deposit of $600 to Elon University by January 15 and will enroll in Elon University School of Law in the fall semester. This deposit will be credited toward fall semester tuition.

All accepted applicants must submit a Dean’s Certification Form for each postsecondary school attended. These forms will be mailed to the applicant with the acceptance letter and must be completed and returned prior to enrollment in the fall.

During the application phase, applicants will submit their postsecondary school transcripts to LSDAS, and the School of Law will receive copies of these transcripts from LSDAS. While this is sufficient for the application phase, accepted applicants must submit an official transcript indicating the award of a bachelor’s degree prior to enrolling in Elon Law. Generally, applicants must have received a bachelor’s degree from an accredited institution prior to enrollment in the School of Law. In rare instances, the school may, consistent with ABA Standards, admit exceptionally well-qualified applicants who have successfully completed three-fourths of the work acceptable for a bachelor’s degree.

E. Transfer/Visiting Applicants

Elon Law accepts applications for transfer and visiting students. In addition to complying with the general admission procedures, a transfer applicant must submit a letter of good standing and a transcript from their current law school, one of which should indicate the applicant’s current
class rank. A student from a law school approved by the American Bar Association may be admitted to advanced standing as a candidate for a degree. To receive a law degree from Elon, a student must complete two-thirds (2/3) of the course work required for the degree at Elon. Credit is generally awarded for work completed with a grade of C or higher. Because Elon’s program incorporates leadership training not available at most law schools, accepted transfer students must attend the leadership development portions of first-year orientation.

With the approval of the Admissions Committee, it may be possible for students from other law schools to matriculate at Elon as visiting students. Visiting students must have the permission of their home law school and must be in good academic standing there. They are limited to one year in residence at Elon. Visiting students will receive their law degrees from their home law school and will not be eligible for an Elon law degree. In addition to complying with the general admission procedures, a visiting applicant must submit a letter of good standing and permission to visit and a transcript from their current law school, one of which should indicate the applicant’s current class rank.

F. International Applicants

In addition to complying with the general admission procedures, international applicants must submit their foreign transcripts through the LSAC JD Credential Assembly Service. If applicants have completed any postsecondary work outside the United States (including its territories) or Canada, they must use this service for the evaluation of their foreign transcripts. The one exception to this requirement is if they have completed the foreign work through a study abroad, consortium, or exchange program sponsored by a United States or Canadian institution, and the work is clearly indicated as such on the home campus transcript. This service is included in the LSDAS subscription fee. A Foreign Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into the LSDAS report. If the Admissions Committee determines that an applicant must submit a TOEFL score, the applicant must contact the Educational Testing Service (ETS) and request that the TOEFL score be sent to LSAC. LSAC’s TOEFL code for the JD Credential Assembly Service is 0058. The applicant’s TOEFL score will be included in the Foreign Credential Evaluation document that will be included in the LSDAS law school report.

To use the JD CAS, applicants should log in to their online LSAC account and follow the instructions for registering for the service. A Transcript Request Form should be printed out for each institution and sent promptly to them. More time is usually required to receive foreign transcripts. Questions about the JD Credential Assembly Service can be directed to LSAC at (215) 968-1001, or LSACINFO@LSAC.org.

G. Part-Time Program

Elon Law does not offer a part-time program or an evening division program in legal education. First-year students matriculate only in the fall.

H. Tours and Visits

Daily Tours
Elon Law welcomes visits from prospective students. Admissions Ambassadors (current first-years students) are available for tours of the law school facilities and to answer any questions prospective students have about the law school. An appointment is strongly recommended and can be made by calling Admissions at (336) 279-9200 or law@elon.edu.

Class Visits

Prospective students are encouraged to visit an Elon Law class session. The 1:00 p.m. class session is a particularly good time to visit, as the classroom visit can usually be followed with a tour from an Admissions Ambassador. Class visits at other times between 8:30 a.m. and 4:00 p.m. are also possible. An appointment is required. Contact Admissions at (336) 279-9200 or law@elon.edu to schedule an appointment.

Meeting with an Admissions Professional

An admission professional will be pleased to schedule an appointment with prospective students to answer any questions they may have about Elon Law or to discuss their law school applications. Contact the Admissions Office at (336) 279-9200 or law@elon.edu to schedule an appointment.

I. Cost of Attendance/Refunds/Financial Planning

Cost of Attendance

The School of Law is committed to providing an exceptional education at a reasonable cost. Law school tuition for the 2009-10 academic year is $30,750. While this tuition is reasonable in comparison with that charged by other exceptional private law schools, it represents a significant financial investment for students. The School of Law will endeavor to keep costs as low as possible, while providing students with dynamic learning opportunities, excellent professors and state-of-the-art facilities in which to learn.

The cost of attendance for the 2009-2010 academic year is below. Individual students may find that their actual budgets are smaller or larger than this estimate depending on their individual spending choices.

Tuition $30,750

Other estimated expenses:
Housing - $7,500
Food - $4,500
Utilities - $1,200
Personal - $3,100
Transportation - $2,200
Health Insurance - $1,100*
Rental Insurance - $300
Books and Supplies - $1,600
Parking - $500
Total of other estimated expenses: $22,000

* Students must enroll in the student illness plan or submit proof of comparable coverage.

Refund Information

Refunds are permitted only in the event of a credit on the student account. Refunds will NOT be made based upon the anticipation only of receiving loans, scholarships or other payments. Refunds will be made payable to the person (not always the student) who has paid the largest amount towards tuition and fees. If that person wishes to have the refund go to someone other than themselves, a written request must be made to inform the Bursar’s Office to whom the payment should be made.

Tuition and fees are refunded as follows:

Students will receive refunds on a pro rata basis during the first eight weeks of the semester. Following is a table of pro rata charges:

1st week pro rata charge 10%  
2nd week pro rata charge 20%  
3rd week pro rata charge 40%  
4th week pro rata charge 60%  
5th week through 8th week pro rata charge 75%  
9th week — no refund

In order to be eligible for a refund upon withdrawal a student must notify the School of Law’s Associate Dean for Administration in writing of his/her intentions. The student must also check out with the financial planning and bursar’s offices on the main campus. The effective date of withdrawal is determined by the School of Law’s Associate Dean for Administration and refunds are calculated as of this date.

Students who believe circumstances warrant an exception from the published policy must appeal to Mr. Gerald Whittington, Vice President of Business and Finance, Room 113, Alamance Building.

Unpaid charges owed by the student will be deducted from the calculated refund. The acceptance deposit is nonrefundable. Medical withdrawals will be handled on a case-by-case basis.

Financial Planning

Financial aid is available to law students in the form of scholarships and loans. Most scholarships awarded by the law school are merit based. Merit scholarships, which range from $2,000 to full tuition, are awarded based on applicants’ potential for outstanding contributions to the law school, the legal profession and society. All admitted students are automatically considered for merit based scholarships, and students selected to receive these scholarships will generally be notified within two to four weeks of their admission.
Other applicants interested in receiving scholarships may apply by writing a letter to the law school’s scholarship committee, requesting consideration for an award. Because there are limited funds available for need based awards, any need based scholarship requests should explain the student’s significant financial need and how this need is distinctive of compared to those of other law students. Applicants also may be invited to interview with the scholarship committee for certain scholarships.

Applicants admitted under the Early Decision option and who have submitted a scholarship application letter by December 1 will be informed of law school scholarship awards prior to the January 15 confirmation deposit deadline. Other scholarship awards will be made on a rolling basis throughout the year, with the majority of awards made in early spring through mid-summer. Requirements for continuation of awards will be outlined in the scholarship award letter.

Many students borrow funds to finance their legal education. To be eligible for Subsidized and Unsubsidized Federal Stafford Loans and Unsubsidized Federal Stafford Loans, applicants must complete the Free Application for Federal Student Aid (FAFSA). Elon’s federal school code is 002927. Law students may be eligible to borrow additional funds through the Federal GradPlus loan program. Applicants should complete the FAFSA as soon as possible after January 1. The FAFSA may be obtained online at www.fafsa.ed.gov. This form is used to calculate a student’s expected family contribution (EFC) to his or her education. Elon also requires the Elon Aid application, which will be sent to applicants upon acceptance to the School of Law. The Financial Planning office will determine a student’s financial need based on the cost of attendance (tuition and living allowance) and the expected family contribution.

For more information about financial planning, contact the University's Financial Planning Office at (800) 334-8448 or (336) 278-7640. The fax number is (336) 278-7639.
IX. LAW SCHOOL FACILITIES

A. Elon University Greensboro Campus

Elon University School of Law is located in downtown Greensboro, North Carolina, a city that blends an upbeat urban lifestyle with historic Southern charm. Dozens of new businesses have revitalized downtown, including restaurants, nightclubs, retail stores and housing developments. With a variety of museums, art galleries, theatres and historic sites near the law school, the downtown area also offers a rich cultural experience for students, young professionals and families. The new Center City Park is located one block from the law school, and NewBridge Bank Park, the home of the Greensboro Grasshoppers minor league baseball team, is located a few blocks away.

Greensboro is located in the Piedmont Triad area, about 80 miles west of Raleigh and 95 miles northeast of Charlotte. Greensboro is the third largest city in North Carolina, with a regional population of about 1.5 million.

More than 40,000 college and university students in Greensboro create a vibrant intellectual and cultural community. Adding to the creative climate is the Center for Creative Leadership, recognized as a worldwide leader in executive education. In addition to its reputation as a creative community and an educational center, the area is experiencing economic growth as employers such as Dell Computers and FedEx expand into the Triad.

A Legal Center

Downtown Greensboro serves as the hub of the judicial system in central North Carolina, with major courts and law firms all located within a few blocks of the law school. The Federal District Court, Federal Bankruptcy Court, Guilford County courthouses and City of Greensboro municipal offices are located here, and the new Federal Courthouse will be built downtown as well.

In addition, the Elon law school offers students two unique opportunities to learn from and interact with working judges and attorneys. The offices of the North Carolina Business Court are located in the law school facility, making use of the school's courtroom and giving students daily access to a working court.

Connecting, Networking, Working Together

Making Elon University School of Law a reality was a community effort. Foundations, corporations, law firms and individuals in Greensboro joined forces with Elon to envision a downtown law school, and the resulting synergy led to an exciting approach to legal education that emphasizes leadership and engaged learning. Elon law students are active members of a network that includes professors, attorneys and judges along with community leaders who have a personal stake in making Elon one of the nation’s finest law schools.
The law school's location in the heart of downtown gives students convenient access to real-world work experiences and internships. First-year students interact with the legal community immediately in an innovative mentoring program involving local attorneys who serve as professional coaches called "Preceptors." Students see firsthand what it's like to be a lawyer and gain a valuable network of contacts in the legal community.

Law students are encouraged to participate in a number of student organizations and to expand their networks by serving in the community.

The main campus of Elon University is also an important resource for law students. For example, Elon's Executive Education program and the Martha and Spencer Love School of Business sponsor frequent professional workshops as well as the Legends of Business speaker series, featuring CEOs of major corporations.

**B. The Law School Building**

Elon University School of Law is located in the H. Michael Weaver Building, the former Greensboro Central Public Library building at the corner of West Friendly Avenue and North Greene Street in downtown Greensboro, North Carolina.

The law school building is a controlled-access facility. Students, employees and visitors enter the law school through the main entrance on the first floor and may be asked to present their university identification cards or other appropriate identification. A security desk located at this entrance is staffed by a security guard whenever the building is open. Visitors are asked to check in at the security desk.

First Floor

- Courtroom, jury room
- North Carolina Business Court
- Deans Suite and staff offices
- Student organization offices
- Multipurpose seminar/classroom
- Multipurpose classroom/courtroom
- Faculty offices

Second Floor

- Three major classrooms
- Seminar rooms
- Student commons/coffee bar/lounge/TV room
- Faculty offices

Library Mezzanine

- Extensive reading/study areas with carrels
- Reserve and multimedia facilities
- Offices
• Group study rooms

Library

• Primary book collection
• Large two-story reading room
• Computer lab
• Group study rooms

Clinical Law Center

• Reception area
• Client meeting rooms
• Conference rooms
• Large work area/seminar area
X. ACCREDITATION; STATEMENT REGARDING ABA APPROVAL; NOTICES

A. University Accreditation and Licensure

Elon University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; telephone number: 404-679-4501) to award bachelor’s and master’s degrees, the doctor of physical therapy degree and juris doctor degree.

Pursuant to N.C. Gen. Stat. 116-15, Elon University and its School of Law, like other longstanding, private institutions of higher learning in North Carolina with law schools, including Duke University, Wake Forest University, and Campbell University, are exempt from the provisions of licensure by the Board of Governors of the University of North Carolina.

B. Statement Regarding ABA Approval

Elon University School of Law joined the nation's 200 American Bar Association-approved law school on June 9, 2008. The school was granted provisional approval by the ABA, substantially meeting standards for curriculum, faculty, facilities, funding, library and admissions. The ABA approval, achieved at the earliest possible date under accreditation guidelines, means that Elon Law graduates may take bar exams in any U.S. jurisdiction and may practice professionally with full rights after passing the bar.

Elon Law is approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association (ABA). The Section of Legal Education may be contacted at 321 North Clark Street, Chicago, IL 60610 or by phone at (312) 988-6738.

In accordance with the ABA timeline, Elon applied for provisional approval in fall 2007 and spent the 2007-08 academic year conducting a self study and hosting ABA representatives who did a thorough review of all aspects of the school. Under the ABA rules, Elon Law will first become eligible to apply for full approval in summer 2010.

C. Other Notices

Reservation of Rights

The information in this Student Handbook and on the School of Law’s web site is provided as a service and is for informational purposes only. While the Handbook and web site will be updated periodically and the school will strive to promptly communicate updated information to students, the School of Law does not warrant that this Handbook or the web site contains the most current information available.
Neither the School of Law's Student Handbook nor any other school publication constitutes a contract or the terms and conditions of a contract between any prospective student, formal applicant or student, past or present. Therefore, nothing in the Handbook or on the web site should be construed to operate as, or have the effect of either abridging or limiting any of the rights, powers or privileges of the University, its Board of Trustees, the Dean, the law faculty, or any other official designee of the school, to adopt, amend, or repeal rules and policies that apply to applicants or students. The School of Law reserves its right to make changes at any time that it deems necessary as to course offerings, tuition, fees, admission, codes of conduct, academic standards and grading, graduation requirements, the academic calendar, class schedules or any other rules, regulations or policies. Every effort will be made to communicate these changes promptly and to minimize the inconvenience such changes might create for students.

Students with questions regarding the school’s program and policies and seeking the most current information should consult with the Dean’s Office. Upon acceptance to the program, each student is responsible for becoming familiar with the rules, regulations and policies of the University and Law School and for conforming their conduct accordingly.

The Elon University School of Law Student Handbook is compiled by the law school administration and faculty, 336-278-9200.

Equal Opportunity/Diversity Statement

Elon University and its School of Law do not discriminate with regard to race, color, creed, sex, national or ethnic origin, disability, sexual orientation, or veteran’s status in the recruitment and admission of students, the recruitment and employment of faculty and staff or the operation of any of its programs. Students with documented disabilities may request in writing reasonable special services and accommodations. Students with documented disabilities may request in writing reasonable special services and accommodations. Questions should be directed to Ms. Susan Wise, disability services coordinator, Duke 108H, (336) 278-6500.

The university’s Section 504 coordinator for students and the Title IX coordinator is Dr. Smith Jackson, Alamance 109, 336-278-7220. The university’s section 504 coordinator for applicants and current employees is Mr. Ronald Klepcyk, 314 W. Haggard Ave., 336-278-5560.

As a collegiate community, Elon University will not support or condone behaviors that violate the integrity of any individual or group. While the university respects the right of its community to exercise free speech, behaviors will not be tolerated that may be considered harassment, destruction of property or acts of violence.

It is the policy of Elon University, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at Elon University is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the following definition:
Sexual harassment of employees and students at Elon University is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
B. Submission to or rejection of such conduct is used as the basis for employment or other decisions affecting that individual, or
C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Faculty, staff, or students who feel that they have been sexually harassed under the above definition and wish further information or assistance on the informal or formal complaint procedures, or who have questions concerning this policy on sexual harassment, should contact your supervisor or the Department of Human Resources. Your confidentiality will be respected.
XI. GENERAL INFORMATION

Accidents – If an accident or injury occurs in the law school facility, students should contact the Security Desk at (336) 279-9300 and/or the Dean’s Office.

Blackboard – Blackboard is a Web-based course management system that is available to all Elon faculty and students. Instructors can post course materials such as syllabi, handouts and more on their course sites, and students can access these materials from any computer with internet access. In addition, Blackboard sites are being used as electronic mailing lists for student and faculty organizations. Students can log into Blackboard using the links on E-net. They can also access Blackboard by typing its address, http://blackboard.elon.edu, in their browser’s address bar.

Many professors use Blackboard as an integral component of their courses and all incoming students are assigned a username and password for access to the system. If you have additional Blackboard questions, please contact Christie Dickerman at the law school or the Instructional Technologies office at (336) 278-5000 or e-mail idd@elon.edu.

Building Concerns – Building concerns should be reported to Wayne Goke, Building Maintenance, or the Associate Dean for Administration.

Building Hours. The law school building hours generally coincide with the Law Library hours (see the Law Library section of this Student Handbook). Students should not be in the building when the building is officially closed without written permission from an Associate Dean.

Bulletin Boards – Three bulletin boards are located on the upper floor of the law school near the student lockers. Student organizations and individual students may post announcements on these three boards. Class and official law school activity announcements take priority for space on the boards. The Career Services Office has a bulletin board on the first floor in suite 107. There is also a bulletin board outside the law library.

Campus Map – Please see the Elon University web site (www.elon.edu) a map of the Elon University main campus. Floor plans of the law school building and a map of downtown Greensboro surrounding the law school are available on the law school’s web site.

Campus Shop – See the description under the Student Services section of this Student Handbook.

Coffee Shop – “Legal Grounds” – The Legal Grounds coffee shop is located on the upper floor of the law school. It serves a variety of coffee drinks, as well as light breakfast and lunch food items. Legal Grounds is generally open Monday through Friday from 7:30 a.m. to 3:00 p.m., except on holidays and during break periods. It accepts cash, credit cards and the Phoenix Card.

E-mail Accounts – Elon Law strongly encourages the use of technology to facilitate leaning and communication. To this end, each incoming law student is assigned an Elon e-mail address. Law school administration and faculty will communicate with students only through their Elon e-mail addresses; personal e-mail addresses from commercial e-mail providers will not be used.
The faculty and administration will rely heavily on e-mail as a means of communication, and students should regularly check their assigned Elon e-mail accounts. Students experiencing difficulty with their e-mail accounts should contact Christie Dickerman or Syretta Robinson in the law school Technology Services area.

Faculty Advisors – Students will be assigned a faculty advisor upon matriculation. Faculty advisement should be viewed by the student as a privileged part of the academic process. If either the student or faculty member does not find the relationship helpful, that person is free to seek a change. This request should be made to the Associate Dean for Academic Affairs.

Fire/Emergency – All students, faculty, and staff are to respond to all fire alarms by evacuating the Weaver Building and reporting to the Friendly Ave. and N Greene St. corner of the Bank of America building on the southeast side of the Building. The primary exit from the second floor classroom area will be down the stairs on the east side of the building and out the N. Greene St. entrance. The secondary exit from the second floor classroom area will be down the hallway to the staircase in the south of the building and out the Main Lobby entrance. The primary exit from the first floor office and classroom areas will be Main Lobby entrance. The secondary exit from the first floor will be the east N. Greene St. entrance. The primary exit from the library area will be the east N. Greene St. entrance and stairwell. Students, faculty, and staff should close doors as they are leaving an area, so as to help contain any fire. No one is allowed to go back into the building as they are exiting or after they have exited.

A First Aid Kit is located at the Security Desk in the lobby on the ground floor. A fire extinguisher is located at this Security Desk and at each entrance to the stairwells on each level. Pull alarms are located near the entrance to the stairwells and in the Main Lobby. A portable defibrillator is also located at the Security Desk. The Security Officers on duty are trained in the use of the defibrillator.

Food/Drinks in Class/Library – Food and drinks are allowed in the classrooms and the library. Drinks must be in a closed container. No food or drinks are allowed in the courtroom. Occasionally noon-hour lectures or seminars are scheduled in the classrooms. At these times, students are permitted to bring their lunches; however, students must dispose of all refuse in trash containers after the lectures.

Fund-Raising – Solicitation for fundraising is allowed as long as the established Elon University procedure is followed. Contact Dean Woodlief, awoodlief@elon.edu or 278-9203, for further information.

Identification (ID) Cards – See the section below about the Phoenix Card.

Law School Web Site – Additional useful information can be found on the Elon Law web site at law.elon.edu.

Lockers – Lockers are located on the second floor of the law school. Each student is assigned a locker and issued a key to lock and unlock it. A charge of up to $25 may be assessed if a key is lost. Locker assignments may change each year. The law school is not responsible for lost or stolen items in the lockers or elsewhere in the law school. Students who need assistance accessing their locker may contact Wayne Goke at 336-278-9245.
Mailboxes – Physical distribution is more appropriate than electronic distribution for some printed materials that are disseminated. For this reason each incoming law student is assigned a numbered mailbox for his or her use. The mailboxes are situated on the second floor of the law school. Students are encouraged to check their assigned mailboxes often (at least daily) for important information and communications. Questions about the student mailboxes may be directed to the Registrar.

OnTrack – Elon OnTrack is a secure site, http://ontrack.elon.edu/datatel/openweb, which allows students, faculty members and staff to access and maintain information that pertains to Elon University, including class schedules, grades and financial aid information. To fully utilize Elon OnTrack, a person must have an active username and password for OnTrack. A student experiencing problems with OnTrack should contact the computer support help desk at (336) 278-5200 to receive or reset login information.

Parking – See the discussion of Parking in the Student Services section of this Student Handbook.

Phoenix Card – The Phoenix Card is the Elon Student ID. Students receive these cards during orientation. The Phoenix Card Office is located in Moseley 111A at (336) 278-5436. The Phoenix Card can be used to: purchase books and supplies from the Campus Shop; gain entry to student activities and concerts; access student services and photocopy machines; gain entry to athletic events and cultural events on campus; pay for computer repairs on campus; use vending machines; and use facilities at Campus Recreation and participate in recreational programs. There are four ways to add value to your Phoenix Card: deposit cash at the Value Transfer Station (VTS) in the library copy room; add funds using a credit card by calling the Phoenix Card Office at (336) 278-5436; add funds using cash, check or credit card at the Phoenix Card Office located in Moseley 111A; and add funds using a credit card at http://www.onlinecardoffice.com/elon.

Room Reservations – Student organizations seeking to reserve classroom space for meetings should see the law school Receptionist. The Business Courtroom and Jury Room may not be reserved. Individual students or groups of students may not reserve classrooms for studying.

Security - The law school building is a controlled-access facility. Students enter the building through the main entrance on the first floor. The security desk is staffed by a security guard whenever the building is open. Visitors are asked to check in at the security desk. The Security Desk number is (336) 279-9300.

Smoking – At Elon, smoking is restricted to locations outside the building and away from the entranceway at the designated smoking station on the Friendly Avenue side of the building.

Student Lounge – The student lounge is located on the second floor of the law school. Vending machines, a television and casual seating are located in the student lounge. See Vending Machines/Microwaves below.
Telephone – The main phone number for the law school is (336) 279-9200. The main fax number for the law school is (336) 279-8199. See the Law School and University Contacts pages for more useful phone numbers and e-mail addresses.

Transcripts – See the Academic Catalog and law school web site regarding transcript requests.

Vending Machines/Microwaves – Soft drinks and bottled water are available from vending machines in the student lounge on the upper floor of the law school. A snack machine is also present. Microwaves and refrigerators are available in a student lounge on the ground floor of the law school annex.

Weather Announcements – The most accurate information about the status of classes and activities at the law school is found on E-net or by calling (336) 278-SNOW. Students are encouraged to consult E-net first. If a decision to cancel or delay activities is made and posted on E-net and the SNOW line, the law school will also endeavor to send an e-mail to students, post an announcement on the law school web site, and post a message on the law school main number, (336) 279-9200. Information concerning class cancellation will often be broadcast on local media outlets, including: TV Channels – WFMY, WTVD, WGHP, WXII, WRAL, WXLV and Elon University Cable Channel 3; Radio Stations – WUNC, 91.5 FM; WFDD, 88.5 FM; WBBB, 920 AM; WBAG, 1150 AM; WMAG, 99.5 FM; WKSI, 98.7 FM; WKRR, 92.3 FM; WKZL, 107.5 FM; WWB 1320 AM; WSJS 600 and 1200 AM; and Elon University radio, WSOE, 89.3 FM.
XII. SCHOOL OF LAW FACULTY & ADMINISTRATION

A. Administration

George Johnson, dean and professor of law
(336) 279-9237, gjohnson8@elon.edu

Catherine Ross Dunham, associate dean for academic affairs and professor of law
(336) 279-9241, cdunham@elon.edu

Alan Woodlief, associate dean for admissions and administration, associate professor of law
(336) 279-9203, awoodlief@elon.edu

Eugenia Leggett, associate dean for development
(336) 279-9209, eleggett@elon.edu

Kathleen McLeod, associate dean for library and information services, associate professor of law
(336) 279-9200, kmcleod@elon.edu

Margaret Robison Kantlehner, director of externships, capstone experience and preceptors, associate professor of law
(336) 279-9205, mkantlehner@elon.edu

Sharon Gaskin, assistant dean for admissions
(336) 279-9347, sgaskin@elon.edu

Philip Craft, director of communications
(336) 279-9333, pcraft@elon.edu

Chris Smith, director of career services
(336) 279-9238, csmith25@elon.edu

B. Faculty

John Alexander, Isabella Cannon Visiting Professor of Leadership
(336) 279-9277, jalexander@elon.edu

Leary Davis, professor of law; founding dean emeritus and professor of law
(336) 279-9201; davislaw@elon.edu

John David Englar, distinguished practitioner in residence
(336) 279-9352; jenglar@elon.edu
James G. Exum Jr., distinguished jurist in residence  
(336) 279-9270, jexum@elon.edu

Eric Fink, associate professor of law  
(336)279-9334, efink@elon.edu

Steve Friedland, visiting professor of law  
(336)-279-9224, sfriedland@elon.edu

Henry Deeb Gabriel, professor of law  
(336) 278-9360; hgabriel@elon.edu

Sonya Garza, associate professor of law  
(336) 279-9353, sgarza2@elon.edu

Scott Gaylord, associate professor of law  
(336) 279-9331, sgaylord@elon.edu

Helen Grant, professor of law  
(336) 279-9234, hgrant@elon.edu

Andrew Haile, assistant professor of law  
(336) 279-9213; ahaile@elon.edu

Faith Rivers James, associate professor of law  
(336) 279-9332, frivers@elon.edu

Howard Katz, professor of law  
(336) 279-9283; hkatz@elon.edu

Jeff Kinsler, professor of law  
(336) 279-9346, jkinsler@elon.edu

David Levine, assistant professor of law  
(336) 279-9298, dlevine3@elon.edu

Bonnie McAlister, executive coach in residence  
(336) 279-9212, bmcalister2@elon.edu

Tom Molony, assistant professor of law  
(336) 279-9284; tmolony@elon.edu

Tom Noble, visiting assistant professor of law  
(336) 279-9369, tnoble@elon.edu

Martha Peters, professor of legal education  
(336) 279-9240, mpeters3@elon.edu
Catherine Wasson, associate professor of law; director of legal research and writing  
(336) 279-9252; cwasson@elon.edu

C. Administrative Staff

Karen Chisnall, administrative assistant, office of career services  
(336) 279-9208, kchisnall@elon.edu

Meghan Fisher, faculty assistant  
(336) 279-9336, mfisher9@elon.edu

Monica Glover, assistant to the associate dean for development & special events coordinator  
(336) 279-9336, mglover@elon.edu

Wayne Goke, maintenance mechanic  
(336) 279-9245, wgoke@elon.edu

Tammy Horn, assistant to the dean and registrar  
(336) 279-9330, thorn@elon.edu

Meg Jordan, admissions counselor and law school assistant  
(336) 279-9202, mjordan2@elon.edu

Jane Law, faculty assistant  
(336) 279-9325, jlaw@elon.edu

Dale Lunsford, assistant to the dean  
(336) 279-9204, dlunsford2@elon.edu

Darlene McDowell, assistant director of career services  
(336) 279-9333, dmcdowell@elon.edu

Sue Sinclair, faculty assistant  
(336) 279-9207, ssinclair@elon.edu

Sue Williams, receptionist  
(336) 279-9200, swilliams24@elon.edu

Lecia Williamson, maintenance
(336) 279-9340, lwilliamsson2@elon.edu

Security Desk
(336) 279-9300, jabelson@elon.edu

Coffee Bar
(336) 279-9313

D. Library Staff

Lance Burke, Reference/Access Services Librarian
(336) 279-9345, lburke4@elon.edu

Jessica D’Italia, Circulation Paraprofessional
(336) 279-9349, jditalia@elon.edu

Christie Dickerman, Instructional Technologist / AV Coordinator
(336) 279-9280, cdickerman@elon.edu

Dale Gaffney, Library Cataloging Assistant
(336) 279-9269, dgaffney2@elon.edu

Jennifer Greig, Reference and Government Documents Librarian
(336) 279-9338, jgreig@elon.edu

Syretta Robinson, Technology Support Specialist
(336) 279-9246, srobinson3@elon.edu

Teresa Shaw, Acquisitions/Budget Paraprofessional
(336) 279-9321, tshaw6@elon.edu

Amy Whitmer, Catalog Librarian
(336) 279-9278, awhitmer2@elon.edu

Donna Wood, Serials Paraprofessional
(336) 279-9385, dwood8@elon.edu
### XIII. CONTACT LIST

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<td>Faculty Advisors</td>
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<td><strong>Academic Calendar</strong></td>
<td>Tammy Horn</td>
</tr>
<tr>
<td><strong>Academic Success Protocol</strong></td>
<td>Marty Peters</td>
</tr>
<tr>
<td><strong>Admissions</strong> - contact the Receptionist for available personnel [Tel 336-279-9200]</td>
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<tr>
<td><strong>Alumni Association</strong></td>
<td>Eugenia Leggett</td>
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<tr>
<td><strong>Bar Application Advice</strong></td>
<td>Alan Woodlief</td>
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<td><strong>Bar Prep Course</strong></td>
<td>Steve Friedland/Jeff Kinsler</td>
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<td><strong>Blackboard/TWEN</strong></td>
<td>Christie Dickerman</td>
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<td><strong>Building Access</strong></td>
<td>Wayne Goke</td>
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<tr>
<td><strong>Campus Shop</strong></td>
<td>Tel 336-278-5400</td>
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<tr>
<td><strong>Career Services</strong></td>
<td>Chris Smith</td>
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<td><strong>Character &amp; Fitness Form for Bar Appl</strong></td>
<td>Tammy Horn</td>
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<td><strong>Class Absences</strong></td>
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<td><strong>Class Cancellations</strong></td>
<td>Faculty Member or Faculty Assistant</td>
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<td><strong>Class Gifts</strong></td>
<td>Eugenia Leggett</td>
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<td><strong>Class Rosters</strong></td>
<td>Tammy Horn or Faculty Assistant</td>
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<td><strong>Classroom Technology</strong></td>
<td>Christie Dickerman</td>
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<td><strong>Computer Questions</strong></td>
<td>Syretta Robinson</td>
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<tr>
<td><strong>Counseling Services</strong></td>
<td>BarCARES</td>
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<tr>
<td><strong>Counseling Services</strong></td>
<td>Tel 800-640-0735</td>
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<td><strong>Counseling Services</strong></td>
<td>Elon Main Campus Counseling Center</td>
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<td><strong>Course Assignments</strong></td>
<td>Tel 336-278-5555</td>
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<td><strong>Course Evaluations</strong></td>
<td>If emergency situation, call 911</td>
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<td><strong>Course Scheduling</strong></td>
<td>Faculty Member or Faculty Assistant</td>
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<td><strong>Development</strong></td>
<td>Eugenia Leggett</td>
</tr>
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<td><strong>Disability Services</strong></td>
<td>Susan Wise</td>
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<td><strong>Elon Merchandise</strong></td>
<td>Campus Bookstore</td>
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<tr>
<td><strong>Employment Permission Form</strong></td>
<td>Tel 336-278-5400</td>
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<tr>
<td><strong>Enrollment Verifications</strong></td>
<td>Tammy Horn</td>
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<tr>
<td><strong>Events posting</strong></td>
<td>Philip Craft</td>
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<tr>
<td><strong>Exam Conflicts</strong></td>
<td>Tammy Horn</td>
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<td><strong>Exam I.D. Numbers</strong></td>
<td>Tammy Horn</td>
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<td><strong>Exam Proctoring</strong></td>
<td>Tammy Horn</td>
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<td><strong>Exam Review</strong></td>
<td>Faculty Member or Faculty Assistant</td>
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<td><strong>Exam Scheduling</strong></td>
<td>Tammy Horn</td>
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<td><strong>Exam Storage</strong></td>
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<td><strong>ExamSoft</strong></td>
<td>Christie Dickerman</td>
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<tr>
<td>Faculty Committees</td>
<td>George Johnson</td>
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<tr>
<td>Financial Aid</td>
<td>Lynette Lorenzetti</td>
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<tr>
<td>Giving to Elon Law</td>
<td>Eugenia Leggett</td>
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<tr>
<td>Health Insurance - Collegiate Risk - April Heintzeeman</td>
<td><a href="mailto:april@collegiaterisk.com">april@collegiaterisk.com</a></td>
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<tr>
<td>Health Insurance</td>
<td><a href="http://www.collegiaterisk.com">www.collegiaterisk.com</a></td>
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<tr>
<td>Health Insurance-Law School Contact</td>
<td>Alan Woodlief</td>
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<tr>
<td>HEAT Bus</td>
<td><a href="http://www.rideheat.com/routes.asp">http://www.rideheat.com/routes.asp</a></td>
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<tr>
<td>Honor Code / Honor Council</td>
<td><a href="mailto:lawhonorcouncil@elon.edu">lawhonorcouncil@elon.edu</a></td>
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<tr>
<td>Hours of Operation</td>
<td><a href="http://www.elon.edu/e-web/law/">http://www.elon.edu/e-web/law/</a></td>
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<td>Inclement Weather Notice</td>
<td><a href="http://www.elon.edu/e-web/law/">http://www.elon.edu/e-web/law/</a></td>
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<tr>
<td>Library - Circulation Desk</td>
<td>Tel 336-279-9341</td>
</tr>
<tr>
<td>Library - Reference Desk</td>
<td>Tel 336-279-9329</td>
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<tr>
<td>Locker key and lost locker key</td>
<td>Tammy Horn</td>
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<tr>
<td>Lost and Found</td>
<td>Sue Williams</td>
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<tr>
<td>Main Campus Frequently Used Contacts</td>
<td>Lynette Lorenzetti</td>
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<td>Bursar</td>
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<td>Phoenix Card Office</td>
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<td>Campus Safety and Police (Parking)</td>
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<td>Cultural Events Information/Tickets</td>
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<td>Athletics Information/Tickets</td>
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<td>On line Ticket ordering:</td>
<td><a href="http://www.elonphoenix.com/e-web/athletics/tickets/">www.elonphoenix.com/e-web/athletics/tickets/</a></td>
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<td>Health Services</td>
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<td>Intramurals</td>
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<td>Parking - Faculty</td>
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<td>Parking - Students</td>
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<td>Publicizing News/Achievements</td>
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<td>Room Reservations</td>
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<td>Room Set up</td>
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<td>Security</td>
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<td>Security Desk</td>
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<td>Storing Syllabi</td>
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<td>Student Bar Association [SBA]</td>
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<td>Student Organizations</td>
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<td>Student Records</td>
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<td>Textbooks</td>
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<td>Transcript Requests</td>
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<td>Tuition and Fees</td>
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