

UNIVERSITY OF CALIFORNIA

Hastings College of the Law



Student Guidebook
2004–2005



Student Guidebook 2004–2005

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A Brief History of Hastings

Hastings College of the Law was founded in 1878, becoming the third law school in the country after Harvard and Boston University.

That same year, founder and Dean Serranus Hastings provided a vision for the school: “This College... was established not to make lawyers merely, as is generally supposed, but to qualify judges, statesmen, and law-makers; to educate young men who intend to engage in foreign and domestic commerce in a knowledge not only of the laws of their country, but of the laws of foreign nations and international law: regarding a knowledge of laws and jurisprudence not only useful as affording good mental training, but of great practical value in every intellectual avocation.”

The 1879 Board of Directors decided not to admit female students, a policy to which Serranus Hastings was strongly opposed. Clara Foltz and other female applicants sued, and the California Supreme Court decided in *Foltz v. Hoge et. al.*, that women were to be admitted to Hastings. The first woman graduate, Mary McHenry Keith, friend of Susan B. Anthony, graduated in 1882. 120 years later, the entering class of 2002 was made up of 57 percent women.

Even in the early years, the Hastings student body was more ethnically diverse than that of other law schools of the time, with Latin American, Asian American and Jewish students among early graduates. In the most recent entering class, 33 percent of students were members of minority groups.

Throughout its history, the Hastings faculty has included some of the most distinguished scholars in the country. Beginning in 1940, Hastings became known for its Sixty-Five Club, a group of eminent scholars and jurists, many retired involuntarily at age 65 from the nation’s top law schools. For more than 30 years, the Sixty-Five Club provided Hastings with one of the most renowned faculties of any American law school. Former California Supreme Court Justices Roger Traynor and Raymond Sullivan, and former U.S. Supreme Court Justice Arthur Goldberg were professors at Hastings and members of the Sixty-Five Club. Professor Ray Forrester, the last active member of the Sixty-Five Club, died in 2001.

Today, Hastings boasts an illustrious faculty that is diverse in its interests and backgrounds, and significantly younger than in the past. Current faculty members have in print more than 25 casebooks on a variety of subjects that are in use throughout the country. Like the students of the Sixty-Five Club, today’s students often will be taught by “the person who wrote the book.” We are for-

tunate to have on the faculty Joseph Grodin, former California Supreme Court Justice, along with eight other Distinguished Professors, including our Chancellor and Dean Mary Kay Kane.

Hastings has had a long history of educating future judges. The first Hastings graduate to take the bench was Frank M. Angellotti, who was elected to the Superior Court of Marin County in 1890. Wiley M. Manuel became California’s first African American Supreme Court Justice in 1977. Today, the California Judges’ Association lists some 181 Hastings graduates among sitting judges, more than any other California law school. Outside of California, Hastings alumni currently sit as Chief Justices of the Montana Supreme Court and the Vermont Supreme Court.

Hastings has a great tradition of matriculating legislators and other public servants. Ann Venemen, the current U.S. Secretary of Agriculture, is an alumnae. Lionel J. Wilson of the class of 1949 was Oakland’s first African American Mayor. Willie L. Brown, the first African American Speaker of the California Assembly and former Mayor of San Francisco, is also an alumnus, as is California Secretary of State Kevin Shelley. San Francisco’s two most powerful figures in criminal law are Hastings graduates: San Francisco District Attorney Kamala Harris and San Francisco Public Defender Jeff Adachi.

Hastings graduates have also done well in private practice. Some alumni are the founding partners, managing partners, or heads of their law firms. Others have chosen less traditional careers, such as the more than 100 alumni who are the presidents, CEOs, or founders of their own companies in areas outside of law. William Edward Colby of the class of 1898 became president of the Sierra Club and was a good friend of John Muir; Nancy Tellem is President of CBS entertainment; Richard Thalheimer is Founder and CEO of the Sharper Image; and Gregg Jarrett is an anchor on the Fox News Channel.

After 125 years, it is clear that Serranus Hastings’ vision for the school has come to fruition. Hastings is proud of its tradition of excellence, and we expect the next 125 years to be an even greater success.

sources

Barnes, Thomas Garden, **Hastings College of the Law—The First Century**, University of California Hastings College of the Law Press, 1978.

Hastings: 125 Years of California Law, Supplement to *San Francisco Daily Journal*, February 26, 2003.

Navigating the Campus

Places

100 Building (The Tower)

Located at 100 McAllister Street.

This building is the Hastings “dorm” with 248 student apartments. The Tower also contains the gym, fitness center, Civil Justice Clinic, journal offices, the Skyroom, and the Clara S. Foltz Student Lounge.

198 Building (David E. Snodgrass Hall)

Located at 198 McAllister Street. This building contains the classrooms, Louis B. Mayer Lounge (LBML), Fiscal Services, Administrative Services and Chief Financial Officer, Student Lounge, the Gold Reading Room, the Sutro Room, Moot Court Room, Academic Support, and LEOP. In the Basement are the student lockers, pool table and video arcade, Student Organizations’ Offices, and Instructional Media Services.

200 Building

Located at 200 McAllister Street. This building contains:

1st Floor:

SIC Office, Security, Hastings Bookstore, Facilities Operations

2nd Floor:

Law Café, Student Health, Records, Financial Aid, Alumni Relations, Career Services, Student Services, Admissions, Alumni Reception Center (ARC), Dobbs Atrium with piano

3rd Floor:

Office of the Chancellor and Dean, Academic Dean, Faculty Offices, Computer Support

4th–6th Floors:

Library, Westlaw and Lexis Training Centers, Learning Resources Center (Computer Lab), Copy Center

Rooms/Locations

Alumni Reception Center (ARC)

The Alumni Reception Center which is on the 2nd Floor of the 200 Building is a venue for speakers and receptions in a more intimate setting than the LBML. Check out the exhibitions in the Art Gallery at the entrance.

The Beach

The concrete area with picnic tables in front of the 198 Building where various events are held, including “Beer on the Beach.”

The Clara S. Foltz Student Lounge

The Clara S. Foltz Student Lounge is located on the lobby floor of McAllister Tower. It is scheduled to open fall, 2004. It is named after the first female lawyer to be admitted to the California State Bar.

In the 1930’s, McAllister Tower functioned as the Empire Hotel. The Clara S. Foltz Student Lounge served as the hotel’s coffee shop. The lounge will be open 24 hours a day to all students of UC Hastings. The lounge is 2000 square feet, equipped with a pool table, lounge furniture, and vending machines.

Fiscal Services

Located on the 1st Floor of the 198 Building, this is where you pay your tuition and fees, Tower rent, and pick up financial aid.

Gold Room

The Gold Reading Room is located in the 198 Building on 3rd Floor and 3rd Floor Mezzanine. It’s a good place to study with tables, carrels, private rooms, computers and internet connection.

Louis B. Mayer Lounge (LBML)

The Louis B. Mayer Lounge is the large auditorium located on the 1st Floor of the 198 Building.

Student Information Center (SIC)

The Student Information Center serves as the campus hub and is located in the lobby of the 200 Building. Here, you’ll find the campus operators, information on room reservations (for registered student organizations), class cancellations, and off-campus housing. This area also houses your private mailbox (“SIC Folder”) alphabetized by last name and color-coordinated by class year (1L = Yellow, 2L = Blue, 3L = Green, LL.M. = Teal, Visitors = Red). You will be “SIC dropped” important information and campus events, so check your SIC folder often.

Skyroom

The Skyroom, located on the 24th Floor of the Tower at 100 McAllister Street, is the crown jewel of Hastings. This lounge has a spectacular 360-degree view of the City and is where many receptions and meetings are held, including the 1L Section Breakfasts in September. It is also open for student use from noon to 5pm, Monday through Friday.

Sutro Room

Groovy orange couches in a cozy environment for lounging or meeting other students; located in Room 304 of the 198 Building.

Building Hours and Access

198 Building

main entrance unlocked hours: 6:45 am to 6 pm, Monday through Friday.

locked hours with card access: Same hours as Law Library. Access at Hyde Street entrance; student ID card needed.

200 Building

hours: 6:45 am to 11 pm, Monday through Friday; 9 am to 10 pm, Saturdays; 9 am to 11 pm, Sundays.

Note: The building and library hours may change during the summer and during holiday periods. When this occurs, the special building and library hours are posted on bulletin boards around campus, at the library circulation desk, and in the lobby of 200 McAllister.

All building hours must be observed. When buildings close for the night, officers of Safety and Security are required to walk through the entirety of both campus buildings, locking doors, turning off lights, and making sure that no one is locked inside.

Directory of Offices and Classrooms

198 McAllister Street Building

Basement Level

B9 and B25–Locker Rooms (two rooms)
Copy machine for student use
Pool and Video Games Room (change machines)
B6–Safety and Security
B27–Instructional Media Services
Student Organizations’ Offices
Women’s and Men’s Restrooms

The Beach

The area directly in front of the 198 Building.

1st Floor

McAllister Street Lobby
Hyde Street Lobby–Class Assignment Board
Louis B. Mayer Lounge (vending machines)
Room 106–College Personnel Office
Room 111–Fiscal Services
Classrooms A, B
B1, B2 Seminar Rooms
Security Console
Women’s and Men’s Restrooms

1st Floor Mezzanine, 1M

Room M120–Student Lounge, TV (vending machines)
Room M115–General Counsel, Board Room and Community/Public Relations
Women’s and Men’s Restrooms

2nd Floor

Classrooms C, D, E, F, G, H
Room 201–Seminar Room
Rooms 202, 204, 206–Center for State and Local Government Law/Public Law Research Institute
Room 205–ASUCH
Room 208–Facilities Operations Manager
Room 214–CFO and Administrative Services
Room 218–Conference Room
Room 219–Classroom
Women’s and Men’s Restrooms

2nd Floor Mezzanine, 2M

Faculty Offices
Room 210–LL.M. and International Programs

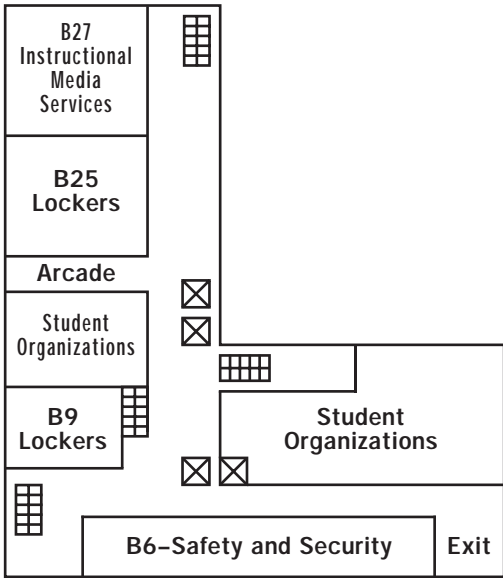
3rd Floor

Classrooms J, K
Gold Room, 3rd Floor and 3rd Floor Mezzanine
Room 304–Sutro Room
Room 306–Information Technology Director
Rooms 307A, B, C, D–Trial Advocacy
Rooms 308, 312, 314–Seminar Rooms
Women’s and Men’s Restrooms

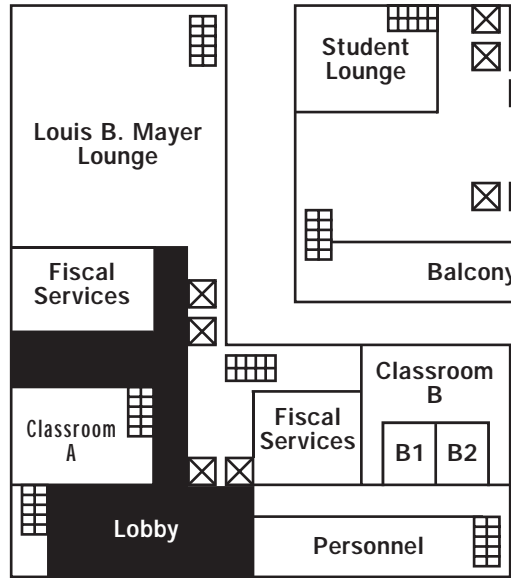
4th Floor

Room 401–Legal Education Opportunity Program (LEOP)
Rooms 403, 404–Clinical Programs (Legal Externship)
Room 440–Academic Support Program
Room 446–Moot Court Office
Room 431–Moot Court Courtroom
Room 452–Legal Writing & Research and Moot Court Copy Machine for Students/Staff Use
Women’s and Men’s Restrooms

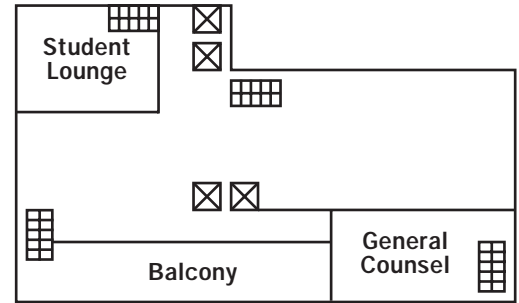
Basement



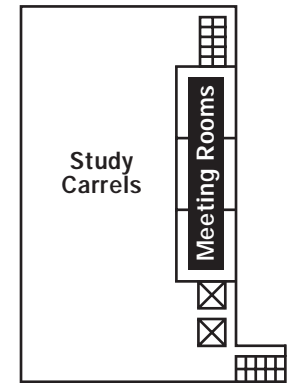
1st Floor



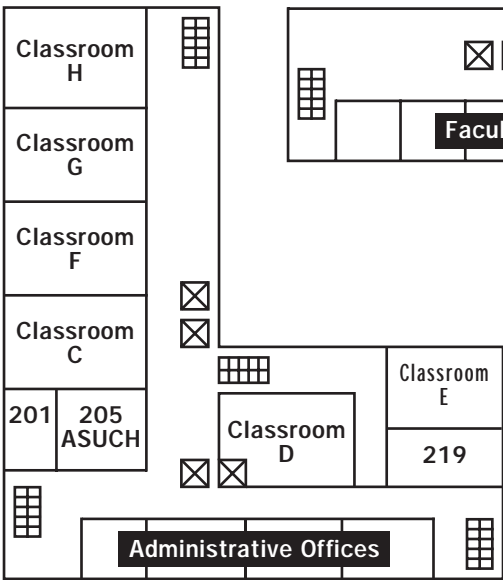
1st Floor Mezzanine



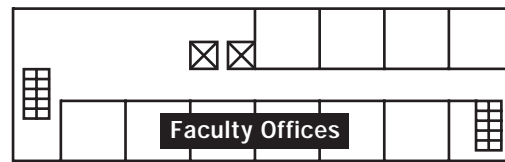
3rd Floor Mezzanine



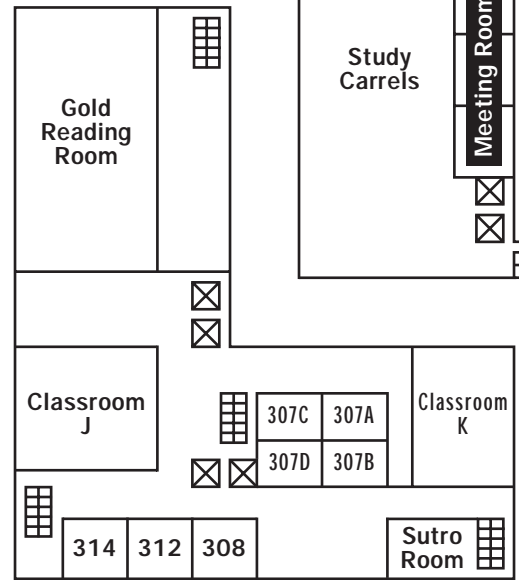
2nd Floor



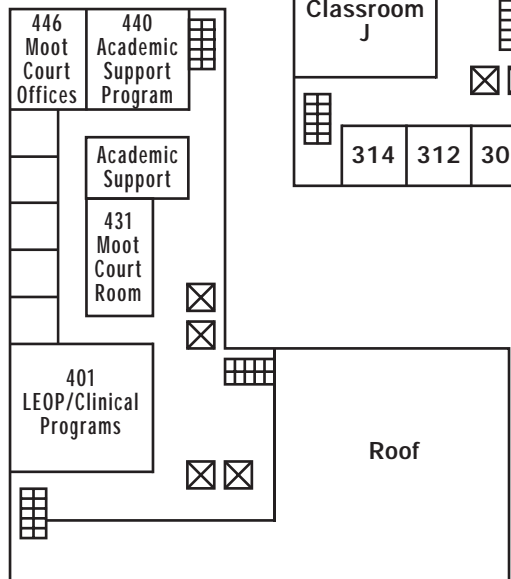
2nd Floor Mezzanine



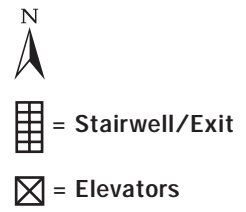
3rd Floor



4th Floor



198 McAllister Building



200 McAllister Street Building

1st Floor

Student Information Center (SIC)
 Safety Console (Van/Shuttle Service, Lost and Found)
 Bookstore
 Room 111–Facilities Operations (Event Set-Up)
 Bulletin Board–Bar review courses information and commercial listings

2nd Floor

Dining Commons and Law Café/Harold S. Dobbs Atrium
 Room 204–Health Services
 Room 206–Reprographics (for College offices use only)
 Room 208–Records Office
 Room 209–Alumni/College Relations
 Room 211–Career Services
 Room 213–Student Services and Disability Resource Program
 Room 214–Enrollment Management/Admissions Office
 Room 215–Financial Aid
 Alumni Reception Center (ARC)/Art Gallery
 Women’s and Men’s Restrooms

3rd Floor

Room 302–Chancellor and Dean’s Office
 Room 336–Academic Dean’s Suite
 Room 337–Office of Continuing Legal Education
 Room 354–Computer Training Room
 Room 362–Meeting Room
 Faculty Offices
 Women’s and Men’s Restrooms

100 McAllister Street Building (McAllister Tower)

Basement

Gymnasium

1st Floor

Tower Security Desk
 Tower Management Office
 Lobby and T.V.
 Clara S. Foltz Student Lounge

1st Floor Mezzanine

Fitness Center

3rd Floor

Civil Justice Clinic

4th Floor–Law Library

Circulation Desk/Reference Desk
 HOPAC Terminal, Copy Center, Student FAX machine
 Lexis and Westlaw computers
 Documents/reserve stacks
 Micrographics
 Women’s and Men’s Restrooms (wheelchair accessible)
Note: Internal stairs and elevators to 5th and 6th Floors.

5th Floor–Law Library

Study Carrels
 Law Book Stacks
 Discussion Rooms
 Room 505–Westlaw Training Center
 Room 510–Rusty Dobbs Seminar Room
 Women’s and Men’s Restrooms

6th Floor–Law Library

Room 623–Center for Gender and Refugee Studies (CGRS)
 Room 663–Learning Resource (Computer) Center
 Roger Traynor Room, 65 Club Room
 Room 667–Lexis Training Center
 Law Stacks (International and Labor)
 Government Documents
 U.S. Court and Appellate Briefs
 California Briefs
 Faculty Library and Reading Room
 Faculty Offices
 Women’s and Men’s Restrooms

4th Floor

Center for Negotiation and Dispute Resolution

22nd and 23rd Floors

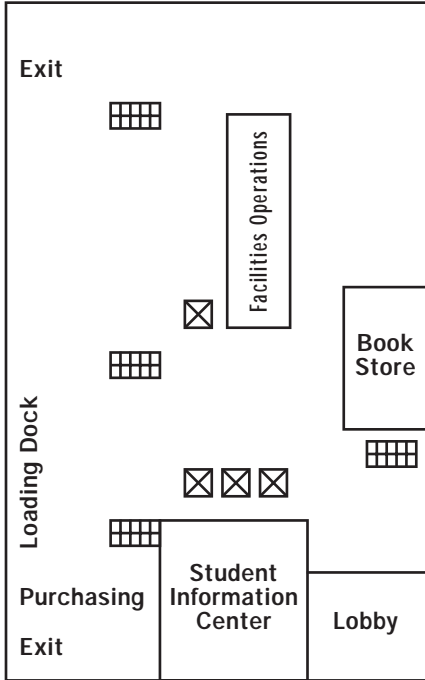
O’Brien Center for Scholarly Publications

- *Hastings Communications and Entertainment Law Journal*
- *Hastings Constitutional Law Quarterly*
- *Hastings International and Comparative Law Review*
- *Hastings Law Journal*
- *Hastings West-Northwest Journal of Environmental Law and Policy*
- *Hastings Women’s Law Journal*

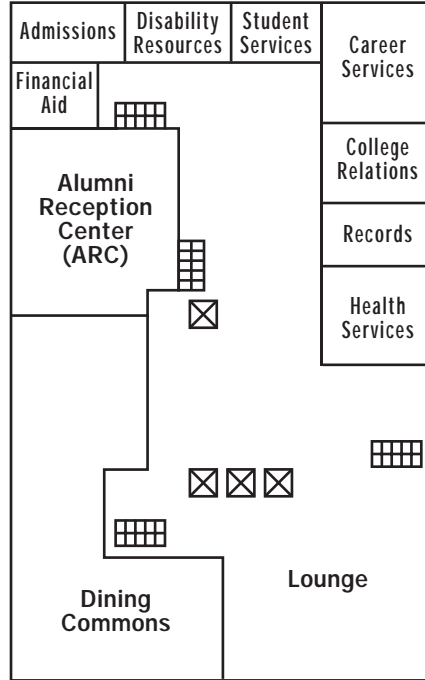
24th Floor

Skyroom

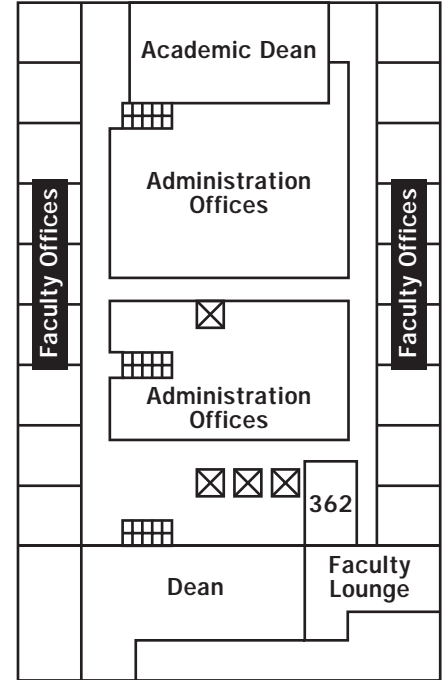
1st Floor



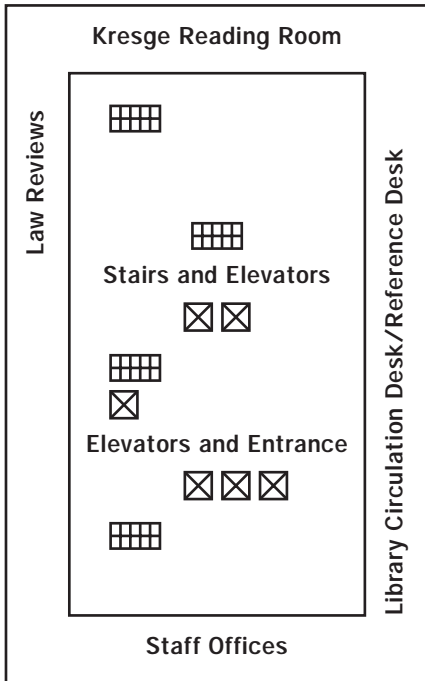
2nd Floor



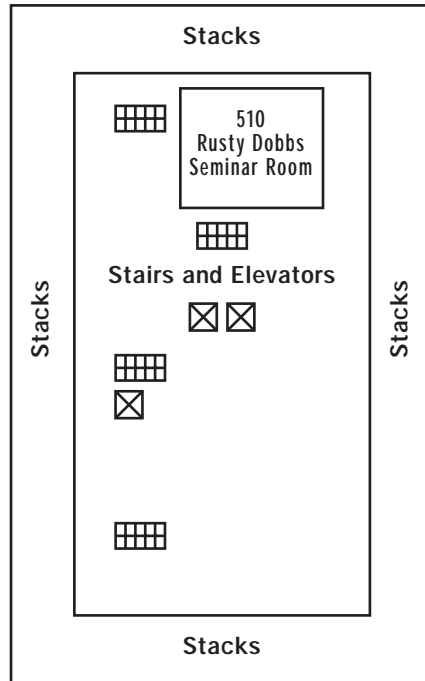
3rd Floor



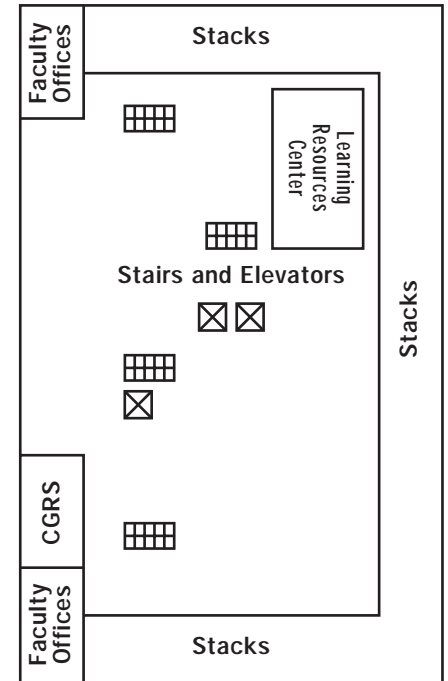
4th Floor



5th Floor



6th Floor



200 McAllister Building

U C Hastings College of the Law



▣ = Stairwell/Exit

⊠ = Elevators

A Quick Reference Guide for New Students

Hastings Law School has a vocabulary all its own. This guide will help you to avoid becoming lost in all the acronyms, odd lingo and unfamiliar terms. It is by no means complete, but it should help you get started. Feel free to ask 2Ls, 3Ls, faculty or staff members for other “translations.” Good luck!

Student Events

(See your Academic Planner and the Hastings Weekly for details and more events.)

Barristers’ Ball

A semi-formal annual event usually held at a posh San Francisco locale.

Beer on the Beach (BOB)

Student organizations provide beer and sodas every other Thursday afternoon on the patio outside the 198 building.

Cabaret

Sponsored by Student Services, Alumni and ASUCH; an annual party held in the spring semester where students, faculty, and staff perform and mingle.

HPILF Auction

Held each year; this fun-filled auction raises grant money for students pursuing public interest work.

Publications

Academic Planner

A Hastings Calendar containing upcoming events, helpful information, and phone numbers. Available for purchase at the Bookstore.

Academic Regulations and Other Rules Applicable to Students

Copies are included in your Orientation Packet. Contains vital information about Hastings and your academic career such as graduation requirements and information about the grading curve.

Casebooks

Typically, your class textbook consisting of cases dealing with a particular legal subject along with notes and questions, which you will be assigned to read and discuss in class. Can be purchased in the Bookstore, along with any “supplement” of recently decided cases and changes in the law.

Faculty Profile

A brief description of each professor’s legal training and areas of expertise can be found in the booklet included in your Orientation Packet. This information is also accessible through the Hastings website.

Hastings Weekly

Published every Monday and available in bins around campus. *The Weekly* contains information on upcoming events, deadlines, scholarships, and employment opportunities.

Outlines

Student-made or commercial summaries/overviews of law school courses are used to study for final exams. The student-made outlines are based on actual Hastings’ courses. Copies can be obtained from ASUCH’s Outline Banque available on-line at www.myhastings.org, from other students (ask your friends), or purchased at Faithful Fools (at 230 Hyde Street at Golden Gate Avenue). The commercial outlines are available at the Bookstore.

Picture Book

Distributed in the Fall, this “yearbook” is a compilation of the ID pictures of the entering 1L class, transfer students and new LL.M.’s, including the name and undergraduate institution attended.

Reference Terms Used in Class

ALWD

(Pronounced “All-Wood”) Official handbook for citation and footnote formatting; used in Legal Writing and Research and Moot Court classes.

Blackacre

A fictitious piece of land used in numerous legal hypotheticals.

Black’s

Well-known legal dictionary.

Bluebook

Official handbook for citation and footnote formatting; used by the Hastings journals and other law schools.

Legal Abbreviations

3P Third Party	DV Directed Verdict	SJ Summary Judgment
APP Appellate Court	J Judgment	SL Strict Liability
C/A Cause of Action	Jd Jurisdiction	SOL or s/l Statute of Limitations
CL Common Law	K Contract	TC Trial Court
D or Δ Defendant	P or π Plaintiff	v Versus
DCT District Court	SCT Supreme Court	

Brief

Either the outline of a case made in preparation for a class, or a written legal argument.

Canned Briefs

A commercial summary of cases in brief format for use with a particular casebook.

Citation

Volume where a case may be found, appearing in the body of a brief or memo.

Course Outline

A comprehensive summary of the legal principles covered in a particular course.

Dicta

The part of a judicial opinion which is merely a judge's editorial and does not have precedential value; extraneous material which is merely informational or explanatory.

Hornbook

A book which details a specific area of law; prose overviews of courses.

Supplements

Additional class materials prepared by your professors, or updates to casebooks; both are sold at the Hastings Bookstore.

Miscellaneous

1L, 2L, 3L

First year law students are known as 1Ls, second year students are 2Ls and third year students are 3Ls.

ASP

The Academic Support Program assists students with developing the skills necessary to succeed in law school.

Advisors

Each LW&R class is assigned a faculty advisor. The faculty advisors are available to answer your questions and provide guidance and support throughout your years at Hastings. Concentration advisors are available to all students to answer questions regarding a particular concentration.

App. Ad.

Appellate Advocacy (App. Ad.) is a course in which students increase their practical skills and knowledge of appellate rules, standards, and practice. Students also complete appellate briefs and participate in oral arguments.

Dead Hours

No classes are scheduled during these free hours. Many student organization meetings are scheduled for these periods. Monday and Wednesday, 3:40–4:30 pm; Friday, 11:40 am–12:30 pm.

Escort Van/Shuttle Service

Security provides nighttime transportation within an approximately 10-block radius from campus. See your *Guide to Campus Safety and Security Services* for the hours and service area.

Evaluations

Each semester, students complete an evaluation for each faculty member and teaching assistant for each course. Faculty DO NOT see these until after grades for that semester are submitted. To see how other students have evaluated faculty in the past, review the evaluations folder on the counter in the Records Office.

Externship/Internship v Clerkship

While many use the terms interchangeably, an externship (sometimes called an internship) is a job clerking for a judge during law school (in the summer or during the semester), and a clerkship is post-graduate employment (paid) with a judge. Externships are unpaid, but units can be earned; the earliest a student may participate in an externship is in the Spring semester of their second year.

Faculty

Your professors! Most have offices and posted office hours on the 3rd floor of the 200 Building and the 2nd floor mezzanine (2M) of the 198 Building. Feel free to drop in and visit with them. You can learn more about professors in the Faculty Profile included in your Orientation Packet.

note: Faculty may be designated as *visiting*—professors from other law schools invited to teach temporarily at Hastings; *adjunct*—attorneys, judges and other persons from the community invited to supplement the curriculum; *assistant*—untenured faculty at Hastings, usually for less than three years; *associate*—untenured faculty for more than three years but less than six years; *full*—tenured faculty; *distinguished* or *chair*—faculty honored by the faculty and Board of Directors as recognized leaders in their fields.

LEOP

The Legal Education Opportunity Program assists qualified students in an academic support program. Students whose education, economic status, social experience, or physical disability may have limited their access to academic opportunities are eligible to apply for the program.

LL.M.

The LL.M. (Master of Laws) is a one-year degree in U.S. Legal Studies for international students.

LW&R

The Legal Writing & Research course required of every 1L during the fall semester. You'll learn to write an objective paper called a "memo," along with the proper way to format citations and do research.

Moot Court

1Ls take this course in their spring semester. You will learn research using the computerized legal research engines, Westlaw and Lexis, write an argumentative paper called an appellate brief and give an oral argument of your case.

OCI

You'll see 2Ls and 3Ls running around in suits during the fall semester for "On-Campus Interviews."

The Other Bar

An organization formed by Bay Area lawyers and judges with an alcohol and/or chemical dependency; similar to AA. Students are welcome to call them at (800) 222-0767 (confidential and anonymous).

Section

Each 1L class is broken into section groups of approximately 100 students who take classes together for the first year.

Also, "section" is a term used to designate statutes and is symbolized by §. This symbol is found in Word 97 by selecting "Insert," "Symbol," and the "Special Character" tab.

SofTest

The computer application that all students must download onto their laptops if they wish to take their final exams via computer. Internet download instructions will be available closer to exam time. SofTest is made by ExamSoft, Inc.

Trial Ad.

Trial Advocacy (Trial Ad.) I and II are courses in which students learn the elements of litigation and participate in simulated trials.

WebAdvisor

WebAdvisor is the campus interface for students to access their academic records via the Internet.

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Campus Offices and Services

Academic Dean's Office

Room 336, 200 McAllister
phone: 565-4682

Leo Martinez, Academic Dean
e-mail: martinez@uchastings.edu

Reuel Schiller, Associate Academic Dean
e-mail: schiller@uchastings.edu

The Academic Dean's Office is responsible for Hastings' academic program. The Academic Dean oversees the faculty, the staffing and scheduling of courses, the Library and the supervision of the academic programs such as the Academic Support Program, Clinical Programs, Moot Court, and Scholarly Publications. The Associate Academic Dean is responsible for administering the *Academic Regulations and Other Rules Applicable to Students* and the Student Conduct Code and for counseling students on academic matters. Students who have questions regarding any of the academic programs at Hastings or the *Academic Regulations and Other Rules Applicable to Students* may contact the Academic Dean's Office.

Academic Support Program (ASP)

Room 440, 198 McAllister

Laurie Zimet, Director
phone: 565-4839
e-mail: zimetl@uchastings.edu

Michael Stonebreaker, Coordinator
phone: 565-4643
e-mail: stonebre@uchastings.edu

The Academic Support Program (ASP) is located on the 4th floor of 198 McAllister and provides academic support services to students.

Admissions

Room 214, 200 McAllister
phone: 565-4623

Akira Shiroma, Director
e-mail: shiromaa@uchastings.edu
hours: 8:30 am to 5 pm, Monday through Friday.

The Admissions Office is charged with managing the outreach and selection activities for each entering class. For the fall 2004 entering class, Hastings received approximately 7,100 applications. The success of the Hastings admission operation is based on the hard work of the office staff, current students who function as volunteers, administrative assistants and selection committee members. New students are encouraged to drop by the Admissions Office to visit and volunteer their outreach services.

Alumni Association/College Relations

Room 209, 200 McAllister
phone: 565-4615

Tim Lemon, Director of College Relations
e-mail: lemont@uchastings.edu

Kate Pine, Director of Alumni Relations
e-mail: pinek@uchastings.edu

Gertrude Arnold, Director of 1066 Foundation
e-mail: arnoldg@uchastings.edu

The Alumni Association is here to serve students' needs before graduation as well as after. Drop by the office, or call for information or assistance.

Below are just a few of the services and activities sponsored by the Association throughout the year:

- Chapter Receptions/Barbecues for Incoming Students
- New Student Orientation Reception
- Barrister's Ball
- Scholarship Tea
- Student Leadership Awards
- Third Year Champagne Reception
- Third Year Class Party
- Third Year Section Reunions
- Alumni Seminars and Speakers
- Alumni Legacy Dinner
- Lists of alumni, by specialty/geographic location or any category you choose, for networking purposes

Upon graduation, Hastings students will automatically become members of the Alumni Association at no cost. Permanent ID cards are provided in the summer following commencement, along with a list of benefits available to graduates. Nearly 16,000 alumni are members of the Association, with about 80% residing in California. The Association is proud to include 550 judges in its membership.

Governed by a 25-member, volunteer board, the UC-Hastings College of the Law Alumni Association affords a direct channel of communication between alumni and their alma mater. It provides social, educational, and professional programs for alumni and students.

In addition to this overall alumni program focused in the Bay Area, the Association currently sponsors the following alumni chapters: Black Alumni, Contra Costa, Fresno, Gay and Lesbian Alumni, Hawaii, Latino Alumni, Los Angeles, New York City, Orange County, Sacramento, San Diego, Seattle, and Washington, DC.

One could say the Alumni Association is unique. Maybe that's why the Hastings Alumni Association received the 1994 Council for the Advancement of Support of Education (CASE) Grand Gold Medal Award for Overall

Alumni Programming. CASE is the official representative body of advancement programs for more than 2900 universities and colleges.

Bookstore

1st Floor, 200 McAllister
phone: (800) 925-1679 or 565-4610; fax: 565-4606
fax: 861-0384

John Effinger, Manager
e-mail: effinger@uchastings.edu

Erwin Gatchalian, Assistant
e-mail: gatchali@uchastings.edu

The U.C. Hastings Bookstore is wholly owned and operated by the University of California, Hastings College of the Law.

hours: the bookstore's normal school term hours are 9:30 am to 5 pm, (we close at 4 pm on Fridays). During rush, (the period at the start of each term), the hours are extended. During the holiday periods, the hours are shortened. Both rush and holiday hours are posted. Summer hours, starting in June, are 11 am to 3 pm. On occasion we are open Saturdays. Those times are posted. ***All changes in hours will be posted and may be made without notice.***

Bookstore Returns Policy

There is a 7 day return policy for books purchased in August until September 3rd. Proof of dropping a class will extend that return period. After September 3rd most books are returnable for 5 days. Returns are not taken during exam periods. Non-returnable items are posted in the bookstore. Other conditions for returns (i.e. no marks in new books) are also posted in the bookstore.

Frequent Buyer/Buyback Card

Our system can keep track of your sales. You may opt out of this, of course, but the benefits are as follows: after \$250.00 in accumulated sales (excluding Muni/Bart tickets) you qualify for 5% off all supply items, 10% off all clothing items, 5% off all outlines, 10% off all imprint items (including binders), for the remainder of the year. After \$600.00 the discounts increase (including 10% off all supplies, 15% off all clothing items.) Frequent special sale prices are offered to cardholders.

Other benefits include 50% off the \$1.00 per page fax fee (free faxes of resumes) and free envelopes for resumes. Other free items are offered throughout the year. ***The most important benefit: your buyback (when you sell your books back to us) offered is 30-40% of the new book price for ADOPTED TEXTS. Also, a 10% bonus for your buyback total is added.*** Non-cardholders are offered "blue book" prices (as much as \$15-\$20 less per title).

Buyback

Buyback is held in the Winter (December) and the Spring (May). *With your buyback permission card (issued during the buyback period)* you can receive up to 40% of the new price for clean, ADOPTED, books in good condition until the pre-determined open-to-buy number is reached; then lower rates may be offered. *The Hastings Bookstore reserves the right to only buy back books purchased from the Hastings Bookstore.* Buyback cardholders are entitled to much higher buyback prices than non-cardholders. The average price of Hastings students' clean, adopted books is usually between 30-40% (plus 10% bonus) of the new price. Books purchased as "used" can be sold back using the same criterion. At buyback books NOT ADOPTED may be bought for sale to wholesalers. Those prices are usually significantly lower. *Buyback hint: watch for posted buyback times and come early when your books are more likely to be eligible for higher prices.*

Special Services.

The bookstore carries MUNI fast passes and tokens and BART tickets. A variety of software is available at educational prices and can be a particularly good buy. Gift certificates are available. The bookstore will send faxes anywhere in the U.S. for \$1.00 per page (free cover page), less 50% for cardholders.

Bookstore Website

The Bookstore hours and policies are posted on the Hastings Website, www.uchastings.edu. Click on "bookstore" under "students."

Career Services

Room 211, 200 McAllister
phone: 565-4619

Sari Zimmerman, Director
e-mail: zimmerma@uchastings.edu

The Office of Career Services provides two major forms of assistance throughout one's stay at Hastings to help answer two primary career-related questions: "What do I want to do with my legal education?" and "How do I go about finding a job in that field?"

First Year Programs

Although the principal task during the first year is to establish one's self solidly in academic studies, students' secondary task throughout law school is to explore the wealth of opportunities available during both your law school career and after graduation. In the Office of Career Services students are encouraged to browse through materials and attend as many career development programs as possible; programs are generally entitled "Options in the Law." These events introduce practicing attorneys who discuss their specialties in criminal,

environmental, corporate, health care, intellectual property, and public interest law to mention just a few of the areas covered.

Secondly, commencing November 1, Career Services can begin to help 1Ls explore the job search-related issues mentioned above. After that date, Career Services can work with 1Ls to acquire or polish solid job search skills which will serve them in good stead throughout law school and later. 1Ls will be provided with a password to access the employer/job listing database. After December 1, students can target employers in identified area of interest or interview with employers who wish to meet First Year students. In the spring, no matter what one's legal goal, students will want to attend the Public Interest/Public Sector Legal Careers Day to meet a variety of employers. Gaining legal experience, either paid or unpaid, during the first summer will be an invaluable addition to your First Year's course work.

The Office of Career Services offers an array of services: panel discussions, small group workshops, and individual counseling sessions with experienced staff as well as extensive on-campus recruiting programs and job listings to meet your needs. Counselors are available to meet by appointment or even on short notice. Come to panel presentations, and—after November 1—drop by for a personal appointment in order to make the best use of the career resources.

Nondiscrimination Policy

The University of California, Hastings College of the Law does not make its career services facilities available to employers who discriminate in the selection of employees on the basis of national origin, race, religion, gender, sexual orientation, age, disability or any other basis prohibited by applicable law. A limited, express exception to this policy is made by the Hastings Board of Directors for the U.S. military on the ground that the military's practices to date have been upheld under the current judicial interpretation of the discrimination laws.

Center for Gender & Refugee Studies (CGRS)

Room 623, 200 McAllister
phone: 565-4791

Karen Musalo, Director and Resident Scholar

Stephen Knight, Coordinating Attorney
e-mail: knights@uchastings.edu

CGRS is a national research and advocacy organization that works in support of women seeking asylum from gender persecution. Founded at Hastings in 1999, CGRS provides legal expertise and resources to attorneys representing women asylum-seekers fleeing gender related harm, at both the practice and policy levels, and seeks to track decisions in these cases. CGRS also works to coor-

dinate legal and public policy advocacy efforts through domestic and international networking, and engages in public education efforts in order to educate decision makers and the public and to contribute to the formulation of national and international policy and practice. For information, visit the website: www.uchastings.edu/cgrs/.

CGRS offers Law Clerk positions each semester (part-time paid as well as for credit through the Immigration Clinic), and during the summer (generally full-time). CGRS also offers volunteer positions, typically filled by first-year students and those not yet in law school. Law clerks are involved in the full range of CGRS's work, and will be engaged in research and writing on key legal issues (including appellate advocacy), the development of country conditions information, including the preparation of expert witness affidavits, and national policy work carried out in collaboration with partner organizations.

Center for Negotiation & Dispute Resolution (CNDR)

Room 408, 100 McAllister

phone: 581-8941

fax: 581-8944

e-mail: cndr@uchastings.edu

Melissa Nelken, Faculty Chair

Chris Knowlton, Director

Rachel Goodman, Academic Program Coordinator

The Center for Negotiation and Dispute Resolution organizes the College's academic program in dispute resolution, fields student teams in bar-sponsored negotiation and mediation competitions, and provides continuing legal education to members of the Bar and the public.

The Center's faculty is comprised of some of the Bay Area's most experienced professors, attorneys, mediators and arbitrators, who teach seminars and skills classes. Courses are offered in: Negotiation, Advanced Negotiation, International Negotiation, Mediation, Mediation with a Family Law Emphasis, Arbitration with a Commercial Emphasis, Arbitration with a Labor and Employment Emphasis, ADR Survey, and ADR Law and Policy. The Center also manages a Mediation Observation Project which offers students the opportunity to witness the diversity of mediation styles and contexts by attending live court-based, community, and commercial mediations. The Mediation Clinic provides practical experience to advanced students by combining an intensive academic program with fieldwork in which students serve as mediators in Small Claims Court matters.

The College's successful Negotiation Team participates in a variety of competitions, including the ABA Negotiation Competition, ABA Representation in Mediation Competition, California Environmental Negotiation Competition and the International Competition for Online Dispute Resolution. Students qualify for the Team

by competing in an In-School Competition held in early October. Several practice sessions are offered in advance of the In-School Competition to orient students to competition procedures and judging criteria.

CNDR also offers several sophisticated professional conferences and programs each year. For example, it partners with the National Academy of Arbitrators to sponsor an annual Labor Arbitration Advocacy Conference, and with the Bar Association of San Francisco for a day-long workshop on New Perspectives in Negotiation. Plans for a week-long negotiation course for foreign students are in the works for Fall 2005.

Center for State and Local Government Law (CSLGL)

Room 206, 200 McAllister

phone: 565-4639

fax: 565-4884

David J. Jung, Director

e-mail: jungd@uchastings.edu

Building on the work of the 21 year old Public Law Research Institute, now a part of the center, CSLGL offers a wide variety of opportunities for students, scholars and lawyers. Through the Center's Local Government Law Clinic and Legislation Clinic, students learn about state and local government law hands-on through a combination of classroom work and internships. Through the Center's Conferences and Colloquia, scholars, lawyers and students convene to share ideas and to encourage research based upon their expertise. Through the Public Law Research Institute's (PLRI's) reports and working papers, students and faculty work together to promote research on vital public law issues.

Hastings is the only public law school in California offering a program of study and research focusing on state and local government law. The Center also offers a one or two year fellowship to a recent law school graduate interested in pursuing research on issues on public law. The Research Fellow assists the Director, Professor David Jung, in all aspects of the Center's operations.

Office of the Chancellor and Dean

Room 302, 200 McAllister

phone: 565-4700

Mary Kay Kane, Chancellor and Dean

e-mail: kanem@uchastings.edu

The Chancellor and Dean of Hastings is the chief executive and academic officer of the College, with authority over and responsibility for all departments and activities. The Academic Dean of Hastings serves as the chief academic officer of the College under the Chancellor and Dean and administers the academic programs in accordance with policies adopted by the faculty.

Five College administrative officers also report directly to the Chancellor and Dean: the Financial Officer, the General Counsel, the Director of Administrative Services, the Director of College Relations and the Executive Director of Personnel Services. The Chancellor and Dean and these senior staff (including the Academic Dean) meet bi-weekly to discuss issues of college-wide concern. The Associate Academic Dean, the Director of Information Technology, and the Librarian are also included in these meetings.

The current Chancellor and Dean of Hastings is Mary Kay Kane. Chancellor and Dean Kane received her A.B. and J.D. from Michigan, joined the Hastings faculty in 1977, and is a tenured professor of law. Dean Kane was appointed as the Dean by the Board of Directors in December 1993. She was named Distinguished Professor of Law in 2000, and in June 2001, the Board of Directors also conferred on Dean Kane the title of “Chancellor.”

Civil Justice Clinic

Room 300, 100 McAllister
phone: 557-7887

Mark Aaronson, Professor and Director
e-mail: aaronson@uchastings.edu

The Civil Justice Clinic provides students with hands-on, practical experience in representing clients under the careful supervision of Hastings in-house clinical faculty. Founded in 1992, the Civil Justice Clinic is located in modern facilities on the third floor of the McAllister Tower. Six clinical professors teach seminar sessions and directly work with students on their individual clients' cases and on various group representation projects.

The Clinic's **Individual Representation Course** is the curricular umbrella for clinics in employment, housing, and disability. In assuming lead responsibility for helping individual clients, students learn about specific substantive areas of law and about important lawyering skills, such as interviewing, counseling, fact investigation, case planning, negotiation, and trial and hearing practice. Cases are selected to provide a start-to-finish lawyering experience within a single semester. The projects on which students work as part of the Clinic's **Group Representation Course** vary from semester to semester. In the **Group Advocacy and Policy Reforms Clinic**, students are exposed to a range of persuasive strategies, including impact litigation, administrative advocacy, community legal education, legislative drafting, community organizing and mobilization, and institution building. The year-long **Community Economic Development Clinic**, which is a separate course offering under the Group Representation curricular umbrella, provides students with non-litigation experience on projects, proposed and implemented by Tenderloin community-based organizations. Lastly, the **Civil Justice Clinic** offers, as a separate course, a **Mediation Clinic** where students assist San

Francisco Small Claims Court parties in mediating their disputes. The students serve as the mediators. The Civil Justice Clinic courses are open to both Second and Third Year students. The Mediation Clinic is for six units of credit; the other clinics involve eight units of credit. Because the student-faculty ratio is usually 6–1, Clinic faculty members get to know students well and see helping students to develop their own visions of good lawyering and to obtain appropriate, potentially satisfying jobs, as part of their responsibilities.

Clinical Programs

Room 404, 198 McAllister
phone: 565-4620

Stephen Kaufman, Manager
e-mail: kaufmans@uchastings.edu

In the legal clinic courses, students learn about law and lawyering from hands-on, practical experience. Students working under the supervision of experienced attorneys have primary responsibility for identifying issues, making decisions, and solving problems with clients. There are both in-house (Civil Justice Clinic) and out-placement clinics. The out-placement clinical programs are: Criminal Practice Clinic, Environmental Law Clinic, Immigrants' Rights Clinic, Local Government Clinic, Workers' Rights Clinic, Legislation Clinic and Judicial Externship Program. In taking a clinic, students also enroll in a seminar, where they reflect on the live-client experiences as part of weekly class sessions and individual exchanges with faculty and other students. The clinics emphasize the development of lawyering skills, the critical consideration of professional role responsibilities, and the integration of theory and practice in the handling of cases. At Hastings, students enrolled in clinics work closely with faculty and practicing attorneys and receive a level of attention, feedback, and mentoring that few jobs are ever likely to provide.

Check the course catalog for information regarding each clinic course offered.

Disability Resource Program (DRP)

Room 213, 200 McAllister
phone: 565-4876, tdd: 565-4802
fax: 581-8807

Levinia A. Espinas, Manager
e-mail: espinasl@uchastings.edu

Laura Andrews, Resource Coordinator
e-mail: andrewsl@uchastings.edu

hours: 9 am to 4 pm, Monday through Friday.

Hastings College of the Law recognizes its obligation to provide overall program accessibility for qualified persons with disabilities. The College seeks to accommodate self-identified and/or referred students with documented disabilities on an individual basis.

Contact the Manager of the Disability Resource Program (DRP) to obtain information about the program and services for students with disabilities. *Pertinent Information to Students with Disabilities and Policy and Procedures for the Provision of Services to Students with Disabilities* are available in the Library and DRP Office. Inquiries regarding federal laws and regulations concerning the College's compliance with Section 504 of the Rehabilitation Act of 1973 provisions and the Americans With Disabilities Act may be directed to the Office for Civil Rights, U.S. Department of Education, 50 United Nations Plaza, San Francisco 94102.

Enrollment Management

Room 202A, 200 McAllister
phone: 565-8882

Suzanne Knight Carlson, Director of Enrollment Management
e-mail: carlsons@uchastings.edu

The Director of Enrollment Management oversees the operations of the Admissions and Financial Aid offices.

Facilities Operations

Room 111, 200 McAllister
phone: 565-4608
e-mail: facilities@uchastings.edu

Carl Conrad, Manager
Gerry Fisher, Maintenance Supervisor

The Facilities Operations Department provides building maintenance and repair and janitorial services for the 198 and 200 McAllister buildings and campus telephone services. The department also provides moving and large package delivery services and performs event setups.

Routine requests for services or to report problems can be made by phone or email; email is the preferred method. When reporting problems or requesting services, please provide as much detail as possible such as nature of the problem, building and room, location in the room, time of day, etc.

Emergency requests to correct a problem that may be a hazard to persons or building should be reported to Security, and they will contact the appropriate facilities personnel.

The Facilities Department will set up events and provide janitorial service, if requested. Discuss your set-up needs with SIC after you have a confirmed room reservation. Make arrangements for event set ups at least ten working days prior to the event; equipment and personnel for event setups are scheduled on a first-come, first-serve basis. It is the responsibility of the applicant to leave the facilities in a clean and orderly condition. A clean-up fee may be assessed if the facilities are not left as found.

Financial Aid Office and Scholarship Program

Room 215, 200 McAllister
phone: 565-4624

Linda Bisesi, Director
e-mail: bisesil@uchastings.edu

hours: 9 am to 3 pm, Monday through Friday.

note: Phones are answered from 8:15 am to 5 pm, Monday through Friday.

Students can see staff members on a walk-in basis or by appointment. Hastings administers a comprehensive aid program including grants, loans and work-study. A separate scholarship program is also coordinated by the Financial Aid Office. Hastings offers the following programs to its students:

1. **Grants:** Funds that do not have to be repaid.
 - Hastings College Grants
2. **Loans:** Funds that do not have to be repaid until after graduation or withdrawal.
 - Federal Perkins Loans
 - Federal Stafford Loans (Subsidized and Unsubsidized)
 - James Sarsfield O'Neill Loans/Hastings College Loan Program
 - Private law loans
3. **Federal Work Study (FWS):** Part-time employment for Second and Third Year students at both on campus and off-campus locations. Students are paid monthly on an hourly wage basis.
4. **Scholarships:** awards that do not have to be repaid. The College offers Second and Third Year students scholarships donated by alumni and friends of Hastings. The application period is in early spring and lasts about three weeks. Contact the Financial Aid Office for further information and watch for *Hastings Weekly* announcements. Students seeking financial assistance from the College must apply in February for the subsequent academic year that begins in August. For further information on application deadlines and forms, please contact the Financial Aid Office, or visit the website at: www.uchastings.edu/finaid_01.
5. **Post-graduate Bar Study Loans:** Several lenders offer a private loan to cover living expenses and the bar review course while a graduate prepares to take the bar exam. These loans are credit based and have time limit restrictions. Information is available in the Financial Aid Office.

2004–2005 Cost of Attendance Estimate for First Year Students

These figures are reasonable estimates of educational expenses a student should plan for during the nine-month academic year, August to May. This budget is used to determine each student’s eligibility for financial aid, including married students and students with children. The federal formula used to calculate aid eligibility accounts for a student’s spouse and/or children through allowances against income. Thus, these figures, are the same for all students. While the office does not expect students to spend exactly what is listed in each category, the total estimated cost should be adequate for the categories shown. Expenses not listed, such as car payments, consumer debt payments, housing deposits, child support payments, alimony and other expenses not related to attendance at Hastings are the responsibility of the student. These expenses cannot be included in the budget. Similarly, bar review course expenses, bar exam fees, interviewing expenses and “professional clothing” cannot be included in the budget. **Students are urged to plan accordingly.**

Estimated Schedule of Fees for Students Entering in Fall, 2004

	Fall 2004	Spring 2005	Annual Total
Enrollment Fee*	\$9,375	\$9,375	\$18,750
Activity Fee	\$82		\$82
Academic Enhancement Fee	\$100	\$100	\$200
Exam Material and Processing Fee	\$60	\$60	\$120
Health Services Fee	\$145	\$145	\$290
Accident and Sickness Insurance Plan**	\$650	\$827	\$1,477
Total Resident Fees	\$10,412	\$10,507	\$20,919
Non-Resident Tuition*	\$6,100	\$6,100	\$12,200
Total Non-Resident Fees	\$16,512	\$16,607	\$33,119

* Enrollment fees and non-resident tuition are subject to the Board of Directors and final legislative action. **Fees are subject to change without notice.**

** May be waived with proof of insurance. If waived in the fall semester, waiver for the spring is automatic. Contact Student Health Services, (425) 565-4612, for more information.

Estimated Living Expenses

Books and Supplies	\$863 per year
Personal Expenses	\$3,284 per year/approx. \$364/mo
Housing and Utilities	\$10,800 per year/approximately \$1,200/mo
Transportation	\$852 per year
Food	\$3,231 per year/approximately \$359/mo
Stafford Loan Fees (est.)	\$370 per \$18,500 loan
Total Living Budget	\$19,400

Total Estimated Cost of Attendance

California Residents	\$40,319
Non-California Residents	\$54,279

Fiscal Services Office

Room 111, 198 McAllister
 phone: 565-4704
 fax: 565-4698
 e-mail: fiscal@uchastings.edu

Debbie Tran, Director
 K.S. Ravindran, Assistant Director

hours: 8 am to 4:30 pm, Monday through Friday
 except College holidays.

mailing address for correspondence:
 200 McAllister Street, San Francisco, CA 94102-4978

mailing address for payments: P.O. Box 45264,
 San Francisco, CA 94145-0264

The Office of Fiscal Services is responsible for all accounting related matters of the College including: billing and collection of fees, tuition and McAllister Tower rent; other accounts receivable; budgeting; payroll; accounts payable; and disbursements including travel reimbursement, receiving payments and distributing financial aid checks.

Fees and Tuition

Fiscal Services is responsible for the billing and collection of tuition and fees. Invoices are mailed to pre-registered students one month before they are due.

Paying Fees and Tuition

The College accepts cash or checks (personal or certified) for the payment of tuition and fees. Credit cards are not accepted. **Do not mail cash.** Bring cash payments to Room 111, 198 McAllister Street and ask for a receipt. Checks should be made payable to *UC Hastings College of the Law*. Students should include their name, current address and student identification number on the face of the check to ensure their payment is properly credited to their student account.

Payment of Fees and Tuition with Financial Aid

Students may use their financial aid to pay tuition and fees. When financial aid proceeds are received after a semester has begun, the student will be notified by the

Financial Aid Office, and the refund check (if any) will be available in Fiscal Services.

Electronic Funds Transfer (EFT)

Students may elect to have their lender transmit their financial aid proceeds to the college via EFT. The proceeds are applied directly against their tuition and fee account and any past due McAllister Tower rent. Any credit balance remaining on the tuition and fee account is refunded to the student. Students can sign up for EFT at the Financial Aid Office.

Endorsing Loan Checks Over to the College

Students who receive their loan proceeds from their lender by paper check may endorse the check over to the College to pay their tuition and fees. Any credit balance remaining on the account will be refunded to the student. Students are encouraged to sign up for EFT to expedite the payment of their tuition and fees and receipt of the refund.

Payment Deadlines for Fees and Tuition

Except as noted below, the deadline to pay tuition and fees without penalty is by 4:30 pm on the first day of classes of each semester. Students entering Hastings for the first time in the fall semester must pay their fees by the deadline established by the Admissions Office, which is generally thirty days before the first day of classes. The Fiscal Office establishes all other payment deadlines.

Tuition and fees not paid by the due date will be considered past due and a late fee will be assessed. A hold will be placed on the student's records. Once past due, the student will be automatically granted a two (business) day grace period to pay the balance. If the balance is not paid in full by the end of the grace period, the student will be administratively withdrawn from the College for non-payment of fees.

Note: Tuition and fees for the current semester must be paid in full before students are allowed to pre-register for the subsequent semester.

Late Payment Penalty Fees

Students who pay their fees late without making deferred payment arrangements will be assessed a \$150 late fee. Students who do not pay by 4:30 pm on the second business day after the account has become past due will be administratively withdrawn from Hastings. Students seeking reinstatement must secure permission from the Associate Academic Dean and make suitable payment arrangements with the Office of Fiscal Services.

Reinstatement Fee

If reinstatement is granted a \$300 reinstatement fee will be assessed.

Deferred Payment Plans

Students may apply for a deferred payment plan by completing a *Tuition and Fee Deferred Payment Agreement*

form, available in Fiscal Services. Generally, such arrangements are granted only to students receiving financial aid when their aid has been delayed. Students must provide confirmation from the Financial Aid Office that their aid has been certified and its expected arrival date.

If aid is not received by the deferred due date students may apply for an extension.

Students who do not pay their fees by the deferred due date or apply for an extension will be assessed a \$150 late fee and will have a hold placed on their student records.

Disputing Late and Reinstatement Fees

Students who wish to dispute the assessment of late and reinstatement fees must do so in writing to the Director of Fiscal Services stating why they believe the fees were assessed in error. The Director will respond to the student's request via their SIC folder within 7 working days. Appeals to the Director's decision may be made in writing to the Chief Financial Officer.

Refund of Tuition and Fee Payments

Refunds for students who withdraw or take a leave of absence are made in accordance with the Federal Title IV student aid regulations or with the Hastings Refund Policy and Schedule, as applicable. Students should refer to the refund schedule for more information. Refund schedules are available in Fiscal Services and the Financial Aid Office.

Returned Checks

All unpaid checks returned to the College are processed by Fiscal Services. Students will be notified of a returned check via their SIC folder.

Returned Check Fee

The College assesses a \$25 fee for each returned check.

Cash Only Status

Students who issue two or more unpaid checks to the College are placed on a **cash only** status for the balance of the academic year. This status is applicable for all goods and services purchased throughout the College.

Holds on Student Records

Upon receipt of an unpaid check, a hold is placed on the student's records until payment is received.

Financial Aid Disbursement

Students' financial aid is certified by the Financial Aid Office and disbursed to the student by the Office of Fiscal Services. Financial aid refund checks will be available in the Office of Fiscal Services, and the direct deposit of financial aid refunds will take place starting the day before the first day of classes. Throughout the year, the Financial Aid Office notifies students when their aid has

arrived. Financial aid checks will be released when the following conditions are satisfied:

- **Identification:** Presentation of a valid identification containing the student's signature and photo.
- **Outstanding Debts:** There are no outstanding debts owed to the College.
- **Hold Flags:** There are no hold flags on the student's record.

Direct Deposit of Financial Aid Refunds

Students may sign up for the direct deposit of financial aid refunds and other credits on their student accounts. Applications for direct deposit are available in the Office of Fiscal Services and on the Fiscal website.

Cashier

The cashier is located in Fiscal Services, 198 McAllister, Room 111. The cashier office hours are 8 am to 4:30 pm, Monday through Friday except on College holidays.

All payments due to the College may be made to the Cashier including: tuition and fee payments, McAllister Tower rent payments, library fines, transcript fees, lab fees, fees for replacement of lost student ID cards, payment for replacement of bounced checks, etc. Receipts for payment are also available from the cashier.

ID Card Validation

The Cashier's office is also responsible for validating student identification cards once tuition and fees have been paid or deferred payment arrangements have been made.

McAllister Tower Rent

Fiscal Services is responsible for the billing and collection of McAllister Tower rent. All rent payments are to be made in Fiscal Services and payable to UC Hastings College of the Law.

Rent Payment Deadlines

Rent payments are due by 4:30 pm by the deadline stated in the lease agreement. Tenants who pay their rent late will be assessed a late fee. Past due rent will be deducted from financial aid proceeds. Tenants will not be invoiced for their rent. Tenants should include their student identification number and apartment number on the face of their check to ensure it is properly credited.

Rent Statements

The Fiscal Office maintains McAllister Tower rent statements for each apartment. They are available to tenants upon request.

Student Employment

Fiscal Services is responsible for processing paychecks for student employees. Students should refer to the *Guidelines for Student Employment* for detailed information relating to student employment. *Guidelines*

are available at Personnel Services, Fiscal Services, Financial Aid and on the Hastings website at http://www.uchastings.edu/employment_01. Students may contact the Payroll Coordinator at (415) 565-4811 if they have questions regarding paychecks.

Appointment Authorization

Before students can begin working, the Personnel Office must authorize their appointment. Students must have an authorized appointment for each job they hold (Note: appointment authorization procedures are different for work-study students). Refer to the *Guidelines* for more information.

Oath of Allegiance

Students working on campus must take and subscribe to the State Oath of Allegiance on or before their first day of employment. If the Oath is not taken, pay will not be issued for hours worked prior to its subscription. Please contact Personnel Services at (415) 565-4703 if you have any questions.

Time Sheets

Student employees are paid on a hourly basis and must submit an approved time sheet to the Payroll Office for hours worked in each pay period. For each job, one time sheet should be completed. Time sheets are generally due in Fiscal Services on the last business day of the month. Due dates are listed on the back of the time sheets.

Time sheets are available in Fiscal Services or can be downloaded from the Hastings website at: http://www.uchastings.edu/employment_01.

Falsification of time sheets and receipt of payment for work not performed or not in compliance with College policies may constitute fraud and result in prosecution or disciplinary action.

Paychecks/Direct Deposit Statements

Students are paid generally by the end of the first week of the month. Pay dates are printed on the back of the time sheets.

Paychecks/direct deposit statements are available in Fiscal Services at 8:30 am on payday. Students must present a valid identification before their check/direct deposit statement will be released.

Direct Deposit of Paychecks

Student workers are encouraged to sign up for the direct deposit of their paychecks. It's safe, convenient, fast and free! Application forms are available in the Personnel Office.

Student Organizations

As a registered student organization, student organizations enjoy many benefits extended by Hastings. These benefits include the free use of College facilities and many

other services. Refer to the *Handbook for Student Organizations* for more information.

Recharge Services for Telephone Use

Registered student organizations are authorized to utilize College telephone services. Organizations will be invoiced monthly by Fiscal Services via the SIC. Payment for services must be remitted within 30 days of the invoice or services will be discontinued.

Prepaid Services

Charges for media, facility and security services must be prepaid before room reservations are confirmed.

Voicemail

Student organizations may purchase a voicemail box from the College for a one-time fee of \$60. Payment should be made in Fiscal Services. Once payment has been made student organizations should contact the personnel in the SIC to activate their voicemail box.

Replacement Checks

Students needing to receive a replacement check for a lost or destroyed Hastings issued check (ie, payroll check, financial aid refund) must complete a replacement request form. This form is available in Fiscal Services.

Service Fee

There is a \$25 service fee for replacement checks. This fee should accompany the replacement request form.

Stop Payment Order

Upon receipt of the replacement request form, a stop payment order will be issued to the bank. Once the order has been confirmed, a replacement check will be issued. This process usually takes 10–15 days. Replacement checks will be available in Fiscal Services.

Student Loan Administration

The Office of Fiscal Services is responsible for billing and collection of the Federal Perkins, James O’Neill and Hastings Law loans. This responsibility also includes conducting entrance and exit loan counseling for these loans. Fiscal Services is not responsible for conducting loan counseling for Stafford Loans. Loan counseling for Stafford Loans is arranged by the Financial Aid Office.

Entrance Counseling for Perkins and Other Campus Based Loans

Counseling is required before the first loan advance received by the student. The student must fulfill the requirement online. This can be done by going to the Fiscal website at http://www.uchastings.edu/fiscal_01, clicking on the link named Campus Based Loans, and then clicking on Entrance Loan Counseling.

Exit Counseling for Perkins and Other Campus Based Loans

If a student graduates, withdraws, drops below half-time study or takes a leave of absence that exceeds six months, he/she is considered separated from the Institution for purposes of their Federal Perkins, O’Neill and Hastings Law loans. Shortly before separation, exit loan counseling must be conducted.

The student must fulfill the counseling requirement online. This can be done by going to the Fiscal website at http://www.uchastings.edu/fiscal_01, clicking on the link Campus Based Loans, and then clicking on Exit Loan Counseling.

Informational group sessions are held for graduating students in December or March/April. Students will be notified via their SIC folder of the time and dates of the sessions. Exit loan documents are generally mailed to students who separate off-cycle.

Holds on Student Records

A hold will be placed on a student’s records if they fail to complete exit loan counseling. The hold will be removed once the student satisfies the requirement.

Credit Bureau Reporting

In certain circumstances, Fiscal Services will report any past due debts owed to the College, including student loan information, to a national credit bureau.

Federal Perkins, James O’Neill and Hastings Law Student Loans

Fiscal Services has contracted with a loan servicer which monthly, as required by Federal regulations, reports the outstanding balances of these loans to a national credit bureau. Upon entering repayment, payment history and loan status, including default, deferment, and bankruptcy, are also reported.

Disputing Credit Bureau Reporting

Students may dispute the College’s reporting on their credit profile by writing directly to the credit bureau agency. The agency will contact the College which is required to respond within 30 days.

Other Outstanding Debts

Fiscal Services is responsible for the collection of all other outstanding debts owed to the College. Fiscal will notify the students via their SIC folder of these debts and the due date for payment. Students are responsible for the timely payment of their debts. If a student fails to pay any past due debts, the College reserves the right to:

1. Place a hold on the student’s records;
2. Report the debt to the California Franchise Tax Board and intercept any income tax refunds or lottery winnings which will be applied toward the payment of the debt;

3. Report the debt to a national credit bureau;
4. Refer the debt to a collection agency. If this action is taken, students may be responsible for collection costs, court costs and attorney's fees associated with the collection of the debt.

Travel Reimbursement

It is the policy of the College that all official travel shall be properly authorized, reported and reimbursed in accordance with the College's travel policy. Travelers shall observe normally accepted standards of propriety in the type and manner of expenses incurred. Under no circumstances shall charges for personal travel be charged to or personally funded by the College; nor may College funds be used for any travel that is not ultimately chargeable to the College, including travel sponsored by professional organizations, governmental advisory groups, etc. Any payment made to an employee/student in connection with official travel shall not result in additional taxable income to the employee/student. Accordingly, the College's established guidelines are designed to conform with the substantiation rules published by the Internal Revenue Service.

Travel Advance

If a travel advance is necessary and authorized, the traveler must complete the Request for Travel Advance form and have it approved by the supervising department head. Outstanding travel advances for completed trips must be cleared within 30 days following the end of the trip or before a new travel advance is issued, whichever is earlier. No travel advance will be issued more than 30 days in advance of the scheduled trip.

Outstanding travel advances must be cleared by completing the College's Travel Reimbursement form or reimbursing the College for the amount of the advance. Original receipts supporting the documented expenditures must be attached to the reimbursement form. The Travel Reimbursement form is available in Fiscal Services or can be downloaded from:

<http://intranet.uchastings.edu/fiscal/travel2.htm>.

Holds on Student Records

A hold will be placed on the student's records if the advance is not cleared as stipulated in the College's travel policy.

Allowable Travel Expenses

The College has designated allowable costs for reimbursement while traveling on College business. Reimbursement limits apply to meals, lodging, transportation, and business related expenses. The traveler should consult the College's *Financial Policy and Procedure Manual* for specific allowable travel expenses. Travelers will not be reimbursed for disallowed expenses.

Receipt Requirements

Itemized, original receipts are required for reimbursement of all travel expenses except allowable incidental expenditures as set forth in the College's *Financial Policy and Procedure Manual*. Examples of receipt requirements include: hotel lodging receipts reflecting the traveler's name and dates of stay along with an itemization of charges incurred; meal receipts indicating item purchased, date and establishment.

Airline passenger travel receipts must also accompany the travel reimbursement form. This provision applies whether the airfare was paid for directly by the traveler or charged to the College by the designated travel agency.

The College's *Financial Policy and Procedure Manual* can be viewed on the Hastings Intranet at:

http://intranet.uchastings.edu/fiscal/policy_manual.htm.

Hold Flags

In certain circumstances, the Office of Fiscal Services reserves the right to place a hold on a student's records. Common reasons for hold flags include:

- Non-payment of tuition and fees
- Receipt of a bounced check
- Non-completion of exit loan counseling
- Past due balances owed to the College (e.g., lab fees, library fines)
- Default of Federal Perkins, O'Neill and Hastings Law student loans
- Non-compliance with College travel policies
- Uncleared travel advance

Students will receive written notice via e-mail or SIC folder of a hold being placed on their record. Upon receipt of the notice, students should come immediately to Fiscal Services to clear the hold.

Food Services

The Law Café

phone: 565-4693

Ali Givechi, Shahbaz Shayesteh

The Dining Commons is on the 2nd Floor of 200 McAllister. Meals and snacks are served cafeteria style, from 7:30 am to 4 pm, Monday through Thursday; 7:30 am to 3 pm, Friday.

Vending Machines

Beverage and snack machines are available near the Dining Commons (200 McAllister), in the Louis B. Mayer Lounge and the 1M Student Lounge (198 McAllister). Stop by Student Services (Room 213, 200 McAllister) for refunds and/or to report malfunctioning vending machines.

Gymnasium and Fitness Center–Tower

100 McAllister
phone: 581-8900

Cheryl Svendsen, Manager
e-mail: svendsen@uchastings.edu

Tower Gymnasium–Basement of Tower 100 McAllister

1. All Hastings students, faculty, and staff have access to the facilities. One guest is allowed if accompanied by one of the above.
2. Access to the gym is available by registering in and out at the Security Desk in the foyer of 100 McAllister. The user must present a valid Hastings ID
3. The gym is open 24 hours.
4. Available equipment may be checked out from the Security Desk by leaving the person's ID card with the Security Officer.
5. Reservations: Reservations are made through ASUCH. Check the gym schedule at the Tower Security Desk.
6. Currently, no more than 49 people are allowed in the gym at the same time (California State Fire Marshall Regulation). Thus, it is important to check out with the guard when you leave, so others wanting to use the gym will be allowed into the facility.
7. Wearing athletic shoes is mandatory. No other shoes are allowed on the gymnasium floor.
8. No food, beverages or smoking is allowed in the gymnasium.
9. If a person is injured while taking part in athletic activities at the gymnasium, he or she is not insured by the College for medical or accident coverage. A current Hastings student, though, may benefit from his or her College Accident and Sickness Insurance Plan.
10. Proposed revisions of this policy must be submitted to the ASUCH Director of Community Affairs for recommendation and approved by the Director of Student Services. Rules are subject to change by the administration at any time.

Tower Fitness Center–Mezzanine Level 100 McAllister

1. All registered Hastings students are entitled to use the Fitness Center. One guest is allowed if accompanied by a Hastings student.
2. Non-student residents of the Tower may use the Fitness Center for a charge of \$20 per year.
3. No one under 18 years of age shall be allowed in the Fitness Center.
4. The Fitness Center will be open from 6 am to 2 am, except where shutdown is necessary for custodial work or equipment maintenance.

5. The users are expected to understand safe and proper operating procedures before using equipment.
6. The College bears no responsibility for any injury suffered by students, faculty, staff or guests in the Fitness Center.
7. All users shall comply with the Hastings Student Code of Conduct.
8. No food is allowed in the Fitness Center. Drinks must be in sealed, non-glass containers (no cups or open-can sodas).
9. Prior to using equipment, users shall check in with the building guard.
10. A towel will be provided to each person using the Fitness Center. Towels should be used to wipe down the equipment after use. Towels should be returned to the guard when checking out.

Health Services

Room 204, 200 McAllister
phone: 565-4612
fax: 565-4607

Melinda Salvestrin, R.N., Manager
e-mail: salvestr@uchastings.edu

hours: 8:30 am to 3 pm, Monday through Thursday;
8:30 am to 1 pm, Friday.

Health Services is staffed by internal medicine doctors, registered nurses, psychiatrists, and front office staff.

Health Services provides medical, gynecological and nursing care, counseling; also, information, advice, and a safe place to vent if needed. Travel precaution advice and immunizations for worldwide travel are also provided. Pregnant and nursing women should consult Health Services regarding their special needs, including lactation areas.

The staff can also answer your Hastings Student insurance questions and help with insurance processing.

Accident and Sickness Insurance is required for all full-time registered students. Hastings has contracted with Nationwide Life Insurance Company to provide accident and sickness insurance for 2004–2005 school year using California Foundation for Medical Care as the Preferred Provider Network. Students who have other insurance may waive the Hastings Insurance by providing written proof of other insurance and completing a waiver form. That waiver is in effect for the entire school year unless the student chooses to rescind it. Students who become ineligible for parent's or other's insurance may opt to take the Student Insurance at the beginning of each semester only. For further information, come to Student Health Services.

Hastings Accident and Sickness Insurance Policy provides:

- \$6,000 maximum per condition for outpatient care
- \$50,000 lifetime aggregate maximum per condition
- \$25 co-pay per office visit
- Prescription Drug Card with \$5,000 maximum payable per year for prescriptions; paid at 100% with \$15 generic/50% of cost of brand name drug
- \$10,000 maximum payable for medical evacuation and repatriation
- 20% discount on vision exams and glasses or contacts
- 80% payable for preventive dental care and 50% payable for simple restorative care and some oral surgery. PPO dental to supplement dental care not covered by other plan.

Hastings Student Health Services physicians are the primary care providers for the Student Insurance Program. This means that students must first be seen on-campus for any non-emergency accident or illness. A medical emergency means an illness or accident for which hospital confinement is required for treatment, or which involves acute pain or acute infection or which, if not treated promptly, would lead to the student being confined to a hospital (please refer to page 45 for Emergency Medical Care When Health Services is CLOSED).

When an illness or injury requires referral, students will be referred to PPO doctors unless requested otherwise. PPO reimbursement is 80% of allowable charges. Non-PPO reimbursement is 60% of allowable charges. The policy does not cover well-care, elective treatment, or services provided by Student Health. Elective treatment includes, but is not limited to, physical exams, PAP smears, acne treatment, and preventive medicines. Pre-existing conditions, any condition for which a student has seen a physician within six (6) months of enrollment, will not be covered until students have been covered by Hastings policy for six (6) months. The pre-existing condition clause will be waived when students show proof of coverage prior to enrollment and a lapse of coverage for no more than 30 days.

To process a claim:

1. Obtain a claim form from the Student Health Service, by writing to the claims office listed on your policy, or online at: <http://www.renaissanceinc.com/UCH.HTM>.
2. Complete the patient portion of the claim form; have the Student Health nurse sign the claim form (except when sick or hurt during a school vacation). Copy the claim form and referral form from Student Health. Keep a copy of the claim form and the referral form for your files. **Do not give the claim form to doctor's office.**
3. Mail the completed claim form to:
Personal Insurance Administrators, Inc.
P.O. Box 6040, Agoura Hills, CA 91376-6040
Toll Free Number: 1 (800) 468-4343

4. Give the referral form to the doctor's office on the first visit. Also, give them a copy of your insurance card and your \$25 co-pay. The doctor's office will bill P.I.A. directly.
5. Claim forms and bills must be submitted for payment within 90 days of first treatment. Failure to comply will not invalidate the claim if it was not reasonably possible to file the claim within this time, provided the claim is submitted as soon as possible. In no event, except in the absence of legal capacity, will a claim be honored later than one year from the date of first medical treatment.

Student Health Services, University of California, Berkeley

Medical care for Hastings students is available on a pay-up-front, fee-for-service basis through the Student Health Services at the University of California in Berkeley. Prescriptions may be filled at the pharmacy at a reduced cost. Information can be obtained by calling Cowell Hall, UC Berkeley, (510) 642-2000. Information on fees can be obtained by phoning (510) 642-5700. You need to show your Hastings' ID card.

The Hastings Student Health Insurance does not have Cowell Health Center as a PPO participant; reimbursement for charges for medical services would be 60% of allowable charges at best.

Information Technology

Room 354A, 200 McAllister
phone: 581-8802

Eric Noble, Director
e-mail: noble@uchastings.edu

E-Mail Accounts

All students receive e-mail accounts during Orientation. The following provides the basics of electronic mail and Internet services. For more details and Frequently Asked Questions (FAQ), refer to the Information Technology home page at: www.uchastings.edu/computers_01.

Log-in Name and Internal Mail

A student's log-in name is the name used to identify one's self on the network. Students will need to enter their log-in name and **password** each time they access e-mail. Students should change the initial password to one that is more private than their Hastings ID number; directions are provided below. To send e-mail to anyone at Hastings (faculty, staff, or students), address the message to that person's Hastings log-in name. For example, to send Eric Noble an e-mail message, the address would be **noblee**. To find the log-in name of any Hastings user, students must log-in to their e-mail account using the WebAccess e-mail client <http://pericles.uchastings.edu> and click on the icon of the Rolodex cards on the left hand side of the

screen. There students can search for any Hastings user's e-mail address.

Internet Address

When sending mail to anyone else (not a Hastings user), the recipient's full Internet address must be used. Likewise, any messages sent from outside Hastings should be sent to the full Internet address. The full Internet address is a student's log-in name plus @uchastings.edu.

Changing a Password

To change a password, students may access their e-mail accounts using the WebAccess e-mail client <http://pericles.uchastings.edu>. Once logged on, on the right is a button that says *Properties*. Click on it, fill in the old and new passwords and click *Save* to save the change in password.

For a relatively secure e-mail password, ideally it should contain at least 8 characters, at least one of which is a capital letter, one is a punctuation mark, one is a number and one is a lower case letter: e.g., *&Ninety6*.

Forwarding E-mail

Many students forward their Hastings e-mail to their home or personal accounts. To help ensure that students regularly check their Hastings e-mail (to prevent missing important messages), we will set up the e-mail forwarding upon request. Just fill out the "e-mail forwarding" form in the SIC office. We will make the change within a couple of days. If you want to do the forwarding yourself, there are instructions on the Information Technology home page: http://www.uchastings.edu/computers_01.

Access to the Network

Students can access the Hastings E-Mail Network either by (1) using the on-campus computers (locations listed below) or (2) connecting via the Internet from off-campus.

On-Campus Computers

There are 75 computers for student access to the E-Mail Network in the following locations:

200 McAllister Building

- Learning Resources Center (LRC), Room 663;
- Student Information Center (SIC), 1st floor;
- Sixth floor library stacks, 6th floor (to the right of the elevators);
- Career Services, Room 211; and
- The Law Cafe, 2nd floor.

198 Building

- In the basement near the locker rooms;
- 1M Student Lounge; and
- Gold Reading Room and Sutro Room on the 3rd floor.

In addition, all Journal and Civil Justice Clinic offices at the Tower have computers with access to the E-Mail Network.

Wireless Internet Access

Wireless network access has been installed in most student areas of the College, including the Dining Commons (Law Café), the student carrels on the three floors of the Law Library, the LBM Lounge, the Student Lounge, the Sutro Room, the Gold Reading Room, the seminar rooms and the classrooms.

Students will need to have notebook computers with wireless capability to access the Wireless Network. Many notebook computers are being sold today with wireless capability built-in. The Hastings Bookstore will also sell Orinoco wireless network cards. The Information Technology department will help students install the Orinoco cards in their notebook computers. Please call 881-8802 to make an appointment.

Further information about the wireless network at Hastings is available on the IT Department web page: http://www.uchastings.edu/computers_01.

Internet Access

Students can access e-mail from the Internet. Most students use the WebAccess e-mail client, which you can log into at: <http://pericles.uchastings.edu>.

Students can also use e-mail clients like Eudora or Pegasus to access e-mail. Pegasus is an excellent freeware e-mail client and can be downloaded from <http://www.pmail.com>. When using either of these programs, you can set it up as either POP3 or IMAP client. The POP3 or IMAP server should be set for pericles.uchastings.edu. The SMTP (sending) server should be set to the SMTP server for your ISP, since when you are outside Hastings you cannot use our e-mail server to send e-mail unless you use the WebAccess client.

Hastings Computer Resources Acceptable Use Policy

The following Acceptable Use Policy covers use of e-mail and other Hastings computer resources. Use of such resources constitutes acceptance of this policy:

"Hastings College of the Law provides computing resources, including E-mail, in support of the College's mission of teaching, research, and community service. Use of Hastings computing resources constitutes acceptance of this policy and agreement to comply with this policy. In addition, you should be aware that there is no guarantee of privacy or confidentiality with regard to E-mail/Internet communications.

Users of Hastings' computing resources must respect the rights of other users, including the rights of copyright holders, abide by the security needs of the systems, and

conform their behavior to all relevant laws, regulations, and contractual obligations of the College. In addition, all College regulations and policies apply, including the Student Code of Conduct, *Academic Regulations and Other Rules Applicable to Students*, and the *Staff Personnel Manual*. Misuse of Hastings computing, networking, or information resources may result in disciplinary action. Additionally, misuse can be prosecuted under applicable state and federal statutes defining computer crime. Appendix A, Network Working Group RFC 1855, which provides etiquette guidelines, is incorporated by reference as part of this policy.

This policy is reviewed from time to time. For the most recent version please refer to the Information Technology home page at: www.uchastings.edu/computers_01/policies."

Spam

E-mail services at Hastings are provided to facilitate official communications between the school, its departments (including student organizations), faculty, staff, and students. Any e-mail message that is unofficial and unsolicited is considered *spam* (see ex-Associate Academic Dean Scallen's essay on *The World of Spam*, available on the Information Technology home page) and represents an inappropriate use of Hastings computer resources.

Internet Service Providers

If students are interested in Internet access from home, they will need to subscribe to an Internet Service Provider. There are dozens of such providers in the Bay Area. Costs are typically \$10–\$30 per month. A complete list of Bay Area providers is available at the following web address: <http://thelist.internet.com>.

Other Online Resources

A variety of training materials are posted on the Computer Services home page. E-mail discussion groups have been created for several courses. Faculty members who have requested this will supply instructions to their classes for subscribing to these groups.

Student Computer Support

We offer basic computer support for students at a weekly drop-in session. We also offer appointments depending on the availability of student assistants. Please call 581-8802 or check the *Hastings Weekly* for updated support information. What we offer: help installing and operating wired and wireless network cards, help with e-mail accounts, help with installing computer exam software, and basic troubleshooting. We cannot offer computer repair services, but we can recommend repair companies in the area.

Instructional Media Services

Room B27, 198 McAllister
phone: 565-4609
e-mail: media@uchastings.edu

Martin Pacholuk, Manager
e-mail: pacholuk@uchastings.edu

hours: 9 am to 5 pm, Monday through Friday.

Instructional Media Services provides audio-visual services for the campus. The primary purpose of the department is to support classroom and instructional activities.

Services Available for Students

- **Checkout of audio recorders for class recording.** All checkouts are on a first come, first served basis.
- **Videotape library and playback.** Tapes can be checked out from Media Services and taken to video stations located on the 4th floor of the Law Library for viewing. Students must leave a valid student ID card. All checkouts are on a first come, first served basis.
- **Equipment for class presentations.** Video/audio playback, computer display, overhead projectors and slide projectors are available. *Equipment is available for class projects/presentations only.* Equipment will be delivered to the classroom and set up by Media Services personnel.

Equipment Installed in Classrooms

Up-to-date information on rooms is available on our website.

Classrooms B, C, D, E, F, G, H, J

- Video playback
- Overhead projector
- Projection screen
- Wireless microphone (key required)
- **These rooms are self-service.**

Classroom A

- Video playback
- Video overhead projector
- Overhead (transparency) projector
- Computer display (laptop connection available)
- Projection screen
- Wireless microphone (key required)
- **Equipment in this room is available to students by request.**

Classroom K

- Video/DVD/Audio CD/cassette playback
- Video overhead projector
- Computer display (laptop connection available)
- Overhead (transparency) projector
- Projection screen
- Wireless microphone (key required)
- **Equipment in this room is available to students by request.**

Room 510 (in Library)

- Overhead projector
- Video playback
- Projection screen
- **This room is self-service.**

Seminar Rooms 219, 312, 314

- Overhead projector
- Video playback
- Projection screen

Seminar Rooms B1 & B2

- Overhead projector
- Projection screen

All Seminar Rooms are self-service. *All other rooms must have equipment delivered and set-up by request.*

Requesting Services and Equipment

For classroom/instructional support requests, a 2-day working notice is required. Requests will be filled subject to equipment and personnel availability.

To request services:

1. Submit a Media Services request form (available at the office or from the Student Information Center) in person; *or*
2. Dial 565-4609, select option number one, and leave a request on the automated voice mail request system; *or*
3. Use our Online Request Form, available on the Media Services website (intranet only).

Every effort will be made to fulfill requests; however, submittal of requests as early as possible is encouraged in order to insure the availability of both equipment and personnel. Submitting a request does not guarantee services. If the office is unable to fulfill a request, the student will be notified as soon as possible.

Services Not Provided to Students

- Copying of video and audio tapes.
- Video or audiotaping of classes and events.

Law Library

4th, 5th and 6th Floors, 200 McAllister
phone: 565-4750 (*Circulation Desk*)

Jenni Parrish, Professor and Librarian
e-mail: parrishj@uchastings.edu

hours: 8 am to 11 pm, Monday through Friday;
9 am to 10 pm, Saturday; 9 am to 11 pm, Sunday.

note: Library hours are subject to change. Hours vary for holidays and semester breaks.

The entrance to the Library is located on the fourth floor of the 200 Building. The Library occupies the top three floors of the building and includes the Learning Resource Center (a student computer lab) on the sixth floor.

The Library's more than 675,000 bound volumes constitute a highly functional collection of current materials selected to meet the needs of modern legal research. Book holdings are augmented by microfilm materials, electronic research services, and **Westlaw** and **Lexis**. Law students at Hastings have access to several other law libraries in the area including USF, Golden Gate, and Boalt Hall. An ID card is needed for access and should be carried at all times. A student ID card must be presented to check books out of the Hastings Law Library. Refer also to *Bay Area Law Libraries*.

Some Quick Helpful Hints

- The elevator and the stairs to the fifth and sixth floors are located inside the Library immediately past the over-the-counter copy service office on the left side of the corridor. There is no access to these floors by the main elevator.
- The **copy machines** on the fifth and sixth floors are usually less busy than the fourth floor copy machines; there are four copy machines in the fourth floor's Reserve Stacks area.
- Unless one is very rich and prefers the dime-by-dime approach, it is less expensive to purchase a **copy card** for \$1, \$5, \$10 or \$20. Copy cards can be purchased at the over-the-counter copy service office on the fourth floor, Monday through Friday, between 8:30 am and 5:30 pm. There are copy card vending machines in the Reserve Stacks and in the fifth floor copy room.
- Copy cards are necessary to activate the laser printers in the Learning Resources Center ("Computer Lab"), Library Room 663.
- Students are requested to re-shelve their library books when done with them.
- The Reference Desk is staffed Monday through Friday, 8:30 am to 5:30 pm and Saturdays, 9 am to 5 pm. The reference librarians are there to help students. Do not hesitate to ask them for library assistance. **Reference Desk Phone Number: 565-4751.**

- Library carrels are not assigned; so, it's first come, first served. However, have no fear, there are plenty of carrels on the fifth and sixth floors.
- The Library subscribes to Westlaw and Lexis. Training sessions for First Year students are held at the beginning of spring semester.
- The Library's catalog can be accessed through its website at: <http://www.uchastings.edu/library>.
- The Library has computers on the fourth and sixth floors that are connected to the Hastings network. While in the Library, students may also connect to the Hastings network via network jacks or wireless networking.

Cell Phones

Usage of cell phones is prohibited in the Library.

Learning Resources Center (LRC) "Computer Lab"

Room 663, 200 McAllister
phone: 565-4793

Dan Taysom, Computer Services Librarian
e-mail: taysomd@uchastings.edu

Jeff Malch, LRC Manager
e-mail: malchj@uchastings.edu

The Learning Resources Center (LRC), also referred to as the Computer Lab, is located in Room 663 of the Library and is open all hours the Library is open. Use of the LRC is limited to only Hastings Students. The LRC has computers, printers, scanners and other office equipment and software available for student use.

Computers

Computers in the LRC consist mainly of PCs running Windows98. Use of the computers is free, and except for periods of peak demand, no restrictions are placed on length of use other than the hours of operation of the LRC.

Printers

Laser printers are attached to all computers. In order to use the laser printers you must have a copy card (the same one as you use on the photocopiers). Laser printing is nominally 10 cents per page (5 cents if using a high value card) regardless of who supplies the paper. All printers have an additional parallel cable that can be used to print from laptops and many also have a USB cable.

Software

Software consists primarily of standard office software and computer-aided learning programs along with a few utilities. Software which is loaded on all computers consists of: WordPerfect; Word; Excel; Netscape; Internet Explorer; Acrobat Reader; Conversions Plus (allows conversion of files from one format to another); CALI (computer aided learning programs). Specialized software such as OCR (OmniPage); and graphics programs (Photoshop; Illustrator; and Acrobat) are loaded on one computer each.

Scanners

Two scanners are available for use: one is a highspeed text/OCR (Optical Character Recognition) scanner capable of scanning and converting to text both sides of a stack of paper in a single pass; the other is a high resolution color graphics scanner which can also scan single-sided text. The use of the scanners is free and software is available to do limited editing and conversion of resulting files to a variety of formats.

Network Access

For laptop users the LRC offers ten additional wired Ethernet connections to the Hastings Network and Internet. Red Ethernet cables are placed throughout the LRC adjacent to the printers. In addition, wireless connections are available via the 802.11b WiFi network which covers much of the campus. In order to use the wireless network, you must purchase a wireless card for your laptop if one is not built in, or check one out from the Circulation Desk. You must also have a Hastings e-mail account for authentication. These cards may be obtained at the Bookstore, or any major retail or online store that sells computer equipment.

Typewriters

The LRC maintains a few typewriters for doing those things that computers aren't very good at, like filling out forms and envelopes.

Assistance

The LRC is staffed by student assistants, and supervised by the Computer Services Librarian and LRC Manager. LRC student assistants are selected for their computer experience, but please do not expect everyone to be proficient with all equipment and software. If they are unable to assist you, they should be able to refer you to another assistant who can help, and let you know when that person is on duty.

Legal Education Opportunity Program (LEOP)

Room 401, 198 McAllister

phone: 565-4723

fax: 565-4689

e-mail: leop@uchastings.edu

Sue Lunbeck, Director

hours: 8 am to 4 pm, Monday through Friday.

notice boards: Outside Classroom F and outside the LEOP Office, Room 401.

Hastings' 30-year-old Legal Education Opportunity Program (LEOP) offers academic assistance to students admitted under the LEOP admissions criteria. LEOP students have overcome significant obstacles which limited their access to traditional academic opportunities and resources. In Hastings' highly competitive legal program, LEOP fosters academic excellence by establishing a cooperative learning environment. LEOP offers skills-based workshops, weekly small group sessions, one-on-one tutoring, academic counseling, and a study aids lending library.

During the academic year, small weekly group sessions are held for all First Year courses. Here students use the substantive law learned in class to develop problem solving techniques. The goal of the LEOP small group sessions is to develop independent learning strategies using a skills-based approach.

The sessions are led by Second and Third Year student teaching assistants who receive extensive training from the LEOP staff. Bi-weekly training and reading assignments provide the teaching assistants with a variety of teaching methods designed to reach all learning styles.

Each Saturday, LEOP students participate in a simulated exam workshop. Students write two practice exams and receive a written evaluation of their knowledge and exam-taking technique.

In addition, LEOP offers individual tutoring and academic counseling. Special workshops on outlining, examination strategies, legal writing, and legal analysis are held during the year.

Small group sessions are conducted in some Second Year courses. Each session uses problem solving as the means of reviewing substantive law and legal analysis.

For its graduating students, LEOP offers a supplemental bar review course, **Bar None**. The program emphasizes study techniques, exam taking skills, practice test-taking, and constructive feedback.

Hastings created LEOP in 1969 to contribute to the equalization of opportunities in the law, recognizing that the traditional academic criteria used for making admissions determinations may not be valid indicators of academic potential for students from non-traditional back-

grounds. Approximately 20 percent of each Hastings entering class is comprised of LEOP students: individuals whose education, economic status, social experience, or physical disability may have limited their access to academic opportunities and resources generally considered indicators of a successful law school career. Since its inception, LEOP has graduated over 1,800 students.

For more information about LEOP or about becoming a LEOP TA, please contact Sonia Starks, Program Coordinator. TA applications are available year-round through the LEOP office. Most hiring decisions are made at the start of each semester. It is not necessary to be a LEOP student to apply.

Legal Writing & Research (LW&R) and Moot Court Department

Room 446, 198 McAllister

phone: 565-4729

fax: 565-4842

Toni Young, Director

e-mail: younga@uchastings.edu

Ellen Crosson, Program Coordinator

phone: 565-4725

e-mail: crossone@uchastings.edu

note: There is a 24-hour voicemail on all of the Department numbers, and students may leave a message at any time. Check the Hastings website for more information on the LW&R and Moot Court Programs. Once on the website, click on ACADEMICS. The link is the same word, Academics, then click on Faculty & Program Webs to find us.

General Information

Information about the Legal Writing & Research and Moot Court Department is posted on the message board located opposite the elevators on the 4th Floor of 198 McAllister. This is the place to check for information about class changes or rescheduling, for notes or information from your Instructors or Teaching Assistants, for notices about important deadlines, and for news about supplemental programs, field trips, competition tryouts, videotape practices and a myriad of useful and necessary information. Students should check the 4th Floor message board at least once a week to stay current on Legal Writing & Research and Moot Court Department information.

First Year Courses

Legal Writing & Research

All first semester First Year students take Legal Writing & Research. The course is taught by Adjunct Instructors and Professors, many of whom are Hastings graduates. There is one Teaching Assistant assigned to each Legal

Writing & Research section. The Teaching Assistants are Second and Third Year students who excelled in Legal Writing & Research and who have outstanding credentials.

Legal Writing & Research presents the basic “nuts and bolts” of the practice of law. This survey course teaches library skills and state and federal research and focuses on the development of research strategies, citation format, and the presentation of legal information in advisory context. In Legal Writing & Research, students prepare a case brief and write three memoranda, in addition to completing several research assignments. The emphasis of the Legal Writing & Research course is on using plain English and correct citations to present a balanced, objective assessment of the facts and the law.

Moot Court

In the Spring semester, First Year students take Moot Court. Moot Court is taught by Adjunct Instructors and Professors with student Teaching Assistants from the Moot Court Board. The Moot Court class teaches students the fundamentals of complex legal research, persuasive legal writing, and effective oral argument. Some students postpone Moot Court until their second year and enroll in Legal Analysis.

Moot Court topics are chosen from real cases pending before an appellate or supreme court. The students research the law, write an appellate brief on behalf of one of the parties, and perform a formal oral argument before a three-judge panel. Students list preferences for their Moot Court topic at the conclusion of the first semester and they are assigned a topic by the Moot Court Department.

The Moot Court Board Teaching Assistants critique the student drafts and act as coaches for oral argument. The Board Members hold office hours and individual conferences with the Moot Court students throughout the semester.

Second Year and Beyond

Appellate Advocacy

Appellate Advocacy is an upper division elective course which provides Second and Third Year students with the opportunity to write an appellate brief as part of a two-person team. The partners present a thirty minute oral argument to a three-judge panel.

Appellate Advocacy focuses on appellate theory, standard of review, advanced appellate brief writing, and the art of appellate oral argument. Cases are chosen from currently pending Supreme Court cases.

In addition to providing two academic credits, the Appellate Advocacy classes are the basis for the Hastings David E. Snodgrass Intramural Moot Court Competition. All Appellate Advocacy students are automatically eligible for this prestigious Hastings Competition. The Appellate Advocacy students are nominated by their

Professors for Best Brief and Best Oralist awards. Nominations are then screened by the Moot Court Board Snodgrass Grading Committee, which selects the winners for each category and then determines the overall winner in the Snodgrass Competition. Prizes are awarded to the Snodgrass winners at the annual Moot Court Awards Ceremony held in April. Successful completion of the Appellate Advocacy class is a prerequisite for Second and Third Year students to be eligible for participation on the Moot Court Board.

Moot Court Board

Successful completion of the Appellate Advocacy class entitles Second and Third Year students to be eligible for the Moot Court Board. Moot Court Board Members act as Teaching Assistants in both the First Year Moot Court classes and the Appellate Advocacy classes. Board Members also serve on committees, governing such topics as grading, competitions, awards, citations and technical issues. They attend organizational and informational meetings, hold office hours and act as coaches for oral arguments. The Board Members also act as bailiffs for the Moot Court and Appellate Advocacy oral arguments and for the Moot Court Intercollegiate practices and competitions. Moot Court Board Members receive one unit and a stipend each semester for their work.

Moot Court Competitions

2003–2004 was another successful year for Moot Court with a National Championship, five Regional Championships, four Best Brief Awards, four Second Place National and Regional Teams and eight Oral Advocate First and Second Place Awards. The highlight of our successes this school year was winning the Jerome Prince Evidence National Championship which was held in New York in March 2004. The Regional Championships were the National Moot Court Competition, Thomas Tang, National Appellate Advocacy, an ABA-sponsored competition where 2 Hastings teams won, and the Jessup International Law Competition where 3 Hastings students won the Second, Fourth and Tenth Places International Oral Advocate Awards in the world!

The 2004–2005 competition tryouts were lively and well attended. Approximately 200 students showed their impressive written and oral advocacy during the week-long process.

Since a majority of our winning students were second year students last year and many have chosen to return to compete next year, we are hoping that their experience and knowledge will help Hastings keep its winning record alive!

Moot Court Competitions have become a popular addition to the Hastings curriculum because they provide excellent practical experience and training for the students, good contacts in the legal community, résumé

value, and a great sense of accomplishment, team work and school spirit. Hastings has one of the most successful and most well respected Moot Court programs in the United States.

During 2004–2005, Hastings will compete in 17 Moot Court Competitions, both Regional and National throughout the United States. We look forward to another year of remarkable success from our hardworking and extremely talented students. We also welcome the return of our competition team alumni to judge, train and coach our student competitors. Hastings alumni coaches have become a driving force of hard work and energy.

LL.M. Program

Room 210, 2nd floor Mezzanine (2M), 198 McAllister
 phone: 581-8881
 fax: 581-8812
 e-mail: llm@uchastings.edu

Professor Dan Lathrope, Director
 Pamela Serota, Academic Program Coordinator
 hours: 9 am to 5 pm, Monday through Friday.

General Information

Hastings offers a one year LL.M. degree in U.S. Legal Studies for international students who have previously received the equivalent of a J.D. degree at an accredited law institution outside of the United States. J.D. students and Hastings graduates are ineligible for the LL.M. degree.

LL.M./J.D. Buddy Program

J.D. students may apply to become “Buddies” for LL.M. students. Each J.D. buddy will be assigned to an LL.M. student with similar interests. J.D. buddies will participate in a mixer reception during LL.M. orientation, show the LL.M. student around the city, and help the LL.M. student to adjust to life here. J.D. students will have an opportunity to learn about a different culture and form a lasting friendship, while helping someone new get to know their country and school.

For more information on the Buddy Program, please contact the Program Coordinator, Pamela Serota.

Exchange Programs

J.D. students may participate in exchange programs with Bocconi University in Italy, the University of Copenhagen in Denmark, the University of Heidelberg in Germany, Leiden University in The Netherlands, the University of London and University College of London, both in the U.K., and Vermont Law School in South Royalton, Vermont. Information on these programs can be obtained at the LL.M. Program office, Room 210, 2nd floor Mezzanine (2M), in the 198 McAllister building, or on the Hastings website.

Students who are interested in any of these programs should apply during their first or second year at Hastings to the International Programs Committee. The committee selects students based upon their personal statements, experience, and academic performance. Applications can be obtained from the Academic Program Coordinator of the LL.M. Program, Room 210, 2nd floor Mezzanine (2M), in the 198 McAllister building.

In addition to these programs, students may design their own study abroad program at virtually any recognized foreign law institution. Applications are submitted to the Associate Academic Dean’s office.

McAllister Tower

100 McAllister
 phone: 581-8900

Cheryl Svensen, Property Manager
 e-mail: svensen@uchastings.edu

McAllister Tower is located within one block of the Hastings campus. It has 248 apartments available for students. The following outlines the type and number of apartments, and the maximum number of occupants, including children.

Type	Maximum Capacity	Quantity
Efficiency	1	88
Studio	2	92
One Bedroom	3	62
Two Bedroom	4	6

Each apartment has a bathroom, utility kitchen with a refrigerator, electric stove, oven, mini-blinds, and wall-to-wall carpeting. Utilities (electricity, gas, water, refuse removal) are included in the monthly rental fee.

All students admitted to Hastings College of the Law are eligible for residency at McAllister Tower. Students registered in other accredited schools in San Francisco may be accepted for residency as vacancies occur.

All inquiries related to housing will be handled through the building management at the telephone number listed above.

Planning is under way for a major building renovation of 100 McAllister Street. The schedule calls for work to commence in September, 2003; the work is expected to take 14 months to complete (December, 2004). At this time, the actual sequencing of the work is not known. There will be a series of notices advising building residents of work plans and anticipated levels of noise, dust and disruption, including temporary closures of areas of the building while renovations are underway. Residents should refer to the memo of March 18, 2003 from David Seward for specific details.

O'Brien Center for Scholarly Publications

Rooms 2303–2304–2204, 100 McAllister
phone: 581-8950
fax: 581-8994
e-mail: scholarp@uchastings.edu
website: www.uchastings.edu/pubs

Tom McCarthy, Manager
Shirley Hart, Administrative Secretary
Wayne Lee, Administrative Secretary

The O'Brien Center for Scholarly Publications is the publishing center for the College's six law journals. The Center was inaugurated in October 1997. The Office of Scholarly Publications provides administrative and publishing services for Hastings' scholarly publications. The Office also coordinates the annual **Inter-Journal Writing Competition** for journal membership. First-year students who are interested in participating on a journal during their second year will need to apply at the end of their first year by entering the Inter-Journal Writing Competition, which will take place in May 2005. Hastings' scholarly publications consist of six journals whose members receive academic credit for participation during their second year. Third-year students are usually named to the journals' editorial boards and their journal titles are noted on their transcripts. Hastings' scholarly publications consist of six journals whose members receive academic credit for participation during their second year.

Hastings Communications and Entertainment Law Journal (Comm/Ent), published twice a year, founded in 1977, www.uchastings.edu/comment.

Hastings Constitutional Law Quarterly (CLQ), published quarterly, founded in 1973, www.uchastings.edu/clq.

Hastings International and Comparative Law Review (HICLR), published three times a year, founded in 1976, www.uchastings.edu/hiclr.

Hastings Law Journal (HLJ), published six times a year, founded in 1949, www.uchastings.edu/hlj.

Hastings West-Northwest Journal of Environmental Law & Policy (WNW), published twice a year, founded in 1993, www.uchastings.edu/wnw.

Hastings Women's Law Journal (HWLJ), published twice a year, founded in 1988, www.uchastings.edu/womenslj.

Journal members and visitors are requested to sign in at the security desk of the 100 McAllister building when using or visiting the journal offices.

The Public Law Research Institute (PLRI)

Room 206, 198 McAllister
phone: 565-4639

David Jung, Professor and Director
e-mail: jungd@uchastings.edu

Organized at Hastings in 1983, the Public Law Research Institute (PLRI) analyzes legal issues that currently confront California's state and local governments at the request of the state Assembly, the state Senate, the Governor's Office of Planning and Research and various other government agencies. PLRI Reports and Working Papers are researched and written by Hastings students enrolled in the Current Problems of State and Local Government seminar. A typical PLRI Report might survey how other states have responded to a problem, review the advantages and disadvantages of the various approaches, and evaluate their appropriateness for California. Copies of the Institute's Reports and Working Papers are available at: www.uchastings.edu/plri/plri.html.

The PLRI also sponsors a conference each fall on a selected issue in municipal law which is attended by lawyers and scholars involved in local government law. Hastings students are encouraged to attend.

The PLRI also offers a one or two year fellowship to a recent law school graduate interested in pursuing research on issues in public law. The Research Fellow in Public Law assists the Director of the PLRI, Professor David J. Jung, with all aspects of the PLRI's operation.

Records Office

Room 208, 200 McAllister
phone: 565-4613

Gina Barnett, Director
e-mail: barnettg@uchastings.edu

hours: 9 am to 3:30 pm, Monday through Friday.

The Records Office maintains each student's permanent academic file. The Office coordinates all registration for courses, administers final examinations, records grades, issues academic transcripts, and processes academic petitions. Specific services provided by the Records Office are listed below.

Course Registration

The Office publishes the Course Schedule and other pre-registration materials each semester. Course Catalogs, Faculty Profiles and *Academic Regulations and Other Rules Applicable to Students* are also available.

Grades

The Office records grades and issues transcripts. Grade reports are produced in February and July each year.

Academic Transcripts

Transcripts are free for currently enrolled students. Signed written requests are required. Transcripts are printed twice a week. Students are urged to plan ahead and order early.

Class Rank

The Office determines each student's class rank based on the prior year's coursework. Class rank notifications are mailed in late July/early August.

Student Records

The Records Office is the primary source of a student's academic record, current address, telephone number and enrollment status. Students are responsible for keeping the Records Office informed of any address or telephone changes.

Loan Deferment Forms

The Office processes loan deferment forms as requested by students. Deferment forms can only be processed for currently enrolled students or to confirm past enrollment.

Academic Letters

The Office issues letters of good standing and/or **verification of enrollment** to eligible students.

Residency: Petitions for Reclassification for Tuition Purposes

Continuing students may obtain residency information forms and Petitions for Reclassification from the Records Office. Completed forms and supporting documentation must be submitted to the Residency Officer, General Counsel's Office, Room M115, 198 McAllister. Deadline for submission is September 1 for the fall semester and January 15 for the spring semester. If the date falls on a weekend or holiday, the final deadline will be on the next business day. Incoming students claiming California residency are classified based upon their filing of a Statement of Legal Residence, which is provided at the time of admission by the Admissions Office. Students classified as nonresidents retain that status until a Petition for Reclassification has been approved. Petitioners must meet all of the following requirements:

1. A continuous, physical presence in the State for one year prior to the residency determination date of the semester for which classification is sought;
2. Demonstration of intent to remain a permanent California resident; and
3. One year of financial independence if parents do not live in California; i.e. students cannot be claimed as tax deductions by nonresident parents in the tax year immediately preceding the request for resident classification

Continuing students who are reclassified will be notified via email at the address listed on their Petition. There is a right to appeal an adverse decision. Further information is available on the Residency Hotline at (415) 565-4715 or online at www.uchastings.edu. Additional inquiries must be submitted via email to residency@uchastings.edu.

Forms for the State Bar of California

Forms for registration with the California Bar as a first-year student, moral character applications and California Bar exam applications are available online at the State Bar of California website: www.calbar.org. The Records Office completes all bar certifications for the College.

Transfers

Students may transfer to another law school depending on the vacancies at the other school. Letters of good standing and transcripts should be requested from the Records Office well in advance of the application deadline. Regulations are found in the *Academic Regulations and Other Rules Applicable to Students*.

Study Away

Hastings students who want to attend another AALS-ABA accredited law school for a semester or a year as Second or Third Year students may do so. Requests are submitted to the Records Office for approval. Specific requirements are stated in the *Academic Regulations and Other Rules Applicable to Students*.

Leave of Absence

Students may be granted a leave of absence of one or two semesters on the grounds of extraordinary medical, financial or personal difficulties, or to pursue an extraordinary educational opportunity. See the *Academic Regulations and Other Rules Applicable to Students* for further information regarding policy and procedure.

Forms Available in the Records Office:

- Name/Address Changes
- Application for Withdrawal/Leave of Absence
- Application to Participate in a Concurrent (Joint) Degree Program
- Independent Study Petitions
- Study Away Petitions
- Petition for Residency Reclassification for Tuition Purposes
- Petitions Regarding Academic Programs/Concentrations

Examination Policies and Procedures

General Rules

1. Students must pick up an exam number from the Records Office before their first examination. Examinations are anonymously graded and students are to use their exam numbers in place of their name on examination materials as instructed by the proctor. If students have the same professor for two anonymously graded courses in the same semester, they may request two different exam numbers.
2. The proctors will supply you with bluebooks (diskettes for computer users) if the exam is essay.
3. Students must write or type the exam in the room to which they have been assigned.
4. Students must sign in and out of the exam room as directed by the proctors. When signing in **students must present a Hastings ID (or driver's license if ID has been lost)** to the proctors.
5. **Students cannot bring any unauthorized books, notes, papers, briefcases, purses, handbags or like materials into an examination room or use them for reference.** These materials must be placed in a locker before reporting to the exam room. If you do not have a locker, you may check these items in the Vault (Room B-8) in the basement of the 198 Building. If you have medications or personal necessities that you need to keep with you during the exam, please place these items in your coat pocket or in a small bag which you may take into the exam room. Any materials found in the hallways, corridors or restrooms will be treated as abandoned property.
6. Students cannot converse with another student for any purpose after an exam has begun.
7. Students may bring water to an examination if it is in a plain, clear, spill-proof container. It will be at the proctor's discretion to disallow your water if the proctor believes that a container presents a spillage problem. Any other food or drink is not allowed unless approved by the Academic Dean's Office prior to the beginning of the examination.
8. No cell phones, pagers, or other electronic devices are allowed in any of the exam rooms. Please do not bring these items into the exams, even if they are turned off and inside your backpacks.
9. The proctors have been instructed to start all exams promptly at 8:30 am or 1:30 pm. Laptop users should plan to check in to their exam rooms 30 minutes prior to the start of the exam. Bluebook writers should arrive 15 minutes prior to the start of the exam. Late arrivals will not be given extra time and will be subject to exclusion from the exam.

10. Requesting, giving or receiving unauthorized assistance in any form during the course of an exam is prohibited. If students violate exam rules and regulations, they will be subject to disciplinary action which may result in suspension or dismissal from the College. Those rules may be found in the *Academic Regulations and Other Rules Applicable to Students* and in *Policies and Regulations Applying to College Activities, Organizations and Students*.

11. After an exam has begun, students will be allowed to leave the room for the purpose of going to the restroom. Under no circumstances can students leave the building during the course of an exam until their examination materials have been turned in to the proctors.

Each semester, approximately one month before the end of the classes the Records Office publishes an *Examination Information Pamphlet* which lists the schedule of exams and a complete listing of exam policies and procedures.

Safety and Security

Room B6, 198 McAllister
phone: 565-4611

Bob McNichol, Chief of Security

The Department of Safety and Security is on duty 24 hours a day, seven days a week. Their office is located at the console in the lobby of the 200 McAllister building. The Department publishes two guidebooks annually:

Your Guide to Campus Safety and Security Services which outlines the campus escort services and area and provides the recent campus crime statistics in and around the College as required by the Crime Awareness and Campus Security Act of 1990.

Emergency Procedures which includes instructions and evacuation procedures for all types of emergencies.

Van/Shuttle Service

The Safety and Security provides vehicle escorts to the Hastings community on request and within specified boundaries from 5 pm to 11:30 pm, seven days a week (during daylight savings time, service begins at 6 pm). Please refer to *Your Guide to Campus Safety and Security Services* for detailed information.

Lost and Found

Safety and Security Department maintains a lost and found service at the Security console in the lobby of 200 McAllister. If students find any personal property unattended on-campus, it should be turned in to the Lost and Found. Students can greatly improve their chances of having property returned if books, notebooks, backpacks and other items have the owner's name on them. When Safety and Security receives lost and found property and can identify the owner, the owner will be notified immediately.

Student Information Center (SIC)

1st Floor, 200 McAllister
phone: 565-4600; tdd: 565-4809
fax: 565-4730

Betty Preston, Sr. Communications Services Assistant
e-mail: prestonb@uchastings.edu

Lan Tran, Communications Services Assistant
e-mail: tranla@uchastings.edu

The Student Information Center (SIC) answers general information inquiries. In addition, the SIC staff coordinates room reservations, class cancellation notices, and the student message service (telephone and campus mail).

Class Cancellations/Room or Time Changes

Class cancellation notices are posted in the following locations:

- 198 Building, near Hyde Street entrance on glass bulletin board directly outside Room 123.
- 200 Building, bulletin boards in the SIC and outside the Records Office.
- Outside the classroom of the affected class.

Class cancellations are recorded on the **Student Information Center Hotline**. The number to call is **(415) 581-8866**. Cancellations are recorded from 8 am to 5 pm, Monday through Friday.

Class Assignments

Class assignments are posted in the 198 Building near the Hyde Street entrance on the glass bulletin board directly outside of room 123, near the entrance to the LBML. Class assignments are posted in the 200 Building on the bulletin board directly across from the entrance to the bookstore.

Housing

A limited housing board is maintained as renters call in or post vacancies. Hastings students looking for a roommate posts notices here. Rental agency numbers and Internet information is also available. An annual *Off Campus Housing Guide* is published and available upon request at the SIC or on the Hastings webpage.

Posting Items on Bulletin Boards

Registered student organizations may post notices on bulletin boards designated for student activities. Sale and service notices must be placed on the board across from the Bookstore which is designated for commercial purposes. Any student may post flyers if his/her name and class year is clearly noted on the material. **All** notices posted at the College **must be stamped** and initialed by a SIC staff member and a removal date noted on the flyer/poster.

Room Reservations

Students and student organizations may reserve campus facilities for activities. The Room Reservation Request form is available on the Hastings Intranet:

http://intranet.uchastings.edu/comm_svcs/
or on the web:

http://www.uchastings.edu/genforms_01/RoomRes.htm.

For room reservation assistance, contact the Student Information Center directly at 200 McAllister, 1st Floor, (415) 565-4602, e-mail: sic@uchastings.edu.

SIC Folders

In the SIC Lobby, each student has a pendaflex folder placed in alphabetical order in which to receive administrative notices, messages from students and flowers from friends. Most Hastings students check their folders several times a day. Personal items and/or money should not be left in the folders.

Student Messages and Campus Mail

Messages and mail are filed in the SIC folders. Messages for students can be left on voicemail 24 hours a day by calling (415) 565-4601. Messages are transcribed and placed in SIC folders Monday through Friday between 8:15 am and 5 pm during the academic year.

Student Organizations and Associations

Associated Students of University of California, Hastings (ASUCH)

Students should become familiar with the word ASUCH. It will be used for weeks before anyone explains what it means, so here is the abridged version—**anything student government oriented**. The ASUCH Office is located at Room 205, 198 McAllister building.

ASUCH Council

The ASUCH Council is the Hastings student governing body. It is composed of two representatives from each First Year section, ten at-large representatives from the Second Year class, ten at-large representatives from the Third Year class, and the ASUCH executive officers. All representatives are elected either by ballot at the end of the year or by election in Sections early in the first semester. ASUCH representatives and governing Council control all student groups and all funding. They also appoint representatives to the faculty-student committees. The ASUCH Council meetings are open, and all students are encouraged to attend.

Faculty-Student Committees

Students serve on many of the standing committees of the faculty. The Associated Students of University of California, Hastings (ASUCH) is responsible for choosing the student members of the committees. Notices regarding the committee appointment process appear in the *Hastings Weekly* in the early fall.

Registered Student Organization

Student organizations must register with the Office of Student Services at the beginning of the fall semester. Names of the groups' officers can be obtained from the Office of Student Services or on-line at Hastings website (click on Students, then Student Organizations), and each registered group has a folder in the SIC (to the farthest right of the metal slots) where students can leave notes. Every fall, ASUCH and Student Services sponsor a Student Organizations Faire where new students may talk with representatives from all of the various groups. Organizations post notices of their meetings on designated College bulletin boards and announce both meetings and special programs in the *Hastings Weekly*. Student groups planning to register in 2004–2005 include the following:

American Bar Association/Law Student Division (ABA/LSD)

description/purpose: To help build skills that are not developed in the classroom but necessary for law practice (i.e., networking, interpersonal skills).
contact: Nina Paul, pauln@uchastings.edu

American Constitution and Society (ACS)

description/purpose: To restore the fundamental principles of respect for human dignity, protection of individual rights and liberties, genuine equality, and access to justice to their rightful and traditionally central place in American law.
contact: Andy Green, greenan@uchastings.edu

Amnesty International, Hastings Chapter (AIHC)

description/purpose: To raise awareness on campus of issues of international human rights.
contact: Becca Robbins, beccarobbins@aol.com

Asian/Pacific American Law Student Association (A/PALSA)

description/purpose: To provide academic support, professional development, community/political outreach opportunities, and social and cultural events.
contact: Brian Wang, wangbr@uchastings.edu

Association of Students for Kids (ASK)

description/purpose: To provide opportunity for Hastings students to interact with, assist, and help improve (through positive role modeling) children of the Tenderloin.
contact: Erin Denniston, edennist@hotmail.com

Associated Students at UC Hastings (ASUCH)

description/purpose: To represent student viewpoints to the administration, support student organizations, provide means of interaction with the San Francisco community, and administer student activity fees.
contact: Elaine Cheung, cheunge@uchastings.edu

Association of Communications, Sports and Entertainment Law (ACSEL)

description/purpose: To promote, educate, and provide events in furtherance of communications, sports and entertainment law.
contact: Bryan Bergman, bergmanb@uchastings.edu

Black Law Students Association (BLSA)

description/purpose: To articulate and promote the professional needs and goals of Black law students; to foster and encourage professional competence; and to bring about change within the legal system to make it responsive to the needs of the Black community.
contact: Jessica Burt and Barbra Williams, Blsa@uchastings.edu

Clara Foltz Feminist Association (CFFA)

description/purpose: To raise awareness of feminist issues on campus; bring women attorneys to campus to talk with students regarding careers; and celebrate Hastings alumnae at the Annual Reception.
contact: Ariel Sosna, ariel_sosna@yahoo.com

Environmental Law Society (ELS)

description/purpose: To create a forum for all students to be involved in a range of environmental activities; encourage awareness and activism among UCH students; and support students in pursuing careers in environmental law.
contact: Meghan Quinlivan, quinliva@uchastings.edu

Filipino Bar Association of Northern California Hastings Chapter (FBANC)

description/purpose: To provide academic and social support, mentors, and expose law students to different career paths from the private and public sectors.
*No contact person**

General Assistance Advocacy Project (GAAP)

description/purpose: To help low and no-income San Franciscans with public benefits related issues.
contact: Jeremy Price, succotash@mac.com

Hastings Aikido Club

description/purpose: To promote Aikido, a Japanese martial art, as a means of self-improvement and a philosophy of conflict resolution; to provide a chance to train in Aikido; and to have fun.
contact: R. Masa Shiohira, rmshiohira@aol.com

Hastings Association of Muslim Law Students

description/purpose: To promote a greater understanding of Islamic law and culture in our community, and to help members network with one another.
contact: Ahmed Ibrahim, Ibrahim@uchastings.edu

Hastings Business Law Journal Development Group (HBLJ-DG)

description/purpose: To develop and launch the HBLJ. The mission of the HBLJ is to publish a cutting edge journal that addresses current legal issues in business through a scholarly and practical approach.
contact: Jarett Nixon, hastingsblj@yahoo.com

Hastings Chinese Law and Culture Society (HCLCS)

description/purpose: To promote an understanding of Chinese legal systems and awareness of Chinese culture.
contact: Andy Green, andrgreen@yahoo.com

Hastings Christian Fellowship (HCF)

description/purpose: To provide an on-campus Christian fellowship.
contact: Isaac Fong, isaacf@ocf.berkeley.edu

Hastings Communications and Entertainment Law Journal (Comm/Ent)

description/purpose: To produce a high quality legal publication focused on areas of intellectual property, communications and entertainment law.
contact: Comment@uchastings.edu

Hastings Constitutional Law Quarterly (CLQ)

description/purpose: To edit and publish a quarterly review of Constitutional Law.
contact: Michelle Altick, clarkmi@uchastings.edu

Hastings Democratic Caucus (HDC)

description/purpose: To advance Democratic Party principles with sensitivity to the issues and demands particular to law students and the generation of citizens 35 years old and younger
contact: Christiana Dominguez, hastingsdems@yahoo.com

Hastings Federalist Society

description/purpose: To foster critical debate on the meaning and interpretation of the Constitution.
contact: Isaac Fong, fongi@uchastings.edu

Hastings to Haiti Partnership (HHP)

description/purpose: To help strengthen the role of law in Haiti by facilitating the exchange of democratic ideas and legal doctrines between American and Haitian law students.
contact: Hastingstohaiti@yahoo.com

Hastings Health Law Organization (HHLO)

description/purpose: To inform interested students of current trends in the field of health law and policy; to provide information regarding careers in these areas; to sponsor forums for the discussion of vital issues regarding health law, policies and ethics in the health care system; and to afford Hastings students an opportunity to meet other students who have an interest in health law and policy.
contact: Shannon Johnson, johnsons@uchastings.edu

Hastings-i

description/purpose: To facilitate open communication among members of the Hastings community through an online periodic news magazine.
www.hastings-i.org
contact: Brian Wang, bwangsta@hotmail.com

Hastings Ice Hockey Club

description/purpose: To promote ice hockey as a participatory and spectator sport for Hastings students.
contact: Dan Chau, chaud@uchastings.edu

Hastings Intellectual Property Organization (HIPO)

description/purpose: To promote the study of intellectual property law among the students of UC Hastings and to provide students with information on careers in intellectual property law.
contact: Elias Batchelder, eliasbatchelder@yahoo.com

Hastings International and Comparative Law Review (HICLR)

description/purpose: To publish a top quality scholarly publication in the area of international comparative law.
contact: Hiclr@uchastings.edu

Hastings International and Comparative Law Society (HICLS)

description/purpose: To inform students about career and educational opportunities in international and comparative law, and to provide a forum for students to discuss legal issues of this nature.
contact: Ogai Haider, ogaihaider@yahoo.com

Hastings Internet and Technology Venture Group (ITVG)

description/purpose: To help students understand legal and practical application of internet technology and venture capital.
contact: Veronica Besmer, besmerha@uchastings.edu

Hastings Intramural Basketball League

description/purpose: To organize and conduct intramural basketball leagues for Hastings students.
*No contact person**

Hastings Jewish Law Students Association (HJLSA)

description/purpose: To promote activities for Jewish students and anyone else interested in participating, focusing on Jewish Holidays and networking; to serve as a connection to the greater Jewish community.
contact: Emily Holzer, HJLSA@uchastings.edu

Hastings Law Journal (HLJ)

description/purpose: To publish articles and notes of the highest quality submitted by professors, legal professionals, and students for the legal community.
contact: Eic@hastingslawjournal.org

Hastings Public Interest Law Foundation (HPILF)

description/purpose: To promote awareness and furtherance of public interest legal careers through on-campus educational events, and to raise money and distribute grants for Hastings students to do summer projects in public interest areas.

contact: Helen Redman, meri_hb@yahoo.com or Simona Agnolucci, agnolucci@yahoo.com or Hpilf2000@hotmail.com

Hastings Race and Poverty Law Journal Development Group (HRPLJ)

description/purpose: To publish a scholarly law journal on race and poverty issues, and to promote dialogue on issues of race, poverty and the law.

contact: Michael Elisofon, elisofon@uchastings.edu

Hastings Republicans

description/purpose: To advance Republican Party principles with sensitivity to the issues and demands particular to law students. Hastings Republicans shall endeavor to create a forum in which members may explore current social, legal, and public policy concerns.

contact: Robert Forozandeh, hastingsrepublicans@yahoo.com

Hastings Snowboard and Ski Club

description/purpose: To help share information and experiences about snowboarding and skiing among the Hastings student body. In particular, the organization aims to provide a recreational and social outlet.

contact: Rob Woelfel, robwoelfel@yahoo.com

Hastings Soccer Club

description/purpose: To provide students, faculty and staff with an opportunity to play indoor soccer.

contact: Paul Swiller, swillerp@uchastings.edu

Hastings Student Animal Legal Defense Fund (SALDF)

description/purpose: To promote the protection of animals in the legal system and to educate the Hastings community about animal law issues.

contact: Lorraine Fischer, fischerl@uchastings.edu

Hastings Tax Law Society

description/purpose: To provide a forum for those interested in the study and practice of tax law to meet and exchange ideas, and to promote study of tax law throughout the UC Hastings Campus.

*No contact person**

Hastings West-Northwest Journal of Environmental Law and Policy (WNW)

description/purpose: To publish scholarly articles on environmental issues, focusing on law and policy in the American West.

contact: Avinash Kar, avinashkar2@yahoo.com

Hastings Women's Law Journal (HWLJ)

description/purpose: To promote scholarship regarding gender, race, power, and under-represented communities.

contact: Carey Wong, wongk@uchastings.edu

Japanese Law Society (JLS)

description/purpose: To help share information and experiences about Japanese law, language and culture, and to promote exchange between the Hastings community and the Japanese community in the Bay Area.

contact: Mariko Nakanishi, hastingsjls@yahoo.com

Korean American Law Students Association (KALSA)

description/purpose: To provide a platform for academic and peer support, community service, networking with local and regional bar associations, and a celebration of cultural identity and heritage.

contact: Grace Lee, leeg@uchastings.edu

La Raza Law Students Association

description/purpose: To establish a sense of community amongst Raza students on campus through political and social events and through academic support.

contact: Rodolfo Estrada, restrada@stanfordalumni.org

Law Students for Choice

description/purpose: To increase education and professional training in reproductive rights law, and support law student activism, advocacy, and networking in order to ensure that new lawyers can successfully defend and expand reproductive freedom.

contact: Lacey Clarke, clarkel@uchastings.edu

LegalVines: Hastings Wine Appreciation Club

description/purpose: To promote social and professional development of members through wine appreciation.

contact: Joseph Ferrucci, josephferrucci@earthlink.net

Middle Eastern Law Students Association (MELSA)

description/purpose: To provide a support system for all Middle Eastern students, to explore and celebrate the diverse cultures of the Middle East, and to provide a forum for discussion of legal issues pertaining to the Middle East.

contact: Laila Jadelrab, jadelrab@uchastings.edu

The National Lawyers Guild-Hastings (NLG-Hastings)

description/purpose: To promote NLG at Hastings as a professional organization, and to promote ideas that human rights are more sacred than property rights and that all legal work has a political context.

contact: David Annicchiarico, annicchi@uchastings.edu

Native American Law Students Association (NALSA)

description/purpose: To recruit Native Americans, establish supportive resources for members, and participate in cultural and community related activities.

contact: Little Fawn Boland,
bolandl@uchastings.edu or
Jamika Lopez, lopezj@uchastings.edu

OUTLAW

description/purpose: To educate the UC Hastings student body regarding LGBT issues, provide a forum for open discussion of LGBT issues, and create a safe space and social outlet for LGBT students.

contact: Mike Flynn, flynm@uchastings.edu

Phi Alpha Delta International Law Fraternity, Temple Chapter (PAD)

description/purpose: To promote professional competency, service and achievement within the law profession through professional, social, academic and community service programs designed to broaden the professional experience of our members.

contact: Jim Harwood, jim_harwood@msn.com

South Asian Law Student Association (SALSA)

description/purpose: To educate about and promote South Asian culture, and provide support for South Asian students and other related organizations in the Bay Area.

contact: Parul Das, parul24@aol.com or
Alpana Samant, alpanasamant@hotmail.com

Students Raising Consciousness at Hastings (SRCH)

description/purpose: To struggle toward creating a conscious environment and to critically educate the Hastings campus about pertinent issues and struggles of different communities particularly focused on race, gender, and sexual orientation.

contact: Vianey Ramirez, ramirezv@uchastings.edu

Third Year Class Council, Class of 2005

description/purpose: To coordinate 3rd year commencement activities.

contact: Mike Carney, carneym@uchastings.edu

Vietnamese American Law Society (VALS)

description/purpose: To celebrate Vietnamese culture; to learn about the legal, political, and economic issues facing Vietnamese Americans; to understand how Vietnamese Americans and culture shape the contemporary state of American society; and to study Vietnamese law and U.S.-Vietnam relations.

contact: CiCi Hoang, hoangc@uchastings.edu or
Daniel Fogerty, ddf22@sbcglobal.net

* No contact person. Contact this student organization through their folder in the Student Information Center (SIC).

Contact Student Services, 200 McAllister, Room 213, if you would like to form a new student group. New organ-

izations are initiated each year depending upon students' interests and concerns.

Student Services Office

Room 213, 200 McAllister

phone: 565-4773

fax: 581-8895

Judy Chapman, Director of Student Services

e-mail: chapmanj@uchastings.edu

Flor Mesquita, Program Coordinator

e-mail: mesquita@uchastings.edu

hours: 8 am to 4:30 pm, Monday through Friday.

The Student Services Office is a clearinghouse for students' suggestions, ideas, concerns, and complaints. Programs and activities such as New Student Orientation, Commencement, Campus Cabaret, and other traditional Student/Faculty/Staff events are coordinated by Student Services. Student Organizations register through the office. Students interested in forming new student groups and/or activities are encouraged to stop by Student Services. There is an open door policy, and students are always welcome.

Hastings Weekly

The *Weekly* newsletter contains administrative, campus activity and student organization information. The *Hastings Weekly* is published by the Office of Student Services each Monday when classes are in session. Announcements can only be submitted by the College administration, faculty or registered student organizations. Announcement forms can be obtained in the Student Information Center (SIC) and must be submitted to the *Hastings Weekly* box in the SIC by Tuesday noon the week preceding the Monday publishing date or submitted via e-mail to mesquita@uchastings.edu. Only students authorized by registered student organizations may submit announcements to the *Hastings Weekly*. The form must be signed and dated. Announcements should be brief and may be edited by the Office of Student Services.

First Year Picture Book

This publication with ID photos of First Year students, LL.M. students and transfers, is distributed to new students in early October, free of charge, in the SIC.

Student Telephone Directory

This directory is published in late September and contains each student's phone number and year in school; it is distributed free in the SIC.

Summer Session

During the summer Hastings students can enroll in a maximum of eight (8) units. Students may earn credits during the summer by participating in one of the following programs:

The Summer Judicial Externship Program

This program is administered by the Clinical Program Manager in the Clinical Programs Office.

Independent Study

This program is coordinated by the Director of Records.

Studying Away at Another Law School

This program is coordinated by the Director of Records. Students may apply for Financial Aid to pay their costs associated with the summer session. Aid for the summer session is usually a credit-based private loan. Students should start planning for summer aid in early March.

Enrollment Information

Students should process their summer enrollment with the Records Office before the end of the summer session Add/Drop Period. Contact the Records Office at (415) 565-4613 if you have any questions about enrollment.

Billing Information

Students should be aware of the following:

- Summer units are charged on a per unit basis depending upon residency status.
- Invoices must be paid in full by the first day of the summer session.
- Students who enroll for summer after the first day of the session must pay the amount due within five (5) business days.
- Students who do not pay the amounts owed by the due date specified will be administratively withdrawn from the summer session.

Faculty Directory (2004–2005)

Name	Telephone #*	Office/Bldg.	E-mail
Aaronson, Mark (<i>Clinical Faculty</i>)	581-8924	300/100	aaronson@uchastings.edu
Amar, Vikram	565-4663	355/200	amarv@uchastings.edu
Barrett, Margreth	565-4642	320/200	barrettm@uchastings.edu
Bhagwat, Ashutosh (<i>Spring Leave</i>)	565-4675	336C/200	bhagwata@uchastings.edu
Bisharat, George	565-4721	351/200	bisharat@uchastings.edu
Bloch, Kate	565-4867	333/200	blochk@uchastings.edu
Boswell, Richard	565-4633	314/200	boswellr@uchastings.edu
Carrillo, Jo	565-4866	614/200	carrillo@uchastings.edu
Cohen, Marsha	565-4676	338/200	cohenm@uchastings.edu
Cunningham, Richard B.	565-4684	335/200	cunningh@uchastings.edu
Diamond, John L.	565-4628	305/200	diamondj@uchastings.edu
Dodge, William (<i>Spring Sabbatical</i>)	565-4830	322/200	dodgew@uchastings.edu
Faigman, David	565-4739	364/200	faigmand@uchastings.edu
Feldman, Robin	565-4661	340/200	feldmanr@uchastings.edu
Gray, Brian	565-4719	612/200	grayb@uchastings.edu
Grodin, Joseph (<i>Distinguished Faculty</i>)	565-4654	326/200	grodinj@uchastings.edu
Hazard, Geoffrey	0**	N/A	N/A
Henke, Dan F. (<i>Emeritus</i>)	0**	N/A	N/A
Henson, Ray D. (<i>Emeritus</i>)	0**	N/A	N/A
Hutton, William T. (<i>Fall Sabbatical</i>)	565-4626	M212/198	huttonw@uchastings.edu
Jung, David J.	565-4639	206/198	jungd@uchastings.edu
Kane, Mary Kay (<i>Chancellor and Dean/Distinguished Faculty</i>)	565-4700	302/200	kanem@uchastings.edu
Kanowitz, Leo (<i>Emeritus</i>)	565-4716	628/200	kanowitz@uchastings.edu
Knapp, Charles (<i>Distinguished Faculty/Fall Leave</i>)	565-4668	M204/198	knappch@uchastings.edu
Kragen, Adrian A. (<i>Emeritus</i>)	0**	N/A	N/A
Lambert, Frederick	565-4617	313/200	lambertf@uchastings.edu
Lathrope, Daniel J. (<i>Director of LL.M. Program</i>)	565-4636	318/200	lathrope@uchastings.edu
Lee, Evan T. (<i>Spring Sabbatical</i>)	565-4820	361/200	lee@uchastings.edu

Name	Telephone #*	Office/Bldg.	E-mail
Lefstin, Jeffrey	565-4658	353/200	lefstinj@uchastings.edu
Leshy, John (<i>Distinguished Faculty</i>)	565-4726	317/200	leshyj@uchastings.edu
Levine, David I.	565-4677	360/200	levined@uchastings.edu
Lind, Stephen A. (<i>Distinguished Faculty</i>)	565-4651	331/200	linds@uchastings.edu
Little, Rory	565-4669	329/200	littler@uchastings.edu
Lunbeck, Sue (<i>Director of LEOP</i>)	565-4724	402/198	lunbecks@uchastings.edu
Maier, Peter (<i>Emeritus</i>)	0**	N/A	N/A
Marcus, Richard (<i>Distinguished Faculty</i>)	565-4829	308/200	marcusr@uchastings.edu
Marshall, Shauna (<i>Clinical Faculty</i>)	581-8922	300/100	marshall@uchastings.edu
Martinez, Leo (<i>Academic Dean</i>)	565-4682	336B/200	martinez@uchastings.edu
Massey, Calvin (<i>Fall Sabbatical</i>)	565-4659	341/200	masseyc@uchastings.edu
Mattei, Ugo (<i>Spring Leave</i>)	565-4646	646/200	matteiu@uchastings.edu
McCall, James, R.	565-4655	334/200	mccallj@uchastings.edu
Nelken, Melissa	565-4662	344/200	nelkenm@uchastings.edu
O'Brien, Leo J. (<i>Emeritus</i>)	0**	N/A	N/A
Park, Roger (<i>Distinguished Faculty</i>)	565-4632	310/200	parkr@uchastings.edu
Parrish, Jenni (<i>Director of the Library</i>)	565-4881	403/200	parrishj@uchastings.edu
Paul, Joel	565-4638	306/200	paulj@uchastings.edu
Piomelli, Ascanio (<i>Clinical Faculty/Fall Leave</i>)	581-8925	300/100	piomelli@uchastings.edu
Prince, H.G.	565-4790	M206/198	princeh@uchastings.edu
Prunty, Bert S. (<i>Emeritus</i>)	0**	N/A	N/A
Rao, Radhika	565-4650	330/200	raor@uchastings.edu
Rappaport, Aaron	565-4697	345/200	rappapor@uchastings.edu
Roht-Arriaza, Naomi	565-4629	311/200	rohtarri@uchastings.edu
Schiller, Reuel (<i>Associate Academic Dean</i>)	565-4879	343/200	schiller@uchastings.edu
Schwarz, Stephen (<i>Emeritus</i>)	565-4681	325/200	schwarzs@uchastings.edu
Schwarzer, William (<i>Distinguished Faculty</i>)	565-4625	M214/198	schwarzw@uchastings.edu
Smedley, Theodore A. (<i>Emeritus</i>)	0**	N/A	N/A
Stuart, Nancy	581-8920	300/100	stuartn@uchastings.edu
Tierney, Kevin H.	565-4672	339/200	tierneyk@uchastings.edu
Van Kessel, Gordon H. (<i>Emeritus</i>)	565-4631	647/200	vankesse@uchastings.edu
Walsh, Francis R.	565-4674	358/200	N/A
Wang, William K.S.	565-4666	347/200	wangw@uchastings.edu
Weisberg, Kelly D.	565-4678	363/200	weisberg@uchastings.edu
Weithorn, Lois (<i>Fall Leave</i>)	565-4660	342/200	weithorn@uchastings.edu
Whelan, John W. (<i>Emeritus</i>)	565-4679	654/200	N/A
Wingate, Keith C.	565-4630	307/200	wingatek@uchastings.edu
Young, Antoinette	565-4729	446/198	younga@uchastings.edu
Zimet, Laurie	565-4839	440/198	zimetl@uchastings.edu

Visitors-in-Residence

Hadfield, Gillian (<i>Fall</i>)	0**	343/200	hadfield@uchastings.edu
Kahn, Jeffrey (<i>Spring</i>)	0**	N/A	N/A
McDonnell, Brett (<i>Fall</i>)	565-4644	318/200	mcdonnell@uchastings.edu
Slobogin, Christopher (<i>Spring</i>)	0**	N/A	N/A
Sylvester, Jon (<i>Year</i>)	565-4706	331/200	sylveste@uchastings.edu

*Phone numbers with prefix of 565- or 581- can be reached from campus phones by dialing the last 4 digits.

**This number can only be reached from on-campus. To call from off-campus, dial 565-4600.

To contact Legal Writing & Research instructors, dial x4728.

Other Important Information

Activities at Hastings

Every week Hastings student organizations sponsor a variety of speakers, forums, panel discussions and occasionally celebrations and parties. These activities are well advertised in the *Hastings Weekly*, and students are encouraged to purchase an *Academic Planner* in the Bookstore for advance notice of the traditional events. Check the Student Information Center for more information and the bulletin boards, easels, and campus e-mail for announcements.

There are many student organizations. The **Student Activities Faire** is a great way to become acquainted with the Registered Student Organizations. Students need not sit around waiting for planned events, they can go to Student Services and plan them. One of the best things about Hastings is that it is free-standing law school, and students have easy access to administrators, faculty and staff.

Alcoholic Beverage Policy

Alcoholic Beverages at Campus Events

1. In 1988/89, ASUCH passed a resolution requiring that all campus events, where alcohol is served, have an **equal amount of non-alcoholic beverages** available for participants.
2. If alcoholic beverages are being sold by individual servings, a one day alcoholic beverage license is needed.
3. If any alcoholic beverages (including beer and wine) are to be served at a campus event, it must be indicated on the *Room Reservation Request*.
4. Do not provide alcoholic beverages to individuals not associated with Hastings. It has been reported that glasses of beer have been given to passersby. This causes great problems with the security of your event.
5. In advertising social events where alcoholic beverages are to be served, representations such as "All you can drink" are discouraged.
6. Alcoholic beverages cannot be served on-campus before 3:45 pm.
7. **Alcoholic beverages must remain in the location in which they are served.**

The California Bar

Applying to the California Bar

Applying to the California Bar is a four-step process that begins when you start law school. Each step must be completed in a timely manner.

1. Registration as a First-Year Law Student
2. Take the Multi-State Professional Responsibility Examination (MPRE) during your second or third years
3. Moral Character and Fitness Application
4. Application to take the California Bar Examination

If you have any questions, please contact the Records Office, or contact the Committee of Bar Examiners at (415) 538-2000. The Committee's address is 180 Howard Street, San Francisco, CA 94105. The website for the California Bar is <http://www.calbar.ca.gov/>. You should review the website periodically to make sure that you receive the most current instructions and information.

Registration as a First-Year Law Student

First-year students are required to register with the California Committee of Bar Examiners during the first 90 days of law school. Register on-line at <http://www.calbar.ca.gov/>. Applications received later than 90 days after beginning law school will still be accepted, but will be subject to a late fee (see below for a complete list of fees).

Students may apply for disability accommodation when they register as first-year students, provided that they have complete documentation of their disability. Contact the Disability Resource Program for more information on accommodations.

Application for the MultiState Professional Responsibility Examination (MPRE)

The MPRE is a 2-hour, 50-question test that solely addresses topics of professional responsibility. Most students take this test after completing the required Professional Responsibility course at Hastings. In order to be admitted to the California Bar, you must have received an unrounded scaled score of at least 79. The MPRE can be taken at any time after completing the first year of law school. The MPRE is offered three times each year; applications and information regarding the MPRE are available in the Records Office, or from the National Conference of Bar Examiners at:

National Conference of Bar Examiners

MPRE Application Department
P.O. Box 4001, Iowa City, Iowa 52243-4001
(319) 337-1287, www.ncbex.org

Moral Character and Fitness Application

You should complete the "Moral Character and Fitness" application 8–10 months prior to the date that you

would like to be admitted to practice law. This step is the most extensive and time consuming of the four. It requires many types of detailed information from as far back as high school. There is no deadline for the Bar to receive this application, but you will not be able to be sworn in to practice law until your application has been cleared (this usually takes 7–10 months). The application will only be valid for a 2-year period.

An application for Moral Character and Fitness is generally cleared when the State Bar receives a fingerprint clearance, a DMV clearance, positive references (confidential questionnaires) from friends and employers, as well as a certificate of good standing from the Dean of the Law School. An application that does not meet these prerequisites may still be cleared although it may require further investigation. The types of applications that require further investigation are referred to as “Level IV” cases. Level IV cases consist of:

- felony conviction(s), in particular those involving a burglary or sexual assault;
- misdemeanor conviction(s) of a crime of moral turpitude within the last 5 years;
- felony or misdemeanor conviction(s) for which applicant is currently on probation;
- possession of narcotics or the sale of narcotics;
- chemical dependency indicators such as a DUI conviction in the last 5 years with a blood alcohol level of .18 and above, two or more DUI convictions in the last 5 years, participation in a drug/alcohol rehabilitation program, or two or more “drunk in public” convictions in the last 5 years;
- commitment to a psychiatric facility for any period of time;
- excessive indebtedness, failure to pay child support, student loans or IRS payments;
- professional discipline;
- civil litigation involving sustained allegations of fraud;
- military discipline indicative of incidents involving moral turpitude, such as dishonorable discharge;
- discrepancies between the application and the outside sources, such as failure to report a criminal conviction, expulsion from law school or garnishment of wages by the IRS; or
- negative responses from your personal references and employers.

If you believe that you may be classified as a Level IV case, you are strongly encouraged to seek advice from an attorney.

Application to Take the California Bar Examination

The application is usually available on-line in October for the February Bar Exam and in March for the July Bar.

It is recommended that the application be completed as soon as it is available. Exact due dates and the application itself can be found and completed on the Bar’s website (<http://www.calbar.ca.gov/>). Be prepared to answer questions such as where you prefer to take the exam, etc.

Students who wish to take the exam on a laptop should register as early as possible, because the number of computer exam seats is limited. One of the requirements to participate in the laptop computer program is to download and certify the “Bar version” of SofTest. The earlier you complete the software installation, the better are your chances of getting assigned to the computer test center of your choice.

Fees for the California Bar

- First-year Law Students registering within 90 days of beginning Law School: \$76
- Late fee (after 90 days of beginning Law School): \$43
- Moral Character and Fitness application: \$363
- Laptop computer exam fee: \$100
- California Bar Exam application for July 2005 Exam, if filed by April 1: \$446
 - Late fee for application filed between first and last business days of April: \$50
 - Late fee for application filed between the last business day of April and June 15: \$250
- MPRE application: \$52

NOTE: The fees may increase in October, 2004.

About the Bar Exam

The Bar Exam has three parts: six essay questions, the Multistate Bar Examination (MBE) and two performance tests. The California Bar may involve issues from the following subjects:

Civil Procedure
 Community Property
 Corporations
 Professional Responsibility
 Remedies
 Trusts
 Wills and Succession
 Constitutional Law*
 Contracts*
 Criminal Law*
 Evidence*
 Real Property*
 Torts*

* The MBE tests the six subjects marked by an asterisk above. It consists of a six-hour test comprised of 200 multiple-choice questions.

Cell Phones

In order to be considerate of others, students are requested to turn off cell phones during classes, lectures, etc. Use of cell phones is expressly prohibited in the Law Library and the Gold Reading Room.

Commencement Speaker Selection Procedures

To further a spirit of cooperation among the various groups that compose the Hastings community, and to accord a meaningful role to the Third Year Class in the development of an invitation list for the choice of Commencement speakers, the following procedures have been approved by the Board of Directors:

1. Each year a committee of ten members will be formed consisting of four students from the Third Year Council, two faculty members, one representative from the Alumni Association Board of Governors, the Dean or Dean's representative, and two members of the Board of Directors. The Chair of the Board of Directors will appoint the two Directors and designate who will serve as Chair of the Committee.
2. Nominations for the invitation list will be accepted from the Third Year Class, Faculty, Board of Directors, Alumni Board of Governors, and the Administrations.
3. The Chair will convene the committee to consider nominations. A nominee must be approved by a majority of the committee. The committee will develop a list of 15 names. The committee may recommend an order of preference.
4. The list will be submitted to the Dean no later than October 15th of each year. Upon receipt by the Dean, the appropriate invitations will be extended. The Dean will forward the list to the members of the Board of Directors for information.
5. The Dean will keep the Committee informed of the progress made toward the acceptance by one of the nominees of the invitation to speak at Commencement.

Adopted by Board of Directors
March 17, 1995

Firearms

Pursuant to the *California Penal Code, Section 626.9*, firearms are prohibited on-campus and in any of the College buildings; this prohibition applies to firearms whether loaded or unloaded and regardless of whether the owner has a permit for the firearm.

Lockers

All lockers are located in the basement of the 198 McAllister Building. Lockers numbered 100 to 617 and 1379 to 1408 are in B9; lockers numbered 618 to 1378 and 1409 to 1432 are in B25. Each student is issued one locker for use during enrollment at Hastings. Students may not use a locker that they have not been assigned. Graduating students must vacate their lockers immediately after the State Bar exams.

Students may purchase a lock of their choice. The Hastings Bookstore sells a combination lock which is keyed for emergency access by the Hastings Facilities Department and/or Safety and Security Department. The advantage of this lock is that if one forgets the combination, Facilities or Security can open it. Students who lock themselves out of their locker and need their lock cut should go to Security. Students should have a photo ID and the locker number that needs attention. Students must sign a locker opening form. Lockers will only be opened for students showing ID and registered for the locker they are asking to be opened.

If a student forgets the number of his/her assigned locker, Security at the main console in the lobby of 200 McAllister building can provide the information.

Lost Student Identification Card

If you have lost or misplaced your Hastings Student ID, go to the Records Office and complete an Identification Card Request form. Take the completed form, once certified by the Records Office, to Fiscal Services and pay the \$5 replacement fee. Bring your receipt to Security in the 198 McAllister Building to have a new photo ID made.

Parking—Motorcycle/Bicycle

Bicycle Parking at Hastings

Racks for bicycles are available. Students need to obtain a permit from the Hastings Security Department. Security registers bikes, advises on safety and provides instructions on securing bicycles.

Motorcycle Parking Near Hastings

Designated metered motorcycle parking is available on the northeast corner of Hyde and McAllister. The rate is \$.50 for five hours as posted on the parking meter.

Recycling/Paperwork Reduction

The enhanced recycling program at Hastings is now in place. We have added cans, glass and plastics to our ongoing program of recycling newsprint, books, cardboard, mixed paper and white paper. To facilitate the separation and collection of all items, we have augmented the total number of recycling containers on campus by 45%. The participation, support and cooperation of the entire Hastings community is needed to ensure the suc-

cess of the enhanced recycling program. Comments or suggestions about the recycling program may be directed to Tom Simms, Director of Administrative Services, simmst@uchastings.edu, 415-565-4806.

Ride Share Bulletin Board

Ride Share is an online bulletin board. The purpose is to have a place where Hastings students, faculty and staff can post requests or offers of rides. Some neighborhoods are listed; if your neighborhood is not listed, please feel free to add it to the board.

To leave a message with a Ride Offer or Request, find your neighborhood, click on it, then choose Reply. You may wish to change the Subject Line to reflect your specific information, e.g., "Offer: Ride from Cole Street, 11 am, Monday through Friday."

The Ride Share Bulletin Board is located at: <http://www.serranus.com/rideshare>. The username is "rides" and the password is "foltz" (without the quotation marks). For questions, please contact Eric Noble (noble@uchastings.edu).

Skyroom

The James Edgar Hervey Skyroom is on the 24th Floor of the McAllister Tower. It was opened in January, 1999. It was named in honor of James Edgar Hervey of the Class of 1950, a prominent San Diego trial lawyer and long-time member of the American Board of Trial Advocates.

The Skyroom has a spectacular 360° view of San Francisco. It is open from 12 pm to 5 pm, Monday through Friday, on days when classes are in session, and extended hours during finals. It is a good place to socialize, meet or study. Students may bring in snacks or non-alcoholic beverages.

Registered student organizations may request to use the Skyroom for evening receptions on Monday through Thursday. Contact the SIC for more information.

Smoking Policy

The College is strongly committed to maintaining and improving the health and well being of all students and employees in providing a safe and healthy work and study environment, free from potential health hazards. ***Smoking is prohibited in the college's buildings at 100, 198 and 200 McAllister, except for the private apartments at 100 McAllister street.***

Stamp Machine

U.S. Postal Stamps are available in the machine in the hallway past the Bookstore in the 200 McAllister Building. It takes coins and bills and offers a variety of stamps.

Telephones on Campus

Public Telephones

Public, coin-operated telephones are located on the first floor of the 198 and 200 McAllister buildings. These phones will work during a disaster when the College phone system is not functioning.

Campus Telephones

Campus telephones (tan colored, wall mounted) are located in the Student Information Center, Law Library, and at various locations throughout the 198 and 200 McAllister buildings. To use them, lift the handset, listen for dial tone, then dial the four-digit extension number desired. Calls are restricted to campus extensions.

Red Telephones

Red wall phones are located throughout the College and are programmed to automatically alert Security when the receiver is lifted. These phones are used to summon Security in any emergency situation or if students see something or someone unusual in the College.

9-1-1

911 can be dialed from any phone on-campus except the red phones; students may dial 911 or 9-911. The San Francisco Dispatch cannot locate the caller by the phone number, so the dispatcher must be told the exact building, address, floor and room location. If time and the situation permits, Hastings Security should be contacted at 4611, so they can assist you until outside help arrives and to direct help to your location upon arrival.

WebAdvisor

WebAdvisor is the campus interface for students to access their academic records via the Internet. There is a hyperlink to WebAdvisor on the main Hastings web page as well as from the Records Office home page. Your campus email name (minus the domain name) is your user id/login and, following your initial login, you will set your own password/PIN.

As an applicant, you have used WebAdvisor to view your application status and check for missing documents in your Hastings application file. As a current student, you will use WebAdvisor to view your grades, your personal class schedule, and your Hastings transcript; check important notices from administrative offices; view the Fall and Spring course schedule; register, add and drop classes; and apply for graduation. Additional online functions are in the planning and construction phase. If you have questions, feel free to chat with the IT or Records departments.

Bay Area Resources

Bay Area Law Libraries

Library hours may vary from this listing. Call to verify the current schedule.

San Francisco County

Golden Gate University Law Library

<http://internet.ggu.edu/law.library>

Location: 536 Mission Street (near First Street) in basement of building

phone: (415) 442-6680

hours: 7:30 am to 10:30 pm, Monday through Thursday; 7:30 am to 9 pm, Friday; 10 am to 7 pm, Saturday; 10 am to 10:30 pm, Sunday. *Must show current Hastings ID card.*

San Francisco County Law Library

<http://www.ci.sf.ca.us/sfl>

Location: 401 Van Ness Avenue, Room 400, 4th Floor

phone: (415) 554-6821

hours: 8:30 am to 5 pm, Monday through Friday. *Only attorneys can check out materials. Open to the public.*

San Francisco County Law Library—Financial District Branch, Monadnock Building

Location: 685 Market Street (at Kearney Street), Room 420

phone: (415) 882-9310

hours: 9 am to 9 pm, Monday through Thursday; 9 am to 5 pm, Friday and Saturday; 12 noon to 4 pm, Sunday. *Only attorneys can check out materials. Open to the public.*

University of California, San Francisco (UCSF) Library

<http://library.ucsf.edu>

Location: 530 Parnassus Avenue

phone: (415) 476-2334

hours: 7:45 am to midnight, Monday through Thursday; 7:45 am to 8 pm, Friday; 10 am to 8 pm, Saturday; 10 am to midnight, Sunday. *note: Not a law library, but a good place to study.*

University of San Francisco Law Library

Location: 2101 Fulton Street (between Cole and Parker/Shrader)

phone: (415) 422-6773 or (415) 422-6679

hours: 8 am to 11 pm, Monday through Thursday; 8 am to 9 pm, Friday; 9 am to 9 pm, Saturday; 10 am to 11 pm, Sunday. *Must show current Hastings ID card.*

Alameda County

Alameda County Law Library

<http://www.co.alameda.ca.us/law/index.htm>

Location: 125 Twelfth Street, Oakland (corner of Twelfth and Oak Street), 94607

phone: (510) 208-4800 or (510) 208-4832 (Reference Desk)

hours: 8:30 am to 9 pm, Monday through Thursday; 8:30 am to 6 pm, Friday; 12 noon to 5 pm, Saturday and Sunday. *Open to the public.*

Boalt Hall Law Library

<http://www.law.berkeley.edu/library/index.html>

Location: University of California, Berkeley (corner of Bancroft and College Avenue), 94720

phone: (510) 642-4044

hours: 8 am to Midnight, Monday through Thursday; 8 am to 10 pm, Friday; 10 am to 6 pm, Saturday; 10 am to midnight, Sunday. *Must show current Hastings ID card.*

South Alameda County Branch

<http://www.co.alameda.ca.us/law/index.htm>

Location: 224 W. Winton Avenue, Room 162, Hayward, 94544

phone: (510) 670-5230

hours: 8:30 am to 5 pm, Monday through Friday; Closed on Saturday and Sunday. *Open to the public.*

Contra Costa County

Contra Costa County Law Library

<http://www.cccplib.org>

Locations:

① 1020 Ward Street, 1st Floor, Martinez, 94553

phone: (925) 646-2783

hours: 8 am to 5 pm, Monday through Friday; Closed on weekends.

② 100 37th Street, Room 237, Richmond, 94805

phone: (510) 374-3019

hours: 8:30 am to 12 noon, 12:30 pm to 4:30 pm, Monday through Friday; Closed on weekends.

Marin County

Marin County Law Library

Location: 20 N. San Pedro Road, Suite 2015 (Ground Floor), San Rafael, 94903

phone: (415) 499-6356

hours: 8:30 am to 5 pm, Monday and Friday;
8:30 am to 9 pm, Tuesday, Wednesday and Thursday;
12 noon to 5 pm, Saturday and Sunday.

San Mateo County

San Mateo County Law Library

<http://www.smcll.org>

Location: 710 Hamilton Street, Redwood City, 94063

phone: (650) 363-4160 and (650) 363-4913

hours: 8 am to 9 pm, Monday through Thursday;
8 am to 5 pm, Friday;
12 noon to 4 pm, Saturday and Sunday.
Must show current Hastings ID card.

Santa Clara County

Santa Clara County Law Library

<http://www.sccll.org>

Location: 360 N. First Street, San Jose, 95113

phone: (408) 299-3567 and (408) 299-3568

hours: 8 am to 7 pm, Monday through Thursday;
8 am to 5 pm, Friday; 9 am to 4 pm, Saturday;
closed Sunday.

Health and Fitness Centers

24 Hour Fitness Center

www.24hourfitness.com

Location: 1200 Van Ness Avenue (at Post, about eight blocks from Hastings)

phone: (415) 776-2200

facilities: Cardio equipment, bikes, free weights and machines, and more. They offer yoga, kickboxing and many other classes (more than 60 different classes).

hours: 24 hours/day, 7 days a week. Good for insomniacs!

cost: Call the club to get up-to-date quotes and special rates or check the website.

BodyTonic

www.bodytonicSF.com

Location: 1300 Sutter Street (at Van Ness Avenue)

phone: (415) 440-1800

facilities: weight machines, sauna, group exercise studio (classes include yoga, pilates, kick boxing, ballet, cycling, hip hop, fencing, etc.), locker rooms, personal trainers, private classes.

hours: Monday through Thursday, 6 am to 11 pm;
Friday, 6 am to 10 pm; Saturday and Sunday, 7 am to 8 pm.

cost: Fees vary based on promotional offers. Call for information.

Central YMCA

www.centralymcasf.org

Location: 220 Golden Gate Avenue, two blocks from Hastings.

phone: (415) 885-0460

facilities: Pool, aerobics (over 40 classes per week), basketball court, indoor running and walking tracks, badminton, volleyball, complete cardiovascular equipment center, free weights, treadmills, nordic tracks, nautilus, and lots of other weight and fitness machines, yoga, tai-chi, massage, aikido, free fitness evaluations, boxing area, aqua jog.

hours: 6 am to 9:30 pm, Monday through Friday;
9 am to 9:30 pm, Saturday; 9 am to 7 pm, Sunday.

cost: \$61 per month, or \$42 per month for off-peak membership (*off-peak membership is 6 am to 4 pm, Monday through Friday and anytime on weekends*).

note: Free bicycle parking, parking lot, sundeck with gardens, cafe.

Club One

www.clubone.com

Location: 450 Golden Gate Avenue, two blocks from Hastings, inside the Federal Building; plus other locations in the city.

phone: (415) 876-1010

facilities: Locker rooms, group exercise studio (classes in cycle Reebok, cardio boxing, tai chi, yoga, hip hop, etc.), cardio training, strength training, basketball court, pilates, personal training, nutritional counseling, massage, spinning.

hours: 6 am to 8 pm, Monday through Friday;
closed weekends.

cost: Hastings student special discount: \$36 month and a one-time \$75 registration fee (month-to-month commitment); this is good at the Golden Gate Avenue site only. If students would like to use other Club One sites around town, the discounted rate is \$66 monthly and a one-time \$95 registration fee or a \$10 day use fee.

Crunch Fitness/Pinnacle Fitness

www.crunch.com, www.pinnaclefitness.com

(Crunch and Pinnacle are affiliates. See websites for facility information and fees for different locations.)

Locations:

- ❶ 1000 Van Ness Avenue, (415) 931-1100
- ❷ 61 New Montgomery, (415) 543-1110
- ❸ 345 Spear Street, (415) 495-1939
- ❹ One Post Street, (415) 781-6400

facilities: depend on location.

hours: depend on location.

Gold's Gym

www.goldsgym.com

Locations:

- ❶ 1001 Brannan Street (at 9th Street)
phone: (415) 552-GOLD
- ❷ 2301 Market Street (at 16th Street)
phone: (415) 626-4488

facilities: Over 60 group fitness classes a week, free weights, weight machines, café, full chiropractic care and massage, tanning, supplement nutrition center, over 110 pieces of cardiovascular equipment, cycling, personal training, sauna, locker rooms, free parking.

hours: 5 am to 12 am, Monday through Thursday;
5 am to 11 pm, Friday; 7 am to 9 pm, Saturday;
8 am to 8 pm, Sunday (Brannan Street gym);
7 am to 8 pm, Sunday (Market Street gym).

cost: Brannan Street gym/Student Discount: 3-month student membership at \$149 flat rate, no enrollment fee, must be 25 or younger, student id required; Regular rates start at \$49 per month, inquire at membership.

Market Street gym/Student Discount: \$399 for one year, must be 25 or younger; Regular rates start at \$499 per year and \$49 per month; complimentary week pass for Hastings students.

It's Yoga

www.itsyoga.com

Location: 848 Folsom (between 4th and 5th Streets).
phone: (415) 543-1970

facilities: Several classes a day, including weekends, in ashtanga yoga.

hours: Most classes are scheduled between 7 am and 7:30 pm, including weekends.

cost: \$180 three-month introductory offer (unlimited attendance); \$299 three-month membership post-introductory; \$15 for single class card; \$120 for ten class card.

Millberry Fitness Center UCSF

www.cas.ucsf.edu

Location: 500 Parnassus on the UCSF campus
phone: (415) 476-0348

facilities: Fitness floor with cardio, free and machine weights, basketball, squash and racquetball, swimming pool, sauna, lockers and showers. Also, a game room with ping pong, pool, video games, and a music room with piano. They offer a variety of classes at a discount; call for details or check the website.

hours: 6 am to 10 pm, Monday through Friday;
7:30 am to 8 pm, Saturday and Sunday.

cost: Special Hastings rates available; please call the Membership Office for fee information, (415) 476-0348, ext. 3.

SOMA Yoga

www.somayoga.com

Location: 730 Florida Street, Unit 23 (between 19th and 20th Street)

phone: (415) 920-9680

facilities: They offer several classes each day, including weekends, in various kinds and levels of yoga. Services also include neuromuscular therapy and bodywork.

hours: Most classes are scheduled between 12 noon through 8 pm, Monday through Friday;
10 am through 5 pm, Saturday; 5 pm, Sunday.

cost: First three classes, introductory rate: \$20; single class drop-in: \$14; ten class card (good for three months): \$110; unlimited monthly: \$120.

The Sports Club/LA

www.thesportsclubla.com

Location: 747 Market Street (at 4th Street)

phone: (415) 633-3900

facilities: "The Sports Club/LA in San Francisco" is a 100,000 square ft. private sports and fitness complex featuring: Jr. Olympic pool, basketball/volleyball/soccer leagues, state of the art equipment, three group exercise studios, a Club Bar & Grill, Splash Spa, over 40 NASM certified private trainers and much more—set in an urban resort atmosphere.

hours: 5 am to 11 pm, Monday through Friday;
7 am to 8 pm, Saturday and Sunday.

cost: A Hastings Student Discount is available. Please call (415) 633-3900 to inquire about membership packages.

UC Berkeley Recreation Club

Location: UC Berkeley campus sites; call for directions.
phone: (510) 642-7796

facilities: Swimming pools (indoor and outdoor); racquetball, handball, squash and tennis courts; track; spa; pro shop; table tennis; stretching room; locker room; weight rooms; badminton; volleyball; basketball; aerobics classes; tai chi; and a wide range of other cardio and conditioning classes (cardio funk! karuna! superstep!).

cost: \$110 per semester (three semesters per year).

Emergency Medical Care When Health Services is CLOSED

When Student Health Services is closed for the evenings, weekends, holidays, winter break, summer or for any other reason, the hospitals listed below are available to students with Hastings Student Insurance needing *emergency medical care (be sure to take your insurance card with you)*:

Saint Francis Memorial Hospital

Location: 900 Hyde Street
San Francisco, CA 94109
phone: (415) 775-4321

Saint Mary's Medical Center

Location: 450 Stanyan Street
San Francisco, CA 94117
phone: (415) 668-1000

Chinese Hospital

Location: 845 Jackson Street
San Francisco, CA 94133
phone: (415) 982-2400

California Pacific Medical Center

Location: 2333 Buchanan Street
San Francisco, CA 94115
phone: (415) 563-4321

California Pacific Medical Center

Location: Castro and Duboce Streets
San Francisco, CA 94114
phone: (415) 600-6000

California Pacific Medical Center

Location: 3700 California Street
San Francisco, CA 94118
phone: (415) 387-8700

Students with the Hastings Student Insurance should **NOT** go to San Francisco General Hospital, Kaiser or UCSF Medical Center Hospital because the insurance will pay only 60% of the allowable charges at these hospitals.

For non-emergencies during winter, spring or summer break, students may visit:

Sunset Health Services

Location: 1800 31st Avenue
San Francisco, CA 94122

phone: (415) 566-0633 (*Call ahead for appointment*)

Check www.uchastings.edu under **Student Health** for more detailed information. A list of PPO medical providers can be found at www.cfmnet.org or call the California Foundation office at (800) 548-7677.

Dental Services

Student insurance covers a portion of the cost of dental care for most conditions. Check with Student Health or the insurance policy brochure online. For those who do not wish to enroll in the student insurance plan, you can find inexpensive dental care at the following locations:

UCSF Dental School

Location: 707 Parnassus Avenue
phone: (415) 476-1891

hours: 8:30 am to 5 pm, Monday through Friday.

Work done by dental students with supervision of dentist. Cheaper but more time consuming than private dentist. Emergency dental services are available.

University of the Pacific Dental School

Location: 2155 Webster (main entrance on Sacramento Street)

phone: (415) 929-6400

hours: 8:30 am to 5 pm, Monday through Friday;
evening hours 5:30 pm to 8:30 pm, Monday through Thursday (*for established patients only*).

Prices 30–40% lower than private practitioners. Full range of dental services. Work done by dental students with supervision of faculty. Emergency care is available without appointment but must be paid for at the time of service.

South of Market Health Center

Location: 551 Minna Street
phone: (415) 626-2380

hours: 8 am to 5 pm, Monday through Thursday;
8 am to 3 pm, Friday.

Sliding scale fees for medical and dental work. Emergency consultation done on drop-in basis, arrive early at 8 am. Appointments available on Fridays.

Vision Services

There is a 20% discount for vision exams, glasses, and contacts through the Hastings Student Insurance. Check for vision-PPO providers online at www.mesvision.com or call (800) 793-9288.

Counseling and Recovery Resources

note: Hastings Health Services has confidential counseling appointments available with an on-campus psychiatrist, call 565-4612 for appointments and inquiries.

Adult Children of Alcoholics/ACA

www.adultchildren.org

(A separate 12-step program)

Al-Anon (a 12-step recovery program for spouses/significant others/children)

phone: (415) 626-5633, San Francisco

Alcoholics Anonymous (a 12-step program)

www.aasf.org

Location: 1821 Sacramento Street
San Francisco, CA 94109

phone: (415) 674-1821

American Cancer Society

Location: 235 Montgomery Street, Suite 320
San Francisco, CA 94104

phone: (415) 394-7100 and 1-(800) 227-2345

California State Bar Association

Lawyers Personal Assistance Program

phone: 1-(800) 341-0572

Help with issues regarding stress, burn-out, depression and substance abuse. Confidential, free. *(For law students, too.)*

Cocaine Anonymous

phone: (415) 821-6155

Haight Ashbury Alcohol Treatment Services

Location: 425 Divisadero Street, Suite 208
San Francisco, CA 94117

phone: (415) 487-5641 or (415) 487-5634 to make appointments.

Marijuana Anonymous (a 12-step program)

www.sf-ma.org or www.marijuana-anonymous.org

Location: meetings held at various locations around San Francisco. Call for updated schedule.

phone: (415) 522-7373

Narcotics Anonymous

phone: (415) 621-8600

National Council on Alcoholism and Other Drug Addictions

Location: 944 Market Street, Third Floor
San Francisco, CA 94102

phone: (415) 296-9900

The Other Bar

phone: (800) 222-0767

Confidential and anonymous help for legal professionals and law students with alcohol/drug dependency issues.

San Francisco AIDS Foundation

Location: 995 Market Street, Second Floor
San Francisco, CA 94103

phone: (415) 487-3000 Main Reception
aids hotline: (415) 863-2437

Sexual Assault/Domestic Violence Services

Emergency and Safe Housing

Asian Women's Shelter

phone: (415) 751-0880 or 1-(877) 751-0880

La Casa de las Madres

phone: (877) 503-1850

Community Overcoming Relationship Abuse (CORA)

phone: (800) 300-1080 *(Hotline-24 hours)*

Community United Against Violence

phone: 333-HELP (4357)

Domestic Violence Crisis Line

phone: (415) 255-0165

A Safe Place (Oakland)

phone: (510) 536-7233 *(Crisis Hotline)*

Emergency Assistance**Police and Ambulance**

phone: 911

San Francisco General Hospital

Location: 1001 Potrero Avenue and 22nd Street

phone: (415) 206-8111 or Walk In

24-Hour Hotlines**Marin Abused Women's Services**

phone: (415) 924-6616

Rape Treatment Center

phone: (415) 437-3000

Suicide Prevention

phone: (415) 781-0500 (*Crisis Hotline*)

Woman, Inc.

phone: (415) 864-4722

Legal Assistance**Asian Law Caucus**

Location: 939 Market Street, Suite 201

San Francisco, CA 94103

phone: (415) 896-1701

Asian Pacific Islander Outreach

Location: 1188 Franklin Street, Suite 202

San Francisco, CA 94109

phone: (415) 982-1600 or (415) 989-1616
for lawyer referral and info service

Bar Association of SF

Location: 465 California Street, Suite 1100

San Francisco, CA 94104

phone: (415) 989-1616

Cameron House

Location: 920 Sacramento Street, Suite 200

San Francisco, CA 94108

phone: (415) 781-0408

Immigrant Assistance Line

phone: (415) 543-6767 (Spanish/English) or
(415) 543-6769 (Cantonese/Mandarin/English)

La Raza Centro Legal

Location: 474 Valencia Street, Suite 295

San Francisco, CA 94103

phone: (415) 575 3500

Woman, Inc.

www.womaninc.org

Location: 333 Valencia Street, Suite 450

San Francisco, CA 94103

phone: (415) 864-4722

Counseling Services**La Casa de las Madres**

phone: (877) 503-1850

Iris Center

phone: (415) 864-2364

Rape Treatment Center

phone: (415) 437-3000

SF Women Against Rape

phone: (415) 647-7273

Offenders**Center for the Education of the Family**

phone: (415) 552-1361 (Spanish/English)

Child Care and Parenting Resources***Nearby Child Care Centers*****Civic Center Child Care Corporation ("C5")**

www.c5children.org

Location: Infant-Toddler Center at 505 Van Ness Avenue; Care and Preschool Campus at 455 Golden Gate Avenue

phone: (415) 703-1277

fax: (415) 703-1282

e-mail: b.melugin@c5children.org

contact: Beverly Melugin, Executive Director

Hastings has an agreement with the Civic Center Child Care Corporation ("C5") to provide all Hastings students with priority access to services and a small rebate at the end of the semester for child care costs for Hastings students who are eligible for financial aid. For information, tour and application materials, contact Beverly Melugin or consult the website. Be sure to identify yourself as a Hastings student. For information regarding the rebate and procedures, contact Judy Chapman in Student Services.

Marin Day Schools

Location: S.F. City Hall Campus, Room 68
phone: (415) 554-7560

Priority given to S.F. city/county employees. Call or stop by for application.

Marin Day Schools

Location: Fox Plaza Campus, 1390 Market Street (at Larkin Street)

phone: (415) 554-3979

Infants to 18 months.

Wu Yee Children's Services

www.wuyee.org

Location: 706 Mission Street

phone: (415) 391-1355 or (415) 391-4956 for referrals

e-mail: familyctr@wuyee.org

hours: 9 am to 5 pm, Monday, Wednesday, Thursday and Friday; 1 pm to 5 pm, Tuesday.

Child Care Referrals

San Francisco

Children's Council of San Francisco

www.childrenscouncil.org

Location: 445 Church Street

phone: (415) 276-2900

Can give child care referrals.

Northern Alameda County

Bananas, Inc.

www.bananasinc.org

Location: 5232 Claremont Avenue, Oakland, 94618

phone: (510) 658-0381 for child care referrals

hours: Open 10 am to 4 pm, Mondays through Thursdays; 7 am to 9 pm, Tuesdays; 10 am to 1 pm, Fridays.

Marin County

Marin Child Care Council

www.mc3.org

Location: 555 Northgate Drive, Suite 105, San Rafael, 94903

phone: (415) 479-CARE for free referrals

(415) 472-1092 for general information

Parenting Resources

Parents Place in San Francisco

www.jfcs.org

Location: 1710 Scott Street, San Francisco

phone: (415) 359-2454

e-mail: parentsplacesf@jfcs.org

hours: 8:30 am to 6:30 pm, Monday through Thursday; 8:30 am to 5 pm, Friday.

Offers "everything to do with parenting." Includes workshops, counseling, support groups, play areas and additional resources. See website for more information.

East Bay Moms

www.eastbaymoms.com

Location: 6000 Contra Costa Road, Oakland, 94618

phone: (510) 653-7867

e-mail: eastbaymom@aol.com

Provides an avenue for parents to meet, exercise and enjoy the outdoors, in addition to a variety of programs and Kindergym classes.

Parents Place in Marin

www.jfcs.org

Location: 600 Fifth Avenue, San Rafael, 94901

phone: (415) 491-7959

e-mail: parentsplacemarin@jfcs.org

Same as Parents Place in San Francisco, above. See website for more information.

Banks, Pharmacies, Groceries, Dry Cleaning and Post Office

Banks near Hastings

Bank of America

Location: 1525 Market Street
phone: (650) 615-4700 for all locations

Bank of the West

Location: 1 Front Street (at Market Street)
phone: (415) 273-7100

Citibank

Location: 1801 Van Ness Avenue
phone: (415) 441-5446

Golden 1

Location: 500 Golden Gate Avenue
phone: (800) 448-8181

United Commercial Bank

Location: 711 Van Ness Avenue (at Turk)
phone: (415) 929-6070 or 1-(800) 288-3899

U.S. Bank

Location: 540 Van Ness Avenue
phone: (415) 703-6080

Washington Mutual Bank

Location: 1201 Market Street
phone: (415) 241-8700

Wells Fargo Bank

Location: 1266 Market Street
phone: (415) 396-4424

ATMs near Hastings

Bank of America

Location: near the corner of Golden Gate Avenue and Larkin Street

Civic Center Market

Location: 1292 Market Street (near the corner of Market and Larkin Street)

McAllister Deli

Location: 136 McAllister Street

Washington Mutual

Location: 1201 Market Street (at Hyde Street)

Wells Fargo Bank

Locations:

- ❶ on Golden Gate Avenue, near Hyde Street
- ❷ corner of Larkin and Grove Street
- ❸ 1266 Market Street

Wild Awakenings (Coffee Shop)

Location: 142 McAllister Street

Pharmacies near Hastings

RiteAid Drug Store

Location: 1496 Market Street, SF
phone: (415) 626-9972

Merril's Drug Store

Location: 1091 Market Street
phone: (415) 431-7240

Safeway Pharmacy

Location: 2020 Market Street
phone: (415) 861-7660

Walgreens Drug Stores:

Locations:

- ❶ 790 Van Ness Avenue
phone: (415) 292-4899
- ❷ 1301 Franklin Street
phone: (415) 775-6469
- ❸ 1301 Market Street (at 9th Street)
phone: (415) 861-4010
- ❹ 3201 Divisadero Street
phone: (415) 931-6417
24-hour pharmacy

Supermarkets near Hastings

Big Apple Grocery Express

Location: 1650 Polk Street (between Sacramento and Clay Street)

phone: (415) 775-9090 (for home delivery);
\$9 delivery fee

Cala Foods

Location: 1095 Hyde Street (at California Street)
phone: (415) 776-3650

Costco

Location: 450 10th Street (between Bryant and Harrison Street)

phone: (415) 626-4388

hours: 11 am to 8:30 pm, Monday through Friday; 9:30 am to 6 pm, Saturday; 10 am to 6 pm, Sunday.

Safeway Market

Location: 2020 Market Street

phone: (415) 861-7660

Trader Joe's

Location: 555 Ninth Street

phone: (415) 863-1292

On-Line Grocery Delivery Services

Albertsons

www.albertsons.com

Accepts Visa, Mastercard or American Express.

Safeway

www.safeway.com

Accepts Visa, Mastercard or Discover. Debit cards with Visa or Mastercard symbol also accepted. Delivery fee varies based on location.

Planet Organics

www.planetorganics.com

phone: (800) 956-5855

Delivers weekly or bi-monthly boxes of organic fruits and vegetables; also has Niman Ranch All Natural Meats and various dry groceries. Accepts Visa, Mastercard or debit card. Delivery is free.

Natural Foods

Rainbow Grocery Co-operative

Location: 1745 Folsom Street

phone: (415) 863-0620

hours: 9 am to 9 pm

Whole Foods

Locations:

- ① 1765 California Street (at Franklin Street)

phone: (415) 674-0500

hours: 8 am to 10 pm

- ② 1399 4th Street

phone: (415) 618-0066

hours: 8 am to 9 pm

Laundry and Dry Cleaning

Mr. Clean

Location: 116 Hyde Street (between Turk Street and Golden Gate Avenue)

phone: (415) 776-1656

Hyde-Clay Laundry

Location: 1260 Hyde Street

phone: (415) 673-6396

Postal Services

- ① At the corner of Hyde Street and Golden Gate Avenue, there is a limited service branch Post Office with stamp vending machines.
- ② In the basement of the Federal Building, 450 Golden Gate Avenue, there is a full service branch Post Office.
- ③ There is a full service post office at 1390 Market Street (at Hayes).

Neighborhood Restaurants

While the Hastings' Law Café offers sandwiches, grill items, salads and more, when you're in the mood for more variety or just want to escape from campus for awhile, check out nearby restaurants and sample the local flavor! Bon Appetite!! (Some unsolicited student comments are included.)

Cafés and Restaurants

Belle Caffe

Location: 418 Larkin Street, at Golden Gate Avenue.

Great sandwiches and pasta dishes. Cheap!

Café Asia in the Asian Arts Museum

Location: 200 Larkin Street, between Fulton and McAllister Street.

Cafeteria-style, pan-Asian fare, prices ranging from \$3 to \$9.50. A \$10 entrance deposit is required, but it is fully refunded on your way out.

California Culinary Academy

Location: 625 Polk Street.

As chefs-in-training, the students operate a restaurant, the regal Creme Room. Beware that the service can be maddeningly slow!

California Pizza Kitchen (CPK)

Location: 524 Van Ness Avenue, between McAllister Street and Golden Gate Avenue.

Excellent pizzas, salads and pasta dishes, \$12-15. Nice atmosphere to hang out.

Max's Opera Café

Location: 601 Van Ness Avenue, at Golden Gate Avenue.

This place has New York Style Deli food at New York prices. Great food, huge portions, and monster desserts served by (sometimes) singing waiters.

SF Main Library Café

Location: 100 Larkin Street, at Grove Street (lower level).

Serving espresso, salads and sandwiches. This moderately priced café is a welcome retreat from campus. Be sure to check the changing exhibits right beside the café.

Soluna Café and Lounge

Location: 272 McAllister Street.

The Coffee Shop serves scones, housemade muffins, savory pastries, breakfast sandwiches, and coffee drinks. The cuisine is Californian for lunch and Mediterranean for dinner. There is also a Cocktail Lounge, starting at 5pm. Bring your Hastings ID for special discounts!

Starbucks Coffee

Location: In the Ramada Hotel at 1231 Market Street, between Hyde and Larkin Streets.

Chinese/American**Em's Place**

Location: 154 McAllister Street, next to the 200 Building.

Lots of food, cheap, and right next to school.

Deli Style**Larkin Express Deli**

Location: 452 Larkin Street, between Golden Gate Avenue and Turk Street.

A family-run establishment with lots of homemade food. The cookies are fabulous! Lunch runs around \$6 or \$7.

Le Pettitt's Kitchen

Location: 265 Golden Gate Avenue, directly behind the 198 Building.

Great big sourdough sandwiches served with a dill pickle, caesar salads and daily soup special. It doesn't get better than this! Around \$5 or \$6 per sandwich.

McAllister Deli

Location: 136 McAllister Street, next to Wild Awakenings inside the convenience store.

This convenience store serves deli sandwiches, calzones and more! Good. Cheap. Close to school.

Quizno's Subs

Location: 567 Golden Gate Avenue, between Polk Street and Van Ness Avenue.

Serves a variety of toasted sub sandwiches, salads and soups.

Subway

Location: 1250 Market Street, between Larkin and Polk Street.

Turk and Larkin Deli

Location: 476 Turk Street, between Larkin and Hyde Street.

This shop is frequented by a lot of folks from the Federal Building. Good, cheap sandwiches.

Wild Awakenings Coffee Shop

Location: 142 McAllister Street, between the Tower and school.

In addition to being a popular coffee spot, Wild Awakenings serves decent sandwiches.

Fast Food

All the major chains are within three blocks of Hastings:

Carl's Jr.

Location: At the United Nations Plaza.

Burger King

Location: 1200 Market Street, between 8th and 9th Streets.

McDonald's

Location: 600 Van Ness Avenue, at Golden Gate Avenue.

Japanese**Midori Mushi**

Location: On 465 Grove Street, at Gough Street.

Nigiri selections change daily and are generously sized. There are also prepared dishes such as a salmon seiche roll and crab stuffed tofu pockets.

Mexican**Chevy's**

Location: 590 Van Ness Avenue, at Golden Gate Avenue.

Renowned for their variety of amazing margaritas. You could just about swim in the large ones! This is a great party spot for after finals! Sorta on the pricier side. \$8-\$10 for lunch.

Taqueria El Castillo

Location: 86 McAllister Street, across from the Tower. Clean, almost gourmet, American-style Mexican food.

Taqueria El Castillito

Location: 371 Golden Gate Avenue, next to the ATMs.
The burritos are sold by the pound, and the salsa is kickin'! Yummy and cheap.

Thai

Lalita's

Location: 96 McAllister Street, across from the Tower.
This is a great place to get together with your section-mates for drinks! Thai food is pretty good too.

Vegetarian

Ananda-Fuara

Location: 1298 Market Street, at 9th Street.
Good food. Good prices. Relaxing atmosphere.

Millenium

Location: 580 Geary Street, at Jones Street.
Wonderful food but high prices. Open for dinner only.

Vietnamese

Golden House

Location: 366 Golden Gate Avenue (directly behind the 200 Building).
Lots of food for good prices (around \$6 for lunch). Try the Spring Rolls with Noodles or Chicken in a Clay Pot.

**Cultural Attractions/
Entertainment**

Check out the free weekly papers *The Guardian* and *SF Weekly* for events, shows, concerts, movies, etc. around town. Also, check online at www.citysearch.com and www.sfstation.com for similar information.

Cinemas

Opera Plaza Cinemas

Location: 601 Van Ness Avenue (between Golden Gate Avenue and Turk Street)
phone: (415) 267-4893
Bargain matinee—first showing every day

AMC 1000 Van Ness

Location: 1000 Van Ness Avenue (at O'Farrell Street)
phone: (415) 922-4262
Bargain matinee: before 6 pm, Monday through Thursday; before 4 pm, Friday through Sunday and holidays.
Student Discounts with ID.

Loews Metreon Theatres & IMAX

Location: 101 4th Street (at Mission Street)
phone: (415) 369-6200
Bargain matinee: before 4 pm, Monday through Thursday; first screening only, Friday through Sunday and holidays.

Literature Readings

A Clean Well-Lighted Place for Books

Location: 601 Van Ness Avenue
phone: (415) 441-6670
This bookstore has events a few times per week. Guests have included Madeline Albright and author Caroline Alexander.

Herbst Theatre: City Arts & Lectures

www.cityarts.net
Location: 401 Van Ness Avenue (at McAllister Street)
phone: (415) 392-4400
Performances begin at 8 pm, usual admission is \$18

City Arts & Lectures has presented twenty-three consecutive seasons of events with leading figures in the world of art and ideas. Each season, there are more than fifty lectures and onstage conversations with outstanding figures in literature, criticism, science, and the performing arts, offering the most diverse perspectives about ideas and values. This season, City Arts & Lectures will feature Joyce Carol Oates, Larry David, Tom Wolfe, and many others.

Zoetrope: All-Story

www.all-story.com
Location: 916 Kearney Street (at Columbus Street)
phone: (415) 788-7500
A fun option for combining drinks and short story readings. Actors read short stories and one-act plays.

Theatres, Concert Halls & Venues

American Conservatory Theatre (ACT)

www.act-sfbay.org
Location: Geary Theatre, 405 Geary Street (at Mason Street)
box office phone: (415) 749-2ACT
student rush tickets: subject to availability, 50% discount 2 hours prior to curtain with a valid student ID at the box office, cash only.
student subscription: 50% off four-play or seven-play subscription price.

Berkeley Repertory Theatre**www.berkeleyrep.org**

Location: 2025 Addison Street (near intersection of Addison and Shattuck Avenue)

box office phone: (510) 647-2949, 1-(888) 427-8849

student rush tickets: students may purchase 1/2 price tickets 1/2 hour before each show, based on availability.

under 30 discount: \$20 advance tickets (except Saturday night), proof of age required. Restrictions and availability depends.

season tickets: 5 plays/\$175; 7 plays/\$243

Curran Theatre**www.bestofbroadway-sf.com**

Location: 445 Geary Street (at Taylor Street)

ticket master phone: (415) 512-7770

student discount: varies depending on show. Check website for details. *Student ID required.***Golden Gate Theatre****www.bestofbroadway-sf.com**

Location: 1 Taylor Street (at 6th and Market Streets)

ticket master phone: (415) 512-7770

student discount: varies depending on show. Check website for details. *Student ID required***Orpheum Theatre****www.bestofbroadway-sf.com**

Location: 1192 Market Street (on Market and Hyde Streets)

ticket master phone: (415) 512-7770

student discount: varies depending on show. Check website for details. *Student ID required***San Francisco Ballet****www.sfballet.org**Location: War Memorial Opera House
301 Van Ness Avenue (at Grove Street)

box office phone: 865-2000

student rush tickets: if available, go on sale for \$10 to \$20 after 12 noon the day of each performance at the Box Office in the Lobby.

student subscription: check on-line for 50% discount in select seating sections.

San Francisco Opera**www.sfopera.com**Location: War Memorial Opera House
301 Van Ness Avenue (at Grove Street)

box office phone: (415) 864-3330

student rush tickets: If available, tickets are \$15 each, cash only, and go on sale at 11 am until 30 minutes before each performance at the Box Office.

student subscription: up to 75% discount on season series. Tickets start at \$25.

San Francisco Performances**www.performances.org**

Location: 180 Redwood Alley, Suite 100

phone: (415) 398-6449

student rush tickets: subject to availability, beginning 90 minutes before each performance, 50% discount.

student subscription: 30% off already discounted series prices; limit of one subscription per student. *Student ID required.***San Francisco Symphony****www.sfsymphony.org**Location: Davies Symphony Hall
201 Van Ness Avenue

box office phone: (415) 864-6000

student subscription: 50% discount on a pre-packaged series of 6 or more concerts. 25% discount on creating your own Friday series.

Museums and Art Centers**Asian Art Museum****www.asianart.org**

Location: 200 Larkin Street (at McAllister Street)

phone: (415) 581-3500

hours: 10 am to 5 pm, Tuesday through Sunday;
10 am to 9 pm, Thursday.

admission: \$10 adult/\$6 student; \$5 Thursdays after 5pm; free admission first Tuesday of every month.

Berkeley Art Museum & Pacific Film Archives

www.bampfa.berkeley.edu

Location: Museum—2626 Bancroft Way (between College and Telegraph Avenue);

Film—2575 Bancroft Way (between College and Telegraph Avenue)

phone: (510) 642-0808

hours: 11 am to 5 pm, Wednesday through Sunday; 11 am to 7 pm, Thursday.

student rate: \$5 for museum; \$5 for films with student ID

California Palace of the Legion of Honor

www.thinker.org

Location: Lincoln Park, 34th Avenue (at Lincoln and Clement Street)

phone: (415) 863-3330

hours: 9:30 am to 5 pm, Tuesday through Sunday.

annual student membership: \$35;

regular adult price: \$8; Tuesdays are free.

Contemporary Jewish Museum

www.theejm.org

Location: 121 Steuart Street (between Mission and Howard Street)

phone: (415) 591-8800

hours: 12 noon to 6 pm, Sunday through Thursday.

admission: \$4 for students

Exploratorium

www.exploratorium.com

Location: Palace of Fine Arts, 3601 Lyon Street at Marina Boulevard

phone: (415) EXP-LORE

hours: 10 am to 5 pm, Tuesday through Sunday.

student rate with student id: \$9.50;

regular adult price: \$12; free admission first Wednesday of every month.

Mexican Museum

www.mexicanmuseum.org

Exhibitions are at the Fort Mason Center, Building D until re-opening of new museum in the Yerba Buena Center.

phone: (415) 202-9700

membership: \$25 for students. *Student ID required.*

Museo Italo-Americano

www.museoitaloamericano.org

Location: Fort Mason, Building C

phone: (415) 673-2200

hours: 12 noon to 5 pm, Wednesday through Sunday.

admission: \$2 students

San Francisco Museum of Modern Art (SF MOMA)

www.sfmoma.org

Modern art museum, exhibits, films and lectures.

Location: 151 Third Street (between Mission and Howard Street)

phone: (415) 357-4000

hours: 10 am to 6 pm, Monday, Tuesday, Friday, Saturday, Sunday; 11 am to 9 pm, Thursday; closed Wednesday.

annual student membership: \$25;

regular admission: \$6, students; free admission the first Tuesday of every month; half price every Thursday evening, 6 to 9 pm.

The Oakland Museum

www.museumca.org

Location: 1000 Oak Street, Oakland

phone: (510) 238-2200

hours: 10 am to 5 pm, Wednesday through Saturday; 12 noon to 5 pm, Sunday. First Friday of each month, open until 9 pm.

student rate: \$5; free admission 2nd Sunday of every month; regular adult: \$8.

Yerba Buena Center for the Arts

www.yerbabuenaarts.org

Exhibitions, performances, films, lectures, and educational programs.

Location: 701 Mission Street (at Third Street)

ticket phone: (415) 978-2787

hours: 11 am to 5 pm, Tuesday through Sunday; first Thursday of each month until 8 pm.

student membership: \$3 student rate; free student Thursdays; first Tuesday of each month is free.

Transportation Services

For general information on all transportation services in the Bay Area check on-line at www.transitinfo.org.

Public Transit

BART (650) 992-2278 or www.bart.gov

Train service throughout the East Bay and to many San Francisco locations. Runs between 4 am and midnight, Monday through Friday; 6 am to midnight, Saturday; 8 am to 1:30 am, Sundays and major holidays. The Civic Center station is half a block from Hastings.

MUNI (415) 673-6864 or www.sfmuni.com

Train and bus service throughout San Francisco. Runs between 5 am and 1am, Monday through Friday; 6 am to 1 am, Saturday; 8 am to 1 am, Sunday; in addition there is limited late night "Owl" bus service. MUNI bus 5 stops directly in front of the 200 McAllister building.

AC Transit (510) 817-1717 or www.actransit.org

From Alameda and Contra Costa.

CalTrain (800) 660-4287 or www.caltrain.com

From San Jose to San Francisco.

Golden Gate Transit (415) 923-2000 or www.goldengate.org

From Marin to San Francisco and includes Ferry Service.

SamTrans (800) 660-4287 or www.samtrans.com

From San Mateo to San Francisco.

Airport Shuttle Services

Airport Connection (SF Airport)
(650) 401-8300

Airport Connection (Oakland Airport)
(510) 841-0150

America Airporter (SF Airport)
(415) 546-6689

Bay Shuttle (SF and Oakland Airport)
(415) 564-3400

Door to Door/Airport Express (SF Airport)
(415) 775-5121

M&M Luxury Shuttle (SF and Oakland Airport)
(415) 552-3200

Taxicabs

American Taxicab
(415) 614-2000

Arrow Taxicab
(415) 552-3181

Daly City Cab
(650) 992-8865

DeSoto Cab
(415) 970-1300

Luxor Cab
(415) 282-4141

Royal Cab
(415) 920-0700

Veteran's Taxicab
(415) 552-3181

Yellow Cab
(415) 626-2345

Parking Facilities in the Civic Center Area

The following is a list of parking lots within convenient walking distance of Hastings and their rates as of May 2004.

Name of Lot	Location/Address	Phone #	Description/Cost
AAMPCO System Parking	Opera Plaza (Located on Van Ness and Golden Gate Avenue; entrance on Golden Gate Avenue and also on Turk Street)	771-4776	\$210 Monthly Rate (for monthly parking call 474-2882) \$2 every 20 minutes; \$6 per hour \$16 for 12 hours; \$18 for 24 hours
Civic Center Parking	(Underground Parking) Entrance on McAllister Street between Larkin and Polk Street Hours: Monday through Thursday, 6 am–Midnight Friday, 6 am–1 am Saturday, 8 am–1 am Sunday, 8 am–Midnight	863-1537	Monthly Rate for persons not living in neighborhood: \$175/month (2 1/2 year waiting list) Monthly Rate for persons living in neighborhood: \$175/month (2 1/2 year waiting list) Student Only Parking Rate: \$7/day (must present student ID card) Parking Rates for Non-Students: \$2 per hour Early Bird Rate/In by 7 am; out by 7 pm: \$14 maximum Evening Hours/7 pm–7am: \$8 maximum 24 hour Maximum = \$22
City Park	Larkin Street/Golden Gate Parking Lot	863-2177	Limited spaces available to Hastings staff, faculty and students Price for Hastings Community: \$140/month Price for Non-Hastings Community (public): \$190/month
Federal Auto Parks	659 Franklin Street (cross street is Golden Gate Avenue)	474-2203	\$180 Monthly Rate \$9 Daily Rate
Fox Plaza Garage	3090 Market Street (entrance on Hayes Street)	626-5095	\$170 Monthly Rate Plus \$50 Deposit \$12 Maximum Daily Rate up to 12 hours \$8 Early Bird (in before 9 am; out by 6 pm) \$15 Maximum after 12 hours
Holiday Inn	8th Street (between Market and Mission Street)	575-5223	\$197 Overnight Monthly Rate \$165 Monthly Rate (No overnight/12 hours before midnight) \$23 Daily Rate; No Hourly Rate
Trinity Plaza	8th and Market Street	861-3333	\$200 Monthly Parking (plus \$200 deposit) \$9 Early Bird Rate before 9:30 am (Monday through Friday) Hourly Rates starting at \$2 per hour for a Maximum Rate of \$18
Verba Buena Garage/5th and Mission Street	5th and Mission Street	982-8522	\$225 Non-reserved Monthly Rate (must go to garage Main Booth to get on waiting list; about one month waiting list) Daily Rates: 0–1 hour = \$2; 1–2 hours = \$4; 2–3 hours = \$6; 3–4 hours = \$8; 4–5 hours = \$10; 5–6 hours = \$13; 6–7 hours = \$16; 7–12 hours = \$18; 12–24 hours = \$20 lost ticket = \$20 \$3 Motorcycle Rate (for 24 hours)

Map of San Francisco



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