MEMORANDUM

TO: All Law Students
FROM: Stephen C. Ferruolo, Dean and Professor of Law
DATE: March 13, 2020
SUBJECT: Further Information on Law School Classes/Events for Remainder of Spring 2020 Semester

As promised in yesterday’s communication, I write to provide additional updates and information regarding how the School of Law currently anticipates the semester will progress. As a reminder, there will be no law school classes or events held (in person or remotely) from March 14 to 22 as our faculty prepare to transition to remote teaching for all classes beginning on Monday, March 23. The following information is organized alphabetically:

- **Academic Advising Appointments.**
  - Academic advising appointments are currently scheduled for March 16 to April 3. Although classes are cancelled from March 14 to 22, we will be holding academic advising appointments next week for students who choose to meet then.
  - If you wish to reschedule any appointment currently scheduled for March 14 to 22, please do so using this [Calendly link](#).
  - In lieu of in-person meetings, all academic advising appointments will be conducted using Zoom. On Monday, March 16, Law Student Affairs will send an email with detailed information about using Zoom for academic advising appointments.

- **Academic Calendar.** The [Academic Calendar](#) for the School of Law will remain unchanged.

- **Academic Success and Bar Programs (ASBP).**
  - The Academic Success Resource Center will remain accessible during regular business hours.
  - Academic Success Fellows will hold their office hours via Zoom.
  - All meetings with ASBP staff, including mandatory one-on-one bar meetings for graduating students, will take place remotely by teleconference. For appointments, please call Professor Sherrill at (858) 634-0347 or Professor Bolus at (619) 471-1890 at your designated appointment time.
  - Although classes are cancelled from March 14 to 22, ASBP will still be holding scheduled appointments next week.
  - If you wish to reschedule any appointment for March 14 to 22, or to schedule or reschedule any other appointment, you are welcome to do so using these Calendly links: [Professor Sherrill](#); [Professor Bolus](#).
  - ASBP may also be reached by email at [lawacademicsuccess@sandiego.edu](mailto:lawacademicsuccess@sandiego.edu).

- **Admissions and Financial Aid.**
  - The Office of Admissions and Financial Aid will remain open during regular business hours.
o The office of Admissions and Financial Aid may also be reached by email at lawaid@sandiego.edu or telephone at (619) 260-4570.

- **Bar Exam.** The School of Law has not yet received any information indicating that the July 2020 California bar exam, or any other bar exams, will be cancelled or postponed. We urge students to plan for the bar exam as currently scheduled. We will provide updates on any announced changes in the July 2020 bar exam schedule and/or locations.

- **Campus Housing.** Pursuant to President Harris’s email, all USD students who live in the residence halls must relocate from campus no later than March 22. Those students who may have personal hardship, financial hardship, or academic reasons to stay on campus may apply to stay on campus using this form.

- **Campus Resources.** The USD campus is currently scheduled to remain open and operational. Department office hours may vary; please call individual offices with any questions.

- **Career and Professional Development (OCPD).**
  o OCPD will remain open during regular business hours for appointments in-person or by teleconference.
  o Students will receive a detailed email from OCPD next week about summer opportunities, fall recruiting, and other career matters.
  o OCPD may be reached by email at lawcareers@sandiego.edu or telephone at (619) 260-4529.

- **Classes (Spring 2020).**
  o **Assignment Deadlines.** All assignments originally due between March 14 and 22 will now be due Monday, March 23.
  o **Attendance.** Attendance will continue to be required for all remotely taught courses.
  o **Classes.** Beginning on March 23, all courses will be offered remotely at their originally scheduled times, unless the professor notifies you of a change. The schedule for make-up classes for the period of March 14 to 22 will be determined by the professor.
  o **CPIL/CAI/EPIC Interns.** All students enrolled in CPIL/CAI/EPIC internships will receive information from their faculty supervisors.
  o **Externships.**
    ▪ **Agency or Corporate Counsel.** The faculty supervisors for these externships have reached out to all field placements to address any issues regarding student work hours at the placement sites. Students should contact Professors Sansone or Baier directly with any concerns or questions.
    ▪ **Corporate Tech or Intellectual Property.** Students should contact Professor Sichelman or their on-site placement supervisor if they have not already received instructions.
    ▪ **Judicial.** Students should contact Professor Martin or their judicial supervisor if they have not already received instructions from their judge’s chambers.
    ▪ **Washington D.C.** Students should contact Professor Wiggins or their on-site placement supervisor if they have not already received instructions.
  o **Legal Clinics.** All students enrolled in the Legal Clinics should have received a communication from Academic Director Bob Muth. For questions please contact Professor Muth.
  o **Moot Court, Mock Trial, and Other Advocacy Competitions.** All in-person competitions have been cancelled; some competitions will continue remotely. For questions about specific competitions, please contact Associate Director for Law Student Affairs Haley Shumaker.
  o **Office Hours.** Faculty will hold office hours remotely or in person.
• **Commencement.** The university has not yet reached a decision about whether commencement ceremonies will be held as scheduled in May. If commencement is cancelled, students will receive full refunds for their regalia rental costs.

• **Communications.** Students should regularly check their ToreroMail for updates.

• **Events.** All law school events have been cancelled or postponed until further notice.

• **Exams.** The spring study days and final exam period will occur as scheduled. All exams will take place remotely as take-home exams. More information will be forthcoming from the School of Law Registrar’s Office.

• **Health Insurance.** Students who are enrolled in the annual or spring USD Student Health Insurance Plan will retain access to the plan through the policy coverage end date.

• **Law School Facilities.**
  
  o **Pardee Legal Research Center.** Effective Saturday, March 14, PLRC will be open to students during the following hours: Monday-Friday, 8:30am-6:30pm; Saturday, closed; and Sunday, 9:00am-5:00pm. PLRC will be closed to the public.
  
  o **Warren Hall.** Warren Hall will remain open as usual. Students will have after-hours access using the key card function.

• **Law Student Affairs (LSA).**
  
  o LSA will remain open during regular business hours.
  
  o All meetings, including academic advising appointments, will take place remotely over Zoom. Zoom meeting information will be available via email or in your Google Calendar.
  
  o To schedule or reschedule an appointment, including appointments scheduled from March 14 to 22, use this [Calendly link](#).
  
  o LSA may also be reached by email at lawstudentaffairs@sandiego.edu or telephone at (619) 260-4651.

• **Office of Graduate and International Programs (OGIP).**
  
  o OGIP will remain open during regular business hours.
  
  o All meetings will take place remotely over telephone or Skype. To schedule or reschedule an appointment, please email lawgradprograms@sandiego.edu.
  
  o OGIP can also be reached via telephone at (619) 260-7584.

• **Registration.** Course registration for Fall 2020 will occur as scheduled.

• **Student Employees.** The Office of Admissions and Financial Aid has contacted all student employees who are funded through Work-Study.

• **Summer Study Abroad.** The USD Law Summer Study Abroad programs in Paris and London have been cancelled. We are contemplating adding additional courses to the Summer 2020 on-campus offerings.

• **Technology and Remote Course Information.**
  
  o **Blackboard Olé.** The Blackboard Olé platform remains available as usual.
  
  o **Course Recordings.** Most law school classes held during March 9 -13 were recorded. These recordings will be posted on this website by March 16. We are encouraging faculty to record all remote classes.
  
  o **TWEN.** The TWEN platform remains available as usual.
  
  o **USD Technology Resources.** The USD ITS website has additional information about technology tools available during the mandatory remote teaching period.
  
  o **Zoom.** Many law school classes will be taught using the Zoom platform. Information and instructions for using this technology are available [here](#).