Zief Law Library December & Holiday Hours
The law library will have extended hours for finals period through December 14:
Monday to Friday, December 3 to 7 and December 10 to 14: 8 am to Midnight
Saturday, December 8: 9 am to Midnight
Sunday, December 9: 10 am to Midnight

The law library will be on a restricted schedule or closed on the following dates:
Saturday, December 15: 9 am to 6 pm
Sunday, December 16: CLOSED
Monday to Friday, December 17 to 21: 9 am to 5 pm; swipe-only access for USF staff, faculty, and students
Saturday, December 22 to Tuesday, January 1: CLOSED

Check our hours page for our Spring 2019 hours schedule

Law Café December Hours:
Monday, December 3 – Thursday, December 6

- 11am – 6:45pm

Friday, December 7

- 11am – 2pm

Monday, December 10 – Thursday, December 13

- 11am – 6:45pm

Friday, December 14
The café will then be closed until Monday, January 7th when law school classes begin for the spring semester.

**ABES: Bar PaS (Prepare and Succeed)**

**Support for Bar Study (for December 2018 Grads) – February 2019**

The USF School of Law has designed programming (See below) to assist our February 2019 bar studiers. **If you plan to participate in any of these offerings, please [REGISTER HERE](#).**

**Office Hours with Bar PaS Professors**
Meet with one of our faculty members for an individual consultation by appointment.
Azin Abedian  
aabedian@usfca.edu
Jamal Atiba  
jatiba@usfca.edu
Cometria Cooper  
cccooper2@usfca.edu

**Four Simulated Timed Exams**
Take practice tests to get an exam setting experience and indovoidal written feedback on essays. Students will be able to participate on campus as well as remotely. While we provide remote options, we strongly encourage bar studiers to participate on campus.

**Bar PaS Simulation Schedule**
- January 11 (Sim 1) Location TBD, 1:30-5:00 pm
- January 17 (Sim 2) Location TBD, 1:30-5:00 pm
- January 24 (Sim 3) Location TBD, 1:30-5:00 pm
- February 8 (Sim 4) Location TBD, 1:30-5:00 pm

Start now by making an appointment with a member of the Bar PaS/ABES team. Here is what they can help you do:

- Make recommendations on an effective study schedule, tailored to your commercial bar prep course
- Advise you on how your learning style should inform your study strategy
- Guide you through what it takes to pass the bar the first time around

Questions? Email Prof. Jamal Atiba at [jatiba@usfca.edu](mailto:jatiba@usfca.edu).

Again, if you plan to participate in any of these offerings, please [REGISTER HERE](#).
School of Law Events

Fall Final Exam Support

**Tuesday, December 4th**
- Bagels & Coffee
- **Office of Student Affairs**
- Location: Kendrick Hall Atrium
- Time: 9:30am

**Therapy Dog Visits**
- **Zief Law Library**
- Location: Zief Library Commons
- Time: 11:00am - 12:30pm
- AshleyRose & Benga!

**Wednesday, December 5th**
- Bagels
- **Office of Career Planning**
- Location: KH 230
- Time: 9:30am

**Therapy Dog Visits**
- **Zief Law Library**
- Location: Zief Library Commons
- Time: 11:00am - 12:30pm
- AshleyRose & Benga!

**Saturday, December 8th**
- Snacks
- **Registrar's Office**
- Location: KH 220
- Time: All Day
- Law Café is closed

**Monday, December 10th**
- Therapy Dog Visits
- **Zief Law Library**
- Location: Zief Library Commons
- Time: 11:00am - 12:30pm
- Linda Gordon & Brixton

**Wellness Massages**
- **Office of Student Affairs**
- Location: Zief Library Commons
- Time: 4:00 - 6:00pm

**Tuesday, December 11th**
- **Wellness Massages**
- **Office of Student Affairs**
- Location: Zief Library Commons
- Time: 4:00 - 6:00pm

**Thursday, December 13th**
- Cookie Decorating Wellness Activity
- **Office of Student Affairs**
- Location: Kendrick Hall Atrium
- Time: 12:00-1:30pm & 5:30 - 6:00pm

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If you have a disabilities accommodation, please contact the Office of Student Affairs at least seven days in advance at lawstudentaffairs@usfca.edu,
Risk Transfer in Construction Claims: Insurance and Indemnity CLE
Development and Alumni Relations
Time: 5:30–6:30 p.m. presentation, 6:30–7:30 p.m. reception
Date: Thursday, December 13, 2018
Location: 101 Howard Street, Room 155
RSVP Now

Announcements

Therapy Dogs Are Coming!
Zief Law Library
Tuesday, Dec. 4, 11:00 am - 12:30 pm
Benga! - Pekinese Poodle Mix
Wednesday, Dec. 5, 11:00 am - 12:30 pm
Brody - Cavalier King Charles Spaniel
Monday, Dec. 10, 11:00 pm - 12:30 pm
Brixton - Golden Retriever
Location: Zief Law Library, Commons Area on the main floor

Zief is hosting therapy dog visits to provide students with some stress relief. Volunteers from SFSPCA are kindly donating time with their friendly pups.

Discuss & Chat with Dean Carlos (DC with DC)
Office of Student Affairs
Discuss and Chat with Dean Carlos will resume in January 2019.

Students are always welcome to make appointments with Dean Carlos by visiting the Deans’ Office in Kendrick, Room 328 or via email. Any changes to drop-hours will be posted in “This Week at USF.”

Academics

International Summer Externships
USF’s international summer externship programs are designed to help you develop an understanding of how to do business and pursue justice in today’s global society. Externships are available in China, the Czech Republic, Mexico, Vietnam and in cities throughout Europe. Placements include large U.S. based firms, local firms and NGOs. Applications are due January 25th. For more information, please visit https://my.usfca.edu/law/registration/international.
Questions, please contact Esther Sprague in KN342 or at esprague@usfca.edu or 415.422.6280.

Spring 2019 Externship Applications
Due to poor air quality conditions, the application deadline for Spring 2019 Externships has been extended. Applications are now due **December 10, 2018**. No late applications will be accepted.

Before applying for an externship, please review the relevant Externship Application Packet, available in KN 235 or here for Civil/Criminal Externships and here for Judicial Externships. The mandatory judicial externship class will meet Saturday, January 12, 2018. The mandatory civil and criminal classes meet 3-4 times per semester. Please see Course Schedule for all class dates.

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**Student Bar Association**

Want to view the School of Law events on a Google Calendar? Check out the [SBA Calendar](#)! Questions? Please email the SBA Secretary.

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**Pro Bono**

Please be sure to complete your [Pro Bono Timesheets](#) and submit them to probono@usfca.edu.

If you have any ideas or questions about our Pro Bono Program, don't hesitate to contact Katherine Abalos, Pro Bono Coordinator at probono@usfca.edu.

Check out the [Pro Bono Coordinator Website](#) to sign up and see available Pro Bono Opportunities!

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**Student Affairs**

**Funding for Student Conferences**

Thinking about going to a conference? Check out our [Student Conference Funding Application](#). To request funding for conference registration and travel costs, you must submit your application at least two weeks before conference. Applications must be submitted to the Dean's Office, KN 328, or email to lawstudentaffairs@usfca.edu.

**Let's Talk**

"Let's Talk" is a program that provides easy access to informal confidential consultations with counselors from Counseling and Psychological Services (CAPS). Counselors hold walk-in hours and no appointment is necessary.
August 22 - Dec 13  
Location: UC 528  
Monday: 1-2pm, 3-4pm  
Tuesday: 12-1pm
Wednesday: 11-12pm, 12-1pm
Thursday: 12-1pm
Friday: 1-2pm
For more info: myusf.usfca.edu/caps/lets-talk

School Health Insurance - What are the benefits?
Here’s a [powerpoint](#) that provides some basic information about how to access your health care, the benefits that you get, the location of the clinic, and lots more! If you have any questions, feel free to contact Kamal Harb, the Director of Health Promotion Services, at harb@usfca.edu.

USF Monday Night Haven Meeting
Date: Starting August 20
Time: Mondays 8 - 9:00 pm
Location: Toler Hall University Ministry Office, Romero Room Lower Level 122
Are you struggling with substance use and considering making a change? Would you like to meet a group like minded students who have overcome their substance use issues? If so, come check out the weekly Haven meeting at USF!
Contact Todd Berry at 415-577-1260 for more information.

A.A. Meetings For Law Students & Lawyers
Where: UC Hastings, 198 McAllister Room 201
When: Every Wednesday, 10/17 - 12/19/18
Time: 12:15 - 1:00pm
If you have questions about your drinking... Come once to check it out. Come regularly and stay.
For more information, check out this [flyer](#).

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Financial Aid

Financial Aid Office Hours Fall 2018 Semester & Spring 2019 Semester
Fall 2018
Beginning October 29, 2018
Monday to Friday
8:30 am to 5:00 pm

Please note that the Law Financial Aid Office will be closed on the following days.
Friday, December 14, 12 pm – 2 pm

The Law Financial Aid Office and Law School will be closed for the holidays from December 24 to January 1, 2019. We will reopen on Wednesday, January 2.

Spring 2019
Beginning January 2, 2019

Monday to Friday
8:30 am to 5:00 pm

Staffing Update for Law Financial Aid Office
Eufemia Aquino will be on Maternity leave beginning Monday, October 29th. The Law Financial Aid Office will continue to be staffed by our Law Financial Aid Assistant, Audrey Jones. All Law school financial aid matters should be directed to Alan Guerrero, the Senior Director of Law Admissions and Financial Aid at guerrero@usfsa.edu or his direct line at 415.422.2975. Part-time evening students who seek Counseling after 5 pm should contact Alan Guerrero to arrange an appointment via email or direct number noted above.

Applying for Financial Aid for the Fall 2018/Spring 2019
The Free Application for Federal Student Aid or FAFSA, for the Fall 2018 and Spring 2019 academic year is now available online at www.fafsa.ed.gov. All students who wish to receive financial aid for the 2018-19 academic year are required to complete the 2018-19 FAFSA.

It is not too late to apply for federal loan aid for the upcoming 2018-19 academic year.

You can access the FAFSA online at www.fafsa.ed.gov. Our Title IV code is 001325 and must be included in your FAFSA application.

In addition to completing a new FAFSA, those students who wish to be considered for the Graduate PLUS loan program for the Fall 2018 & Spring 2019 academic year, must also complete a new PLUS loan application for each academic year. Graduate PLUS loan applications for the 2018-19 academic year are available online at www.studentloans.gov. Students can begin applying for a 2018-19 PLUS Loan beginning in early June but only AFTER you have completed a 2018-19 FAFSA and have been offered the Federal Direct Unsubsidized Loan for 2018-19 and have “accepted” the Unsubsidized Loan online via your myUSF student portal.

Last Day for Fall 2018 Cost of Attendance Budget Adjustments
The last day to submit a Cost of Attendance (COA) Budget adjustment for the Fall 2018 was December 1, 2018. Forms can be obtained at the Law Financial Aid Office or email Alan Guerrero at guerrero@usfca.edu.

No exceptions to this deadline will be made. COA Budget adjustments received after December 1 will still be processed but the earliest disbursement date for additional funding will be scheduled for January 2, 2019.
Applying for Financial Aid for the Fall 2019/Spring 2020

The Free Application for Federal Student Aid or FAFSA, for the Fall 2019 and Spring 2020 academic year is now available online at www.fafsa.ed.gov.

All students who wish to receive financial aid for the 2019-20 academic year are required to complete the new 2019-20 FAFSA.

The FAFSA should be completed as soon as possible but no later than March 1, 2019 in order to receive the maximum financial aid consideration for 2019-20 (this date is especially important for those continuing students who wish to be considered for the Federal Work Study award). You can access the FAFSA online at www.fafsa.ed.gov. Our Title IV code is 001325 and must be included in your FAFSA application.

IMPORTANT: The 2019-20 FAFSA can be completed after March 1, and you will still be able to receive federal educational loan aid for this upcoming year. However, delaying completing your FAFSA will affect when you receive your award notice as well as your eligibility for Federal Work Study.

Financial aid awards for the 2019-20 academic year will be made available to continuing law students by early April 2019 as long as the 2019-20 FAFSA is completed and USF receives your FAFSA information by mid-March 2019. You will be sent an email notification at that time by the University Financial Aid Office indicating that you can review your financial aid award online via your myUSF online student portal.

The University Financial Aid Office will begin downloading 2019-20 FAFSA information for continuing USF students in mid-March. If you recently completed a 2019-20 FAFSA, we will not be able to verify receipt of your 2019-20 FAFSA until that time.

In addition to completing a new FAFSA, those students who wish to be considered for the Graduate PLUS loan program for the Fall 2019 & Spring 2020 academic year, must also complete a new PLUS loan application for each academic year. Graduate PLUS loan applications for the 2019-20 academic year are available online at www.studentloans.gov. Students can begin applying for a 2019-20PLUS Loan only AFTER you have completed a 2019-20 FAFSA and have been offered the Federal Direct Unsubsidized Loan for 2019-20 and have “accepted” the Unsubsidized Loan online via your myUSF student portal.

Spring 2019 Registration & Financial Aid

All law students must be in good academic standing AND registered for Spring 2019 classes before any Spring 2019 financial aid can be disbursed (unless there is a hold on your student record for an unpaid fall balance or any other administrative or academic matter). No aid for Spring 2019 will be disbursed unless you are registered for the minimum number of units required by the US. Department of Education for Financial Aid Disbursement, which is 6 units minimum for full time students and 3 units minimum for part time students.*

*Please note: that USF School of Law School requires that all full time JD students register for a minimum of 12 units per semester and all part time JD students register for a minimum of 8 units per semester.
If you did not register for Spring 2019 classes during the fall online registration period, your
financial aid will NOT disburse until AFTER you register for classes during the late
registration period which begins on Thursday, January 3, 2019. Funds typically disburse to
the University twice a week, on Mondays and Wednesdays. Once you are registered for the
appropriate number of units, funds will disburse on the next Monday or Wednesday, depending
on when you complete late registration.

**Spring 2019 Financial Aid Disbursement**
The earliest disbursement date for Spring 2019 financial aid is Wednesday, January 2,
2019. This is the earliest that spring aid can be disbursed due federal and University
financial aid policies.

To be eligible to receive financial aid, students must be in good academic standing and have
accepted the financial aid offered to them and completed all other requirements for
disbursement including being registered for spring classes. Please be aware that waitlisted
units do NOT count towards the minimum unit requirement for financial aid
disbursement.

Loan Refund processing will begin on Friday, January 4, 2019. Law students enrolled in direct
deposit refund processing will see aid refunds in their designated bank account 2-5 business
days AFTER the refund process begins. Please plan your finances accordingly as you may
not see your aid refund in your bank account until the first week of classes. The USF Student
Accounts Office endeavors to process loan refunds as quickly as possible but there may be
unexpected delays due to the large numbers of refunds being processed during a short period
of time.

**Bar Loan Information**
December 2018 or Spring 2019 graduating students can apply for private bar loans to help
with living expenses during the February 2019 or the July 2019 bar preparation period. These
loans are private lender loans subject to credit approval. Information is available at the Law
Financial Aid Office or online at:

**Upcoming Private Scholarship Loan Programs**

Brown, PC National Tax Law Scholarship, Application Deadline 12/3/18

The Dixon Firm Scholarship, Application Deadline 12/15/18
Award Amount $1,000, https://www.dixonfirm.com/the-dixon-firm-scholarship/

American Law School Scholarship, Application Deadline 12/15/18
Award Amount $1,000, https://www.jeffreysglassman.com/scholarship.html

Bragar Tax Law Group Legal Scholarship, Application Deadline 12/15/18
Award Amount $1,000, https://www.bragertaxlaw.com/scholarship.html

The BerlikLaw Future Virginia Lawyer Scholarship, Application Deadline 12/15/18
Award Amount $1,500, [https://www.berliklaw.com/scholarship.html](https://www.berliklaw.com/scholarship.html)

The Law Offices of Stephen Neyman, P.C. Criminal Defense Law School Student Scholarship, Application Deadline 12/15/18
Award Amount $2,500, [https://www.neymanlaw.com/scholarship](https://www.neymanlaw.com/scholarship)

Artificial Intelligence and Technology Scholarship, Application Deadline 12/31/18
Award Amount $5,000, [https://www.simplr.ai/scholarships](https://www.simplr.ai/scholarships)

The Expert Institute’s Annual Legal Writing Scholarship, Application Deadline 12/31/18
Award Amount $2,000, [https://www.theexpertinstitute.com/writing-contest/](https://www.theexpertinstitute.com/writing-contest/)

AAUW Community Action Grants, Application Deadline 12/31/18
Award Amount $2,000 up to $10,000, [https://www.aauw.org/what-we-do/educational-funding-and-awards/](https://www.aauw.org/what-we-do/educational-funding-and-awards/)