

Student Resource Guide



PHOENIX
SCHOOL OF LAW

Updated August 18, 2009

Welcome to the Phoenix School of Law. As a law student, you are going to need support and assistance along the way, and the PhoenixLaw faculty and staff is here to help. This is a guide for getting your questions or concerns to the right people.

GENERAL SCHOOL INFORMATION

**Phoenix School of Law
4041 N. Central Avenue, Suite 100
Phoenix, AZ 85012-3330**

Phone: 602-682-6800
Fax: 602-682-6999
Library: 602-682-6898

Web address: www.phoenixlaw.edu
Email: admissions@phoenixlaw.edu

School Receptionist: Gina Stanley
gstanley@phoenixlaw.edu
602-682-6800

Library Hours:

<i>Monday – Thursday</i>	<i>7:30 am – midnight</i>
<i>Friday</i>	<i>7:30 am – 10:00 pm</i>
<i>Saturday</i>	<i>9:00 am – 9:00 pm</i>
<i>Sunday</i>	<i>10:00 am – midnight</i>

Campus Hours: All other buildings close one hour prior to library closing

Dean of Phoenix School of Law – Eugene Clark

Dean’s Suite, Building C, 2nd Floor

**Office Hours: Tuesday 3:00 pm – 5:00 pm – appointment recommended
Thursday 4:00 pm – 5:00 pm – no appointment necessary**

To schedule an appointment with the Dean:

Bianca Lauderdale
Administrative Assistant, Dean’s Office
blauderdale@phoenixlaw.edu
602-682-6814
Fax: 602-682-6998

ACADEMIC AFFAIRS

Associate Dean for Academic Affairs – Ann Woodley
Academic Affairs Suite, Building C, 2nd Floor
Office Hours: Monday – Friday 8:30 am – 5:30 pm

To schedule an appointment:

Bianca Lauderdale
Administrative Assistant, Dean's Office
blauderdale@phoenixlaw.edu
602-682-6814
Fax: 602-682-6998

OFFICE OF STUDENT ADMINISTRATION

Assistant Dean of Student Administration – Alicia Togno
atogno@phoenixlaw.edu
3rd Floor/Tower
602-682-6851
Office Hours: Monday – Thursday 9:00 am – 6:00 pm or by appointment
Friday 8:30 am – 5:00 pm or by appointment

- Student Petitions
- Request for policy waivers
- Request for withdrawals
- Study Abroad
-

Registrar – Patience Kosowski
pkosowski@phoenixlaw.edu
3rd Floor/Tower
602-682-6830

- Student Grading Numbers (SGNs) for anonymous grading practices
- Changes in Name, Address or Status
- Registration of classes; Add/Drop classes
- Transcripts of classes and grades
- Degree Audits and graduation requirements
- Enrollment verification
- Student/Faculty Mentors – Assignment/Changes
- Student Identification Numbers
- FERPA questions and requests for file review

Academic Records Coordinator-Arlene Hougland
ahougland@phoenixlaw.edu
3rd Floor/Tower
602-682-6818
Office Hours: Monday – Thursday 9:00 am – 6:00 pm or by appointment
Friday 8:30 am – 5:00 pm or by appointment

OFFICE OF STUDENT OUTCOMES

Assistant Dean for Student Outcomes – Karol Schmidt

kschmidt@phoenixlaw.edu

Building C, 2nd Floor

Office: 602-682-6840

Cell: 480-286-4099

Office Hours: By appointment

Assistant Director of Academic Success – Jo-Ann Handy

jhandy@phoenixlaw.edu

Building C, 2nd Floor

Office: 602-682-6864

Office Hours: By appointment

- Individual Counseling
- Workshops
- 1L Co Hort
- ADA accommodations
- 2L support to 1Ls
- Time/stress management

To schedule an appointment:

Michelle Barnes

Administrative Assistant, Office of Student Academic Outcomes

mbarnes@phoenixlaw.edu

602-682-6871

Fax: 602-682-6991

Assistant Director of Bar Prep – Jill Hudson

jhudson@phoenixlaw.edu

Building C, 2nd Floor

Office: 602-682-6859

Office Hours: M 9:30 - 11, T 9 - 11; 4:30 - 5:30pm

W 9:30 - 11, Th: 2-3:30pm or by appointment

- Bar prep
- Character and Fitness Application
- Bar Exams
- MPRE

Coordinator of Student Services – Brian Foutz

bfoutz@phoenixlaw.edu

Building C, 2nd Floor

Office: 602-682-6820

Cell: 602-317-4769

Office Hours: 9:00 – 6:00

- Individual counseling
- Scheduling speakers
- Student organizations
- Orientation
- Graduation
- Request for leaves of absence
- Honor code policy and procedure inquiries

Assistant Director of the Center for Professional Development – Joe Perez

jperez@phoenixlaw.edu

3rd Floor/Tower

Office: 602-682-6841

Cell: 480-388-0309

Office Hours: M 1-3pm, W 3-6pm, Th 9:30-11am & 2-3pm or by appointment

A full service career counseling and resource center that supports and assists students in all stages of their career planning process by providing individual guidance, group programs and publications on topics including:

- Self-assessment
- Career planning
- Job search strategies
- Cover letter and resume preparation
- Interview skills
- Legal practice areas and alternatives

FACULTY

To schedule an appointment:

Faculty Suite, 2nd Floor, Building C
Vickie Williams
Administrative Assistant, Faculty
vwilliams@phoenixlaw.edu
602-682-6831

Tonya Templeton
Administrative Assistant, Faculty
ttempleton@phoenixlaw.edu
602-682-6812

Student Externship Program – Professor Michael A. Yarnell

myarnell@phoenixlaw.edu

Building C, 2nd Floor
602-682-6835

- Student externship questions
- Academic and hour pre-requisites
- Application procedures
- Available placements
- See the Externship TWEN site for general information

Moot Court – Professor Victoria Salzmann

vsalzmann@phoenixlaw.edu

Building C, 2nd Floor
602-682-6837

- Moot Court Program
- Moot Court eligibility
- Moot Court competitions

Phoenix Law Review – Professor Jennifer Spreng

jspreng@phoenixlaw.edu

Building C, 2nd Floor
602-682-6826

- Phoenix Law Review
- Law review eligibility

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FACULTY

<i>First Name</i>	<i>Last Name</i>	<i>Phoenix School of Law title</i>	<i>Office Phone</i>	<i>Email</i>
Tom	Alongi	Adjunct Professor of Law	602-682-6812 or 6831	talongi@phoenixlaw.edu
Mark	Armstrong	Adjunct Professor of Law	602-682-6812 or 6831	marmstrong@phoenixlaw.edu
Jeremy	Bogart	Adjunct Professor of Law	602-682-6812 or 6831	jbogart@phoenixlaw.edu
Barbara	Burke	Adjunct Professor of Law	602-682-6812 or 6831	bburke@phoenixlaw.edu
Colin	Campbell	Adjunct Professor of Law	602-682-6812 or 6831	ccampbell@phoenixlaw.edu
Dave	Cole	Assistant Professor of Law	602-682-6857	dcole@phoenixlaw.edu
McKay	Cunningham	Assistant Professor of Law	602-682-6876	mcunningham@phoenixlaw.edu
Daniel	Dye	Assistant Professor of Law	602-682-6808	ddye@phoenixlaw.edu
Mitch	Fleischmann	Assistant Professor of Professional Practice	602-682-6854	mfleischmann@phoenixlaw.edu
Brigham	Fordham	Assistant Professor of Law	602-682-6861	bfordham@phoenixlaw.edu
Stephen	Gerst	Associate Professor of Law	602-682-6809	sgerst@phoenixlaw.edu
Placido	Gomez	Professor of Law	602-682-6867	pgomez@phoenixlaw.edu
Steve	Gonzales	Associate Professor of Law	602-682-6810	sgonzales@phoenixlaw.edu
Mary Dolores	Guerra	Assistant Professor of Law	602-682-6838	mguerra@phoenixlaw.edu
Murray	Henner	Adjunct Professor of Law	602-682-6812 or 6831	mhenner@phoenixlaw.edu
Ann	Hobart	Adjunct Professor of Law	602-682-6812 or 6831	ahobart@phoenixlaw.edu
Mark	House	Adjunct Professor of Law	602-682-6812 or 6831	mhouse@phoenixlaw.edu
Jill	Hudson	Assistant Director of Bar Prep	602-682-6859	jhudson@phoenixlaw.edu

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Michael	Jones	Adjunct Professor of Law	602-682-6812 or 6831	mjones@phoenixlaw.edu
Maureen	Kane	Assistant Professor of Professional Practice	602-682-6852	mkane@phoenixlaw.edu
Diana	Lopez-Jones	Assistant Professor of Professional Practice	602-682-6836	dljones@phoenixlaw.edu
Bob	McWhirter	Adjunct Professor of Law	602-682-6812 or 6831	bmcwhirter@phoenixlaw.edu
Michael	McVey	Adjunct Professor of Law	602-682-6812 or 6831	mmcvey@phoenixlaw.edu
Nancy-Jo	Merritt	Adjunct Professor of Law	602-682-6812 or 6831	nmerritt@phoenixlaw.edu
Lori	Miller	Assistant Professor of Professional Practice	602-682-6868	lmiller@phoenixlaw.edu
Warren	Miller	Adjunct Professor of Law	602-682-6812 or 6831	wmiller@phoenixlaw.edu
Michael	O'Connor	Associate Professor of Law	602-682-6862	moconnor@phoenixlaw.edu
Angelo	Patane	Adjunct Professor of Law	602-682-6812 or 6831	apatane@phoenixlaw.edu
Claudine	Pease-Wingenter	Assistant Professor of Law	602-682-6860	cpwingenter@phoenixlaw.edu
MaryAnn	Pierce	Associate Professor of Law	602-682-6823	mpierce@phoenixlaw.edu
Celia	Rumann	Associate Professor of Law	602-682-6866	crumann@phoenixlaw.edu
Victoria	Salzmann	Associate Professor of Law	602-682-6837	vsalzmann@phoenixlaw.edu
Lynda	Shely	Adjunct Professor of Law	602-682-6812 or 6831	lshely@phoenixlaw.edu
Glenys	Spence	Assistant Professor of Professional Practice	602-682-6875	gspence@phoenixlaw.edu
Jennifer	Spreng	Assistant Professor of Law	602-682-6826	jspreng@phoenixlaw.edu
Keith	Swisher	Assistant Professor of Law	602-682-6874	kswisher@phoenixlaw.edu

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Scott	Taylor	Assistant Professor of Law	602-682-6873	staylor@phoenixlaw.edu
Jalae	Ulicki	Assistant Professor of Law	602-682-6863	julicki@phoenixlaw.edu
Penny	Willrich	Associate Professor of Law	602-682-6833	pwillrich@phoenixlaw.edu
Mike	Yarnell	Associate Professor of Law-Director of Externships	602-682-6835	myarnell@phoenixlaw.edu

FINANCE & FACILITIES

Director of Finance – Jim Lemire (also contact for facilities)

jlemire@phoenixlaw.edu

Building D

602-682-6815

Office Hours: Monday and Wednesday 9:00 am – 6:00 pm

Tuesday, Thursday, Friday 6:00 am – 3:00 pm

Assistant Director of Financial Aid Services – Jason Natwick

jnatwick@phoenixlaw.edu

3rd Floor/Tower

602-682-6842

Office Hours: Monday - Friday 8:30 am – 5:30 pm

Financial Aid and Student Accounts Counselor – Paula Lorona

plorona@phoenixlaw.edu

3rd Floor/Tower

602-682-6805

Office Hours: Monday - Friday 8:30 am – 5:30 pm

- Financial aid
- Financial accounts
- Current student scholarship questions
- Loan deferment assistance
- Disbursements issues

LIBRARY AND TECHNOLOGY

Assistant Director of the Information Resources Center – Christy Ryan

cryan@phoenixlaw.edu

IRC Suite, 1st Floor/Tower

602-682-6856

Office Hours: By appointment

- Information Resources Center questions
- Westlaw and LexisNexis assistance
- CALI assistance
- HeinOnline assistance
- Reference questions
- Research assistance
- Suggestions for book or database purchases

To schedule an appointment:

Kathryn McDowell

Administrative Assistant, IRC

kmcdowell@phoenixlaw.edu

602-682-6803

Public Services Librarian – Ted McClure

tmcclure@phoenixlaw.edu

602-682-6817

Public Services Librarian – Kovienna Nelson

knelson@phoenixlaw.edu

602-682-6843

Reference/Instruction Librarian-Patrick Lopez

plopez@phoenixlaw.edu

602-682-6816

Law Library Assistant – Monique Dunlap

mdunlap@phoenixlaw.edu

602-682-6807

Technical Services Librarian – Tara Summus

tsummus@phoenixlaw.edu

602-682-6828

Law Library Assistant – Sarah Prosoy

sprosoy@phoenixlaw.edu

602-682-6824

Law Library Assistant – Aubrey Scarborough

ascarborough@phoenixlaw.edu

602-682-6847

Law Library Assistant – Becky Gremes

bgremes@phoenixlaw.edu

602-682-6848

INFORMATION TECHNOLOGY

Interim Assistant Director, IT – Dave Bachechi

dbachechi@phoenixlaw.edu

IT Suite, 3rd Floor/Tower

602-682-6802

Systems Administrator – Eric Palmer

epalmer@phoenixlaw.edu

IT Suite, 3rd Floor/Tower

602-682-6844

IT Support Specialist – Vince Alvarez

valvarez@phoenixlaw.edu

IT Suite, 3rd Floor/Tower

602-682-6801

Systems Programmer & Web Developer – Denis MacPherson

dmacpherson@phoenixlaw.edu

IT Suite, 3rd Floor/Tower

602-682-6845

- General computer support
- Wireless networks support
- Classroom technology support
- A/V or other technology requests

Help Desk Manager-Steve Barnett

sbarnett@phoenixlaw.edu

IT Suite, 3rd Floor/Tower

602-682-6846

IT Office Hours: Monday – Thursday 8:00 am – 9:00 pm

Friday 8:00 am – 7:00 pm

STUDENT ORGANIZATIONS

Student Bar Association (SBA)

This organization acts as a representative body for the students of Phoenix School of Law and coordinates student activities and organizations. It manages the budget and apportions funds for student activities and organizations as well as acts as an advocate for concerns of the entire Phoenix School of Law.

President: Brittany Robinson

Vice President Day: Daisy Cohn

Vice President Evening: Kim Tirrell-Levinson

Treasurer: Kristina Cervone

Secretary: Jim Plitz

Attorney General: Ashton Dennis

Public Relations: Christina Hamilton

SBA Delegates: Tiffany Alati, Tom Campbell, Amanda Carroll, Joshua De La Ossa, Catherine Eckland, Sean Greengard, Vanessa Guerro, Zach Hagenbuch, Colleen Kearney Clase, James Larson, Matt Lizewski, Max Mahoney, Andrew Mazoff, Mindy McGuire, Chris Mills, Jamie Myers, Joshua Nuñez, Brian Partridge, Ann Marie Ptasinski, Victoria Quach, Sheri Sandoval, Jeff Silence, Ruth Szanto

Alternative Dispute Resolution

Dedicated to the promotion and use of alternative means to litigation to manage and resolve disputes.

Faculty Advisors: Dean Ann Woodley and Professor Steven Gonzales

Asian Pacific American Law Students Association

The purpose of APALSA is to foster the academic, social, and professional growth of its members by sponsoring legal scholarship activities, social events, and community service among Asian Pacific Americans.

Black Law Students Association

BLSA encourages participation, leadership and community service among African Americans.

Contact: Nicholis Faussette, Richard Okorie, Tiffany Staten

Environmental Law Society

The purpose of the ELS is to develop recycling for the school and community, as well as promote potential employment opportunities in Environmental Law.

Contact: Jason Ceola, Emily Gray

Federalist Society

The purpose of the Phoenix School of Law Federalist Society is to foster thought and debate about the application of conservative and libertarian principles to law.

Contact: Kasey Higgins, Amber Williams, Michael Clancy, Amy Alexander, Kellen Williams

Faculty Advisor: Professor Jennifer Spreng

Hispanic Law Students Association

The Hispanic Law Students Association provides Hispanic law students at PhoenixLaw with access to a national network of support resources available through the Hispanic National Bar Association; to ensure the recruitment, academic achievement, and retention of Hispanic law students and to enhance employment opportunities.

Contact: Crystal Rios, Yvetter Carreño, Samantha Cruz, Jessica Martinez, Joy Riddle
Faculty Advisor: Professor Steven Gonzales

Intellectual Property Law Society

The IP Law Society provides interested students with opportunities in the field of intellectual property law (Patents, Trademarks, Copyrights, Trade Secrets, etc.) – through instruction, networking, speakers, and hands-on experience.

International Law Society

The International Law Society student organization provides students with expert speakers on a variety of topics related to international law.

Faculty Advisor: Professor Steven Gonzales

PhoenixLaw Intellectual Property Law Society

The IP Law Society provides interested students with opportunities in the field of intellectual property law (Patents, Trademarks, Copyrights, Trade Secrets, etc.) - through instruction, networking, speakers, and hands-on experience.

Contact: Paul Pappalardo

J. Reuben Clark Law Society

The mission of the J. Reuben Clark Law Society is to affirm the strength brought to the study of law by a law student's personal religious conviction, and to strive through public service and diligence in legal studies to promote fairness and virtue founded upon the rule of law.

Contact: Brian Partridge

Justice for All

Phoenix Law's Gay, Lesbian, Bisexual, Transgendered student organization provides a safe, supportive, social network for students of diverse sexual orientations.

Contact: Ann Marie Ptasinski

Juvenile Law Society

JLS is a group of students committed to promoting awareness about issues in Juvenile law, both dependency and delinquency, and promoting student involvement.

Contact: Jamie Myers, Heather Chase, Lindsey O'Connor, Brittany Robinson, Preeti Temple

Faculty Advisor: Professor Penny Willrich

Legal Aid Work for the Protection of Animal Welfare Society

LAWPAWS is dedicated to providing a forum for education, advocacy, and scholarship aimed at protecting the lives and advancing the interests of animals through the legal system.

Contact: Nikki Cane, Dave Arnone, Deb Harris, Cherise Nelson

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Staff Sponsor: Karol Schmidt

Parents Attending Law School

PALS aims to share information, advocate for resources and provide personal support to law students with children.

Contact: Josh De La Ossa, Kellen Wilkinson

Barry Goldwater Sr. Chapter, Phi Alpha Delta

PAD aims to form a strong bond, uniting students and Professors of law with members of the Bench and Bar, in a fraternal fellowship designed to advance the ideals of liberty and equal justice under the law; to stimulate excellence in scholarship, inspire the virtues of compassion and courage, while fostering integrity and professional competence, and promoting the welfare of its members by encouraging their moral, intellectual, and cultural advancements, so that each member may enjoy a lifetime of honorable professional and public service.

Contacts: Brent Kleinman, Crista Hall, Jason Ceola, Kim Tirrell-Levinson, Amanda Carroll

PhoenixLaw Women's Association

Promoting and encouraging the success of future women lawyers by providing members with information and support to foster connections among female students and the legal community.

Contact: Jamie Vining, Colleen Kearney Clase

Public Interest Law Project

The Public Interest Law Project (PILP) is committed to assisting underserved communities through community service and legal intervention.

Contact: Kimberly Bernhart, Leslie Ross, Misty Weniger

Faculty Advisor: Professor MaryAnn Pierce

Sports and Entertainment Law Society

Educating, informing and connecting students with the Sports and Entertainment industry by increasing networking opportunities, hosting speakers, and building relationships with affiliated organizations.

Contact: Richard Okorie, Judd Nemiro, Greg Uren

Faculty Advisor: Professor Daniel Dye

ADMISSIONS

Dean of Admissions – BarbaraKaye Miller

bmiller@phoenixlaw.edu

Office of Admissions, 1st Floor/Tower

602-682-6819

Office Hours: Monday – Friday 8:00 am – 6:00 pm

- New Student Scholarship questions

To schedule an appointment:

Anita Gutierrez

Administrative Assistant for Admissions

agutierrez@phoenixlaw.edu

602-682-6800

Assistant Director, Admissions – Candy Kallen

ckallen@phoenixlaw.edu

Office of Admissions, 1st Floor/Tower

602-682-6813

- General Admission questions

Data Manager/Graphic Artist – Bernita Stark

bstark@phoenixlaw.edu

Office of Admissions, 1st Floor/Tower

602-682-6827

- File completion questions

Student Recruiter-Jasmine Crowe

jcrowe@phoenixlaw.edu

Office of Admissions, 1st Floor/Tower

602-682-6850

- General Admission questions
- Admission Events and Information Sessions

HUMAN RESOURCES

HR Manager – Stephanie Lee

slee@phoenixlaw.edu

Building C

602-682-6821

**Office Hours: Monday-Wednesday 8:00 am – 5:00 pm, Thursday 7:30 am – 4:30 pm
Friday 8:00 am – 5:00 pm**