



Colorado Law  
UNIVERSITY OF COLORADO BOULDER

# LAW SCHOOL GUIDE

## Academic Resources

### Law Student Affairs Office

[law.studentaffairs@colorado.edu](mailto:law.studentaffairs@colorado.edu)

Questions about student organizations, student emergencies, commencement, bar applications, withdrawing, working during law school, taking a leave of absence, transferring, the student experience, and any general questions you may have.

**Student Groups:** [colorado.edu/law/student-organizations](https://colorado.edu/law/student-organizations)

**Step-by-step event planning:**

[colorado.edu/law/planning-student-events](https://colorado.edu/law/planning-student-events)

### Law Registrar's Office

[lawreg@colorado.edu](mailto:lawreg@colorado.edu)

Questions about registration, classes, curriculum, graduation and/or curriculum credit caps, being on track to graduate, exams, and form requests such as letters of good standing, proof of full-time enrollment, and Student Practice Act. To obtain a copy of your unofficial transcript, visit your BuffPortal.

Request a copy of your official transcript here:

[colorado.edu/registrar/students/transcripts](https://colorado.edu/registrar/students/transcripts)

### Externships

Academic credit for working with a judge, at a nonprofit, or governmental agency.

[lawexternships@colorado.edu](mailto:lawexternships@colorado.edu)

### Clinics

[jennifer.jobe@colorado.edu](mailto:jennifer.jobe@colorado.edu) or 303-492-8126

[colorado.edu/law/academics/clinical-education-program](https://colorado.edu/law/academics/clinical-education-program)

### Career Development Office (CDO)

Advising, help with cover letters, resumes, job searches, clerkships, interviews, and access to CDOOnline.

[lscareer@colorado.edu](mailto:lscareer@colorado.edu)

[colorado.edu/law/careers](https://colorado.edu/law/careers)

### Public Service Pledge

Complete 50 hours of law-related public service during your time at Colorado Law and receive a notation on your transcript and recognition at the Student Awards Ceremony.

[probono@colorado.edu](mailto:probono@colorado.edu)

### LLM Program

Please contact **Jimmy IIseng**, Director of International Programs: [jimmy.iiseng@colorado.edu](mailto:jimmy.iiseng@colorado.edu)

For LLM career advising, contact **Alexia McCaskill**:

[alexia.mccaskill@colorado.edu](mailto:alexia.mccaskill@colorado.edu)

### Academic & Bar Exam Support

Your professor is the first person you should contact if you need help with a specific class. For Academic and Bar Exam Support, please contact:

**Jennifer Sullivan:** [jennifer.sullivan@colorado.edu](mailto:jennifer.sullivan@colorado.edu) or

**Denise DeForest:** [denise.deforest@colorado.edu](mailto:denise.deforest@colorado.edu)

### International Student & Scholar Services

Support for international students.

[lss@colorado.edu](mailto:lss@colorado.edu) or 303-492-8057

[colorado.edu/lss/](https://colorado.edu/lss/)



# Wolf Law Building

For building concerns, building hours of operation, access after-hours, facility issues, locker help, student payment/employment, and booking event spaces for external events, contact **Jamie Henderson** at [henderson.jamie@colorado.edu](mailto:henderson.jamie@colorado.edu).

## Lost & Found

Located in the Dean's Suite and Law Library.

## Mailboxes

Located on the third floor on the west side of the building (above Schaden Commons). Each student organization has a mailbox. Student organizations should check their mailboxes regularly.

## Refrigerators and Microwaves

Refrigerators and microwaves are available in Schaden Commons on the second floor. Refrigerators are near the vending machines by Lawless Craig's Café. Microwaves are located on the southwest side of the Commons near the foosball table.

## Gender-Neutral Restrooms

There are three gender-neutral restrooms in the law school building:

- First floor on the left as you enter the east stairwell
- Third floor to the right of the restrooms, near the elevator
- In the garden level across from the journal suites

## Lactation Room

Located on the first floor within the women's restroom. You will find it on the left, just past the sinks.

## Shower

There are multiple showers throughout the building that remain locked.

To get a key to access the showers, contact **Jamie Henderson**: [henderson.jamie@colorado.edu](mailto:henderson.jamie@colorado.edu).

## Lockers

To purchase a locker, email [SBA-treasurer@colorado.edu](mailto:SBA-treasurer@colorado.edu).

## Parking & Transportation Services

Parking permits, long and short-term parking passes, campus parking map, Buff bus routes and schedules.

[colorado.edu/pts](https://colorado.edu/pts)

303-735-PARK (7275)

# Supporting Offices

## Events

For questions about law school-hosted events, contact [lawevents@colorado.edu](mailto:lawevents@colorado.edu)

For questions about hosting an event, contact the Student Affairs Team: [law.studentaffairs@colorado.edu](mailto:law.studentaffairs@colorado.edu)

## Law School IT Department & Office of Information Technology

General IT support (laptop, printing, email, VPN, WiFi): [oihelp@colorado.edu](mailto:oihelp@colorado.edu)

Law school-specific technologies (MyLaw and Exam4): [lawIT@colorado.edu](mailto:lawIT@colorado.edu)

## Law Library

Search catalogs, rent books, and check out course materials put on hold by faculty. Law library staff can help with interlibrary loans from other libraries. Located near the main staircase on the second floor of Wolf Law Building.

[lawref@colorado.edu](mailto:lawref@colorado.edu) or [lawlibrary.colorado.edu](http://lawlibrary.colorado.edu)

303-492-7534

## Law School Financial Aid Office

Questions about financial aid, scholarships, and loans.

[lawfinancialaid@colorado.edu](mailto:lawfinancialaid@colorado.edu) or 303-492-0647

## Main Campus Bursar's Office

Tuition classification (in-state/out-of-state) and questions about the cost of attendance and your bill.

[bursar@colorado.edu](mailto:bursar@colorado.edu)

[colorado.edu/registrar/students/state-residency](http://colorado.edu/registrar/students/state-residency)

## Student Counseling Center (CAPS)

Individual counseling, group counseling, workshops, and referrals.

[colorado.edu/counseling](http://colorado.edu/counseling)

303-492-2277

## Student Health Center (Wardenburg)

Primary care, immunizations, allergy shots, lab, chiropractic care, nutrition, specialty care, radiology, and referrals.

[colorado.edu/healthcenter/services](http://colorado.edu/healthcenter/services)

Business hours: 303-492-5432

After hours: 303-492-5101



## Office of Victim Assistance (OVA)

Confidential advocacy, counseling, and support.

[assist@colorado.edu](mailto:assist@colorado.edu) or 303-492-8855

[colorado.edu/ova](http://colorado.edu/ova)

## Office of Institutional Equity & Compliance (OIEC)

Issues of discrimination, harassment, sexual misconduct, intimate partner violence, and stalking.

General questions: [oiiec@colorado.edu](mailto:oiiec@colorado.edu)

File a report: [cureport@colorado.edu](mailto:cureport@colorado.edu)

303-492-2127

[colorado.edu/oiiec](http://colorado.edu/oiiec)

Many staff members are mandatory reporters. Learn more: [colorado.edu/oiiec/reporting-resolutions/who-required-report](http://colorado.edu/oiiec/reporting-resolutions/who-required-report)

## Center for Inclusion & Social Change

Provides community-building and educational programs grounded in the core concepts of intersectional identity development, diversity, equity, and social justice.

[cisc@colorado.edu](mailto:cisc@colorado.edu)

[colorado.edu/cisc](http://colorado.edu/cisc)

## Solidarity Suite

The Solidarity Suite, located in 120D (Garden Level), is Colorado Law's first student multicultural center dedicated to supporting, empowering & celebrating law students of color and those of historically marginalized and excluded groups. Along with Colorado Law administration, the student-led Council for Racial Justice and Equity created this space to foster a more inclusive, aware and socially just legal community.

## Diversity, Equity, & Inclusion at Colorado Law

**Violeta Chapin**, Associate Dean for Community and Culture at Colorado Law - [violeta.chapin@colorado.edu](mailto:violeta.chapin@colorado.edu)

**Fernando Guzman**, Assistant Dean for Diversity, Equity, and Inclusive Excellence - [fernando.guzman@colorado.edu](mailto:fernando.guzman@colorado.edu)

**Yesenia Delgado**, Director of Events and Inclusive Programming - [yesenia.delgado@colorado.edu](mailto:yesenia.delgado@colorado.edu)

## Faculty & Staff Directory

[lawweb.colorado.edu/profiles/departmentPersonnel.jsp](http://lawweb.colorado.edu/profiles/departmentPersonnel.jsp)

## Departmental Directory

[lawweb.colorado.edu/profiles/departments.jsp](http://lawweb.colorado.edu/profiles/departments.jsp)

