# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Letters</td>
<td>4</td>
</tr>
<tr>
<td>Pre-Orientation Assignments for LARW Classes</td>
<td>8</td>
</tr>
<tr>
<td>Academic Support</td>
<td>11</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>13</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>14</td>
</tr>
<tr>
<td>First-Year Course Schedule</td>
<td>15</td>
</tr>
<tr>
<td>Registrar / Student Services</td>
<td>16</td>
</tr>
<tr>
<td>Dee J. Kelly Law Library</td>
<td>17</td>
</tr>
<tr>
<td>Bookstore Information</td>
<td>19</td>
</tr>
<tr>
<td>Refund</td>
<td>20</td>
</tr>
<tr>
<td>Finance and Administration</td>
<td>21</td>
</tr>
<tr>
<td>Office of Financial Aid</td>
<td>25</td>
</tr>
<tr>
<td>Office of Admissions</td>
<td>26</td>
</tr>
<tr>
<td>Office of Career Services</td>
<td>27</td>
</tr>
<tr>
<td>Parking Regulations and ID Information</td>
<td>29</td>
</tr>
<tr>
<td>Transportation</td>
<td>30</td>
</tr>
<tr>
<td>Insurance/ Student Assistance Program</td>
<td>31</td>
</tr>
<tr>
<td>Declaration of Intent to Study Law</td>
<td>32</td>
</tr>
<tr>
<td>Texas Board of Law Examiners</td>
<td>33</td>
</tr>
<tr>
<td>Orientation Schedule(tentative)</td>
<td>35</td>
</tr>
</tbody>
</table>
Howdy! I’m delighted to help welcome you to the Texas A&M School of Law. The past three years as dean have been an exciting time for me and the law school’s success since joining A&M is something about which the entire Aggie community is extremely proud. Having met many of you during the application process last year, I am thrilled you decided to join the School of Law.

As you may have heard, A&M President Michael Young asked me to come to College Station to be founding dean of our new School of Innovation and to serve as Vice President for Entrepreneurship and Economic Development. Although I am sorry to leave Fort Worth, I am glad that I will be able to maintain a connection with the School of Law as a faculty member. As lawyers are often involved with innovation, I hope I will get a chance to work with many of you in my new role as well.

Gig em!

Andy Morriss
Dean, School of Innovation
Vice President for Entrepreneurship and Economic Development
Texas A&M University
LETTER FROM THE OFFICE OF STUDENT AFFAIRS

Howdy!! Welcome to law school! We are delighted that you have decided to attend law school at Texas A&M University. It has taken dedication and perseverance for you to be where you are today, and we are committed to helping you achieve your educational and professional goals.

As Assistant Dean for Student Affairs and the Director of the Equal Justice Program, I serve as a liaison between students and law school administration. In addition, my office provides assistance with classroom and/or exam accommodations, disability services, personal or family emergencies, campus policies, Title IX matters, and other affairs which may require special assistance for students.

Jennifer Merrywell, the Administrative Coordinator, is responsible for providing administrative support to the Office of Student Affairs. She disseminates student-related information to students, faculty, and staff, and coordinates the commencement ceremonies twice a year. Jennifer also hosts student organizations’ elections.

Shawna Smith is the Program Coordinator. Her responsibilities include assisting with the pro bono requirements, supporting student organizations, and working on special projects.

Cary Meiners, the Wellness Coordinator, is responsible for providing counseling, referrals, and offering other assistance to students experiencing difficulties. She coordinates mental health programming and the delivery of approved accommodations, including examinations and in-class accommodations.

We are here to help you have the best educational experience possible. We look forward to serving and assisting you on your journey to becoming a lawyer. Please feel free to contact our office if you have questions or concerns.

Office Hours:
9 a.m. to 6:30 p.m. Monday –Thursday
after 6:30 p.m. by appointment
9 a.m. to 5 p.m. Friday

Rosalind Jeffers, Esq.
Assistant Dean for Student Affairs
rjeffers@law.tamu.edu

Jennifer Merrywell
Administrative Coordinator
jennifermerrywell@law.tamu.edu

Shawna Smith, M.S.
Program Coordinator
s.l.smith@law.tamu.edu

Cary Meiners
Wellness Coordinator
cmeiners@law.tamu.edu
LETTER FROM THE OFFICE OF ACADEMIC AFFAIRS

I want to welcome you to Texas A&M School of Law! We are very pleased that you have decided to pursue your legal studies here, and we look forward to helping you achieve your goals over the course of your law school career.

As Associate Dean for Academic Affairs, my responsibilities include overseeing the law school’s curriculum, registration, class schedules, examination and grading policies, and requirements for graduation. As a result, we will have quite a bit of interaction during the course of your studies. I look forward to getting to know all of you.

The Student Handbook, which is updated by August 1 of each year, is available on the law school’s website. It is very important that you read the Student Handbook after August 1 and before you attend orientation, paying particular attention to the Academic Standards, Honor System Rules, and Student Conduct Rules. During orientation, you will be required to sign a statement that you have received and read these rules.

If you will not be matriculating at the law school this August, please let us know immediately by calling the Office of Admissions at 817-212-4040. In addition, attendance at orientation is mandatory. If you absolutely cannot attend, please contact the Office of Admissions.

I look forward to welcoming you personally to the law school during orientation. I am confident that you will have an enriching experience at Texas A&M School of Law. If there is anything I can do to help with your transition, please contact me at calkon@law.tamu.edu.

Mandatory 1L Meeting Schedule
Fall 2017

Thursday, August 24 (noon): Global Programs
Thursday, September 7 (noon): Experiential Programs
Thursday, September 14 (noon): Workplace Law
Tuesday, September 19 (4PM): Natural Resources Programs
Thursday, October 5 (noon): Criminal Practice
Thursday, October 26 (noon): Intellectual Property
Thursday, November 9th (noon): Business Practice

Cynthia Alkon
Associate Dean for Academic Affairs
calkon@law.tamu.edu

Amy Cain
Assistant to the Associate Dean for Academic Affairs
arguthrie@law.tamu.edu
LETTER FROM FORMER STUDENTS, ALUMNI & EXTERNAL RELATIONS

Howdy Class of 2020!

Welcome to Aggieland North and more importantly welcome to the AggieNetwork! You are now and forever a Fightin’ Texas Aggie Class of 2020. WHOOP!

My name is Kristi Kaiser Trail and I am the Director of Former Students, Alumni and External Relations for Texas A&M’s School of Law but also the proudest member of the Fightin’ Texas Aggie Class of 2000. I am here throughout your time at the School of Law to assist you as a current student and help you become a fantastic Former Student.

Throughout your time in law school, I will partner with various areas on and off campus to plan different events, here are just a few highlighted. Every fall, we take a bus trip to Aggieland for a Fightin’ Texas Aggie Football Game and attend the Texas Aggie Bar Association’s Annual Tailgate Party. This year that game will be September 30 vs. South Carolina. Mark your calendars! We will work with the 12th Man Foundation to get a group of tickets so we can all stand together at Kyle Field. My office also provides you a membership to the Texas Aggie Bar Association throughout your time in law school so we have a 100% membership. I encourage you to attend their events, CLE’s, Howdy Hours, Tailgate Parties and the Annual Conference held the first weekend in March every year in College Station. This year, March 2-3, 2018.

After you have completed 45 hours, you will be eligible to order your Fightin’ Texas Aggie Ring. My office coordinates ring sizing, ordering information, and we have our own Ring Days on campus help twice in the fall and once in the Spring. When it is that time of year, please come see me and order your Aggie Ring.

During the bar exam, I partner with our Academic Support team and Office of Career Services to provide lunches during day 2 and 3 and end with a celebratory happy hour. Then once you pass the bar, we will coordinate with you on the Swearing In ceremony and events surrounding the ceremony. Also, once you have been practicing for five years, you are eligible to be sworn in to the United States Supreme Court Bar, where we coordinate a trip each Spring to attend that ceremony in our Nation’s Capital.

Your time in Aggieland North is short, so I encourage you to get involved and give back to the school and the community. That is what being a part of the 12th Man is all about. Our willingness to selflessly serve when called upon. Attend the community service day on Friday of Orientation, The Big Event each Spring, Aggie Muster in April and of course, your Pro Bono work. We hold ourselves to a higher standard by living by our core values of Excellence, Integrity, Leadership, Loyalty, Respect and Selfless Service. And our Former Students take those values with them for the rest of their lives.

I look forward to meeting y’all and getting to know you while on campus and serving you as a Former Student in the future. While on campus, if you have ideas of events or opportunities you would like to see us provide, please stop by my office or email me and I am happy to listen and discuss. As you can tell, I am very proud to be a Fightin’ Texas Aggie and love being a part of the School of Law. Welcome and Good Luck!

Gig ‘em,
Kristi Kaiser Trail ’00
Director of Former Students, Alumni and External Relations
817.212.3837
kktrail@law.tamu.edu
Howdy!

First and foremost, welcome to Texas A&M University School of Law! My name is Patton Ritter and it is my honor to serve as your Student Bar Association President for the 2017-2018 school year. The Student Bar Association (SBA) is comprised of every single student at the law school, so you are already a member of an awesome organization that is dedicated to helping students thrive and enjoy their time at law school.

Law school is different, as I’m sure you’ve already begun to figure out. Pressure will be immense, and expectations will be high. One of SBA’s roles is to help you remember that even though we are a professional school, and much is expected of you academically, meeting colleagues and forging friendships that will last a lifetime is an integral part of the law school experience. The people that you spend the next three to four years with, including time spent during bar prep, will be people that you will always be able to rely upon and turn to for advice throughout your career. The SBA is here to provide you with opportunities to relax and enjoy yourselves with everything from kickball tournaments to the Big Event and Barrister’s Ball. We also are committed to maintaining and embracing the Aggie traditions that set our school apart from every other one in the country.

SBA also serves as the liaison between the students and the administration. We help student organizations operate within the rules and procedures of Texas A&M, as well as help fund their events and programs. Also, various members of the SBA represent Texas A&M Law at conferences across the country, including the American Bar Association’s Annual Conference.

Soon after you start school, each of you will have the opportunity to run for one of 5 1L SBA Representative spots. I would strongly encourage you to get the signatures required and run for one of these spots. It truly was my best decision in law school and I look forward to hearing your suggestions on how to make our school better not just for us, but for the Aggies who will follow. Even if you don’t run for one of the positions, I urge you to attend the meetings and let your thoughts be known. This year, we will be instituting an Open Forum session during the meetings to allow all students a chance to speak at the meetings, not just the elected representatives.

Please feel free to contact me or your Vice-President, Steven Traeger, at any time with anything you need. We were elected by students before you to serve you, and we look forward to helping you make lifelong memories in your 1L year. One last piece of advice from a country music loving 3L who watched two years of law school go by much faster than anticipated - no matter what happens over the next 3 years, never forget the words of Trace Adkins:

“These are some good times, so take a good look around, you may not know it now, but you’re gonna miss this.”

Sincerely,

Patton Ritter ’18  
(832) 425-2355  
generalpdr@tamu.edu
Please complete the pre-test on Core Grammar for Lawyers and the online writing/analysis assessment by Tuesday, August 1, 2017. The law school has purchased a subscription for you. You have received an email from Michelle Gunter that provided your unique access code. If you have not received your code, please contact Michelle Gunter at mdgunter1@law.tamu.edu. Your LARW section will meet on Monday and Thursday during orientation. Monday’s class is titled “Introduction to U.S. Legal System.”

Use your code to register at http://www.coregrammarforlawyers.com/

A video describing your assignments is available at https://youtu.be/8qVqeYfR3C8

Before orientation, carefully read Chapters 1, 2, and 3 in David S. Romantz & Kathleen Elliott Vinson, Legal Analysis: The Fundamental Skill (2d ed. Carolina Academic Press 2009). Legal Analysis is available from the bookstore. Have written answers prepared for the exercises at the end of each of the first three chapters of Legal Analysis. Be prepared for your professor to call on you during your orientation classes to discuss your answers. You may receive additional assignments during orientation from your LARW professor.


TORTS § 1, LAW-7042-603
Fall 2017
Professor James McGrath

1. Introduction, Theories of Liability, Intent
Text (TORTS, custom book available in bookstore)
Read pages 1-14
K.M. v. Publix Supermarket, Inc. (handout attached)
GROSS, J.

Under the facts of this unfortunate case, we hold that an employer does not have a duty to warn one employee about a second employee's criminal background, where the warning pertains to the employees' personal relationship outside of work.

When K.M. was seven years old, her mother was employed at a Publix supermarket in Broward County. She worked in the business office with store manager David Moses. Moses scheduled the mother to work in the early mornings and late afternoons. This schedule required the mother to make child care arrangements for K.M. The mother arranged for another Publix employee, Robert Woodlard, to babysit. Woodlard and the mother had become friends through their Publix jobs and Woodlard agreed to care for K.M. at his home. This arrangement enabled the mother to work the required hours.

Moses was aware that Woodlard was taking care of K.M. Because he had been contacted by the Department of Corrections, Moses also knew that Woodlard was on parole from a previous conviction for attempted sexual battery on a minor under 12. According to the amended complaint, based on that information, Moses knew or should have known that Woodlard was unfit to provide child care, but failed to warn the mother of that danger. Unaware of Woodlard's criminal background, the mother entrusted K.M. to him over a three-month period. During that time, Woodlard sexually abused K.M. on at least two occasions.

The trial court granted Publix’s motion to dismiss with prejudice, holding that Publix owed K.M. no duty, common law or otherwise.

K.M. contends that this case falls under section 302B of the Restatement (Second) of Torts (1964), which provides, in pertinent part, that an "omission may be negligent if the actor realizes or should realize that it involves an unreasonable risk of harm to another through the conduct of ... a third person which is intended to cause harm, even though such conduct is criminal."

However, the section 302B negligence standard applies only if the actor is under a duty to avoid the unreasonable risk. "The duties of one who omits to act are ... in general confined to situations where there is a special relation between the actor and the other which gives rise to the duty." Restatement (Second) of Torts § 302. The general rule is that a party has no legal duty to "prevent the misconduct of third persons." As the court noted in Boynton v. Burglass, 590 So.2d 446, 448 (Fla. 3d DCA 1991), "Florida courts have long been loathe to impose liability based on a defendant's failure to control the conduct of a third party."

Florida recognizes the special relationship exception to the general rule of non-liability for third-party misconduct. The existence of a special relationship gives rise to a duty to control the conduct of third persons so as to prevent them from harming others. Florida has adopted the "special relationship" test set forth in the Restatement (Second) of Torts, Section 315, which states:

§ 315 General Principle

There is no duty so to control the conduct of a third person as to prevent him from causing physical harm to another unless

(a) a special relation exists between the actor and the third person which imposes a duty upon the actor to control the third person's conduct, or
(b) a special relation exists between the actor and the other which gives to the other a right to protection.

***
Section 317 involves the duty of a master to control the conduct of a servant. As formulated by the Restatement, that duty is limited to acts committed by employees (1) with the employer's chattels or (2) upon the premises of the employer or premises "upon which the servant is privileged to enter only as" the employer's servant. This section does not affect K.M.'s case because the criminal attacks occurred off Publix's premises and did not involve its property. Although there was an employment relationship between Publix and the mother, that relationship did not place a duty upon Publix with regard to its employees' extracurricular relationship. The mother's personal situation—that she needed child care in order to work—did not create a duty where one would not otherwise exist.

Finally, section 319 of the Restatement imposes a duty of care upon one “who takes charge of a third person whom he knows or should know to be likely to cause bodily harm to others if not controlled.” Here, Publix did not "take charge" of Woodlard to the extent necessary to fall within this section.

The special relationship test is a limitation on the scope of one's liability for the intentional acts of third parties. The Restatement and Florida law set parameters on employers' liability for the acts of their employees. As the second district has explained, once liability began to be imposed on employers for acts of their employees outside the scope of employment, the courts were faced with the necessity of finding some rational basis for limiting the boundaries of that liability; otherwise, an employer would be an absolute guarantor and strictly liable for any acts committed by his employee against any person under any circumstances. Such unrestricted liability would be an intolerable and unfair burden on employers.

To expand employers' liability in this area would have "broad ramifications," requiring employers to monitor their employee relationships apart from work, in areas such as commuting and socializing.

Without any special relationship, this case falls under the general rule of "section 314 of the Restatement (Second) of Torts (1964), which provides that the fact that a person realizes or should realize that action on his part is necessary for another’s aid or protection does not of itself impose a duty to take such action.” In the absence of specific threats, courts in other states have not imposed a duty to warn third parties of the criminal backgrounds of persons released from custody. See Eric J. v. Betty M., 76 Cal.App.4th 715, 90 Cal.Rptr.2d 549 (1999) (providing that family members of paroled sex offender had no duty to warn girlfriend of their family member's prior criminal history, such that girlfriend could not bring suit for boyfriend's sexual assault of her minor child); Thompson v. County of Alameda, 27 Cal.3d 741, 167 Cal.Rptr. 70, 614 P.2d 728, 734 (1980) (court held that no duty placed on a county for failing to warn parents of neighborhood children of juvenile offender released on temporary leave to his mother's custody, even where county knew of offender's "dangerous and violent propensities regarding young children"); Apple v. Tracy, 34 Mass.App.Ct. 560, 613 N.E.2d 928 (1993) (holding that private citizen who had child sex offender as a guest in his home after the offender's release from prison did not have a duty to warn neighborhood parents and the local police about the offender's presence).

The facts of this case did not impose a duty on Publix with respect to its employee's away-from-work childcare decisions. An employer does not owe a duty to persons who are injured by its employees while the employees are off duty, not then acting for the employer's benefit, not on the employer's premises, and not using the employer's equipment.

AFFIRMED.
Weekly Academic Support Meetings

Law school is different from any other academic experience. Many new students are surprised at how challenging law school can be. Academic Support is here to help you build on your history of academic success as you work to become a highly skilled lawyer. Our goal is to help you become a self-regulated learner through our orientation program, our weekly sessions for every first-year student, seminars and office hours. We are here to help you fulfill your full potential in law school and as a practicing lawyer.

What Can I Expect From Academic Support?

Academic Support has three staff members – all lawyers - who are here to help you with your transition to becoming a lawyer. However, the core of our successful program is our peer educators. Academic Support selects only the best upper-level students as teaching assistants (TAs). Our TAs complete training through the education department of A&M, as well as through our own in-house seminars, which continue throughout the year. Our TAs are here to help guide you successfully through your first-year of law school in our weekly small group meetings.

Although our world-class faculty are among the most available at any law school, our staff and TAs are also here to help you manage the many demands on your time as a lawyer in training - academic or otherwise. They can help you balance your schedule and cope with the many competing demands in your life while assisting you in acquiring the skills and knowledge demanded of successful lawyers.

We also offer practice exams, seminars, individual counseling, myriad academic resources, advising, and peer tutors.

How do I get Started with Academic Support?

All first-year students are assigned to an Academic Support group based on your legal writing section, and you will meet multiple times during Orientation Week. During the school year, our weekly meetings are held Tuesdays at 12:00 p.m. for an hour and 15 minutes.
Your TAs hold weekly office hours, and can also schedule individual appointments. Our staff is also available to help you with your academic needs. We are also here for you after your first year and remain committed to your success not only through graduation, but through successfully passing the bar exam – on your first attempt. We all look forward to working with you.

James McGrath  
Professor of Law,  
Associate Dean of Academic Support and Bar Services  
jmcgrath@law.tamu.edu

DeShun Harris  
Asst. Director of Academic Support  
dharris@law.tamu.edu

Camesha Little  
Asst. Director of Academic Support  
cflittle1216@law.tamu.edu
Resources

The Associate Dean for Academic Affairs is the primary resource for academic advising. The Associate Dean is available throughout the academic year to meet with students who need advice on planning their course of study or other academic matters. In addition, students may seek advice from the Director and Associate Director of the Academic Support program. The law school also provides a comprehensive online guide for students, Planning Your Course of Study.

First-Year Faculty Advisors

Approximately three first-year faculty members will be assigned to each Academic Support section. First-year faculty advisors, along with Academic Support TAs, will meet with students in a group setting during orientation and periodically during each semester of the first year. Group topics will vary but may focus on academic expectations, professionalism, curriculum and career advice, or simply answering students’ questions about law school. Students may also meet individually with one of the faculty advisors assigned to their academic support sections.

In early fall, the Associate Dean for Academic Affairs will give a presentation for 1L students to review the law school’s academic standards and graduation requirements, honor system rules, and student code of conduct. Attendance is required.

Prior to registration in the spring for the fall semester, first-year students will be required to meet with one of their first-year faculty advisors to assist them in planning their course of study. Appointments are on a space-available basis. First-year students will not be able to register for fall classes without meeting with a faculty advisor or the Associate Dean for Academic Affairs. At that meeting students will also be referred to professors teaching upper level courses in practice areas in which students have expressed an interest.

Each spring semester, before students meet with their faculty advisors, the law school will hold one or more information sessions for 1L students who will be registering for upper division courses for the first time. These sessions will include the Associate Dean for Academic Affairs, a representative of the Registrar’s Office, and/or the Director or Assistant Director of Academic Support. These sessions will cover the registration process, an overview of graduation requirements and the curriculum, course selection, the Texas Bar Exam, and an introduction to the registration process. Attendance is required.
ACADEMIC CALENDAR

FALL 2017

August 14-18  Orientation
August 21    Classes begin
September 4   LABOR DAY HOLIDAY
October 9-13  FALL BREAK
October 15    Deadline to submit request for accommodations
November 1    Deadline to submit Pro Bono hours
November 23-24 THANKSGIVING HOLIDAY
November 20   Last day of classes
November 27-Dec 7 Final Exams
December 8    Designated Fall 2017 graduation date

WINTER 2018

January 2    Classes Begin
January 6    Last Day of Classes

SPRING 2018

January 8    Classes Begin
January 15   MARTIN LUTHER KING, JR DAY HOLIDAY
March 15     Deadline to submit request for accommodations
March 12-16  SPRING BREAK
March 19     Deadline to submit Pro Bono hours
April 9      Last day of classes
April 16-26  Final Exams
April 27     Hooding & Commencement
# First-Year Schedule Fall 2017

## First Semester Course Grid 1L

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-10:10</td>
<td>Civil Procedure §3 (4) Vishnubhakat</td>
<td>8:00-10:10</td>
<td>Civil Procedure §3 (4) Vishnubhakat</td>
<td>8:45-10:05</td>
<td>Torts §1 (4) McGrath</td>
</tr>
<tr>
<td>8:45-10:05</td>
<td>Torts §1 (4) McGrath</td>
<td></td>
<td></td>
<td></td>
<td>Civil Procedure §2 (4) Pierce</td>
</tr>
<tr>
<td></td>
<td>Civil Procedure §2 (4) Pierce</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30-2:50</td>
<td>Torts §2 (4) Harrington</td>
<td>1:30-2:50</td>
<td>Torts §2 (4) Harrington</td>
<td>1:30-2:50</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Civil Procedure §1 (4) George</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Civil Procedure §1 (4) George</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1:30-3:00</td>
<td></td>
<td></td>
<td>1:30-3:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legislation &amp; Regulation §3 (3) Sobol</td>
<td></td>
<td></td>
<td></td>
<td>Legislation &amp; Regulation §3 (3) Sobol</td>
</tr>
<tr>
<td></td>
<td>Legislation &amp; Regulation §1 (3) Morrison</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:10-4:10</td>
<td></td>
<td></td>
<td></td>
<td>Professional Identity Manhire</td>
</tr>
<tr>
<td></td>
<td>Legislation &amp; Regulation §2 (3) Lucas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:10-4:40</td>
<td></td>
<td></td>
<td>3:10-4:40</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Legislation &amp; Regulation §2 (3) Lucas</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REGISTRAR/STUDENT SERVICES

HOURS OF OPERATION:

Monday through Friday
8 a.m. – 5 p.m.

The Office of Student Services provides assistance to students, both in person and online, from their first day of class through graduation and beyond. Staff members are available to provide the following services:

• Course Registration
• Attendance Tracking
• Grades
• Official Transcripts
• Graduation Audits
• Academic Records
• Exam Preparation and Administration

Ruth Smith
Associate Registrar
817.212.4046
ruthsmith@tamu.edu

Tammy Hubbard
Records Coordinator
817.212.4043
tjhubbard@tamu.edu

Gloria Hallan
Senior Office Assistant
817.212.4134
ghallan@tamu.edu

Julie Edwards
Technical Specialist
817.212.4049
jaedwards@tamu.edu
The library is to us what the laboratory is to the chemist or the physicist, and what a museum is to the naturalist.”

— Christopher Langdell

The law library’s mission is to be an active and responsive force in support of the law school as it fulfills its mission of providing excellence in legal education, emphasizing foremost the educational, teaching, scholarship, research, and service needs of the faculty, students, and staff of the law school. The law library provides a comfortable and supportive setting for individual and group study. Through an extensive collection of legal sources and expert reference assistance, the law library prepares students for the research demands of modern law practice.

**ORIENTATION**
Required law library orientation is scheduled for Thursday, August 17. The law library faculty will provide you with material needed for your classes as well as briefly introduce the law library services and resources. NOTE: This session is different from the library tour you may have taken during your admissions visit to the law school. You MUST complete law library orientation.

**RESOURCES**
The law library’s collection includes a wide array of print, microform, and electronic resources. Subscriptions to major online legal and academic research services provide access to information both in the library and while working remotely. A list of the law library’s electronic resources and a searchable catalog of the law library’s holdings are available through the law school’s website.

**SERVICES**
The law library faculty provide assistance and instruction in using the law library’s resources and maintain an organized and up-to-date collection. When classes are in session, the law library is open for extended hours, including evenings and weekends. A full listing of the law library’s policies is available on the law library’s website: http://law.tamu.edu/library.

### Regular Library Hours
- Monday – Friday: 7:30 a.m. – Midnight
- Saturday: 9:00 a.m. – Midnight
- Sunday: 10:00 a.m. – Midnight

*Hours are subject to change.*

### Help Wanted: Student Circulation Clerks
- Open to current Law Students
- Fall semester schedule effective August 21 – December 8, 2017.
- Pay is $7.25/hour.
- Contact Karin Strohbeck (kstrohbeck@law.tamu.edu) for application or more information.
Susan T. Phillips
Professor
Director of the Law Library

Wendy Law
Associate Professor
Head of Collection Development

Joan Stringfellow
Instructional Associate Professor
Head of Technical & Electronic Services

Karin Strohbeck
Instructional Associate Professor
Circulation Librarian/Archivist

Cynthia Burress
Instructional Assistant Professor
Reference Librarian

Kristen Rowlett
Instructional Assistant Professor
Reference Librarian

Malikah Hall
Instructional Assistant Professor
Reference Librarian

Aaron Retteen
Instructional Assistant Professor
Digital Services and Repository Librarian

Janis Betts
Library Business Technician

Chanda Chism
Library Assistant

Sharon Jefferson
Cataloging Technician

Cara Sitton
Library Assistant

Lillian Velez
Acquisition Technician

"The most important asset of any library goes home at night . . . the library staff."
~Timothy Healey,
Former President of the New York Public Library

Dee J. Kelly Law Library
http://law.tamu.edu/library
Phone: 817.212.3800
Reference: 817.212.3805
BOOKSTORE INFORMATION

HOURS OF OPERATION

Through August 12:
Monday-Thursday: 9 a.m.– 5 p.m.
Friday: 9 a.m. – 3 p.m.
Saturday & Sunday: Closed

Beginning August 14:
Monday-Thursday: 8:30 a.m. – 5:30 p.m.
Friday: 8:30 a.m. – 5 p.m.
Saturday: 10 a.m.-3 p.m.
Sunday: Closed

Closed July 28 for inventory.

We accept Visa, MasterCard, Discover, American Express, personal checks, and cash.

We are located on the 2nd floor of the law school, to the right as you exit the elevator.
Phone: 817.212.4070
Fax: 817.212.4074
E-mail: pmcgarity@law.tamu.edu
Manager: Patricia McGarity
Assistant: Terry Austin

Your required course books will be available for purchase by July 20th with one or two exceptions because of updates. You will need your section assignments to purchase your books, as different professors use different materials for the same course. We want to encourage you to come in as early as possible to purchase your books and to let us show you around. Students can expect to pay about $250 per class for new books.

There is a myriad of “study aids” on the market today. These are hornbooks, nutshells, course outlines, case-briefs, flash cards, CD lectures, etc. We recommend that you wait until you have been in class for a couple of weeks before you purchase any study aids. Please feel free to ask us about any of them.

In addition to books, we carry apparel, gifts, and snacks. We also carry the approved lock for student lockers. The combination lock is $12.95 and fits our recessed handles. This is the only lock authorized for use at the law school. When you purchase your lock, fill out the accompanying form and place the form in “The Slot” located in Student Services.

We also have the book that you need to read for Orientation; Legal Analysis: The Fundamental Skill by Romantz & Vinson (Carolina Academic Press; ISBN 9781594602795). The price is $24.90 (includes sales tax) plus 3.00 shipping.

We look forward to meeting you and serving you.
REFUND POLICY

TEXTBOOKS

• A full refund will be given in your original form of payment if textbooks are returned during the first week of the Fall and Spring semesters, 2 days within the start of Summer, and the first day of any 1 week class with original receipt.
• No refunds on unwrapped loose-leaf books or books labeled “No Return if Unwrapped.”
• Textbooks must be in original condition.
• No refunds or exchanges without original receipt.

GENERAL READING BOOKS, STUDY AIDS, FLASH CARDS, SOFTWARE, AUDIO, VIDEO

• A full refund will be given in your original form of payment if merchandise is returned, in original shrink wrap within 14 days of purchase with original receipt.
• Study aids, guides, outlines, charts, are not returnable.
• Opened software, audio, video, etc. may only be exchanged for the same item if defective.
• Merchandise must be in original condition.
• No refunds or exchanges without original receipt.

ALL OTHER MERCHANDISE

• A full refund will be given in your original form of payment if merchandise is returned within 30 days of purchase with original receipt.
• No cash back on gift cards.
• No refunds on gift cards.
• Merchandise must be in original condition.
• No refunds or exchanges without original receipt.

All returns for purchases paid for with cash or check must be refunded through the student billing system. A purchase may be refunded to a “gift card.” All returns for purchases paid with credit card will be credited to the card.
LETTER FROM FINANCE AND ADMINISTRATION

The Department of Finance and Administration provides essential financial, human resource and administrative services. We provide high quality services to assist faculty, students and staff achieve their career and developmental goals. In partnership with each other and those we serve, facility management, information technology, business services, human resource liaisons, administrative services, event management, student billing liaison, and bookstore services all work together to create a partnership with those we serve. By doing so, we support the mission and strategic goals of the School of Law. We are committed to being a model of excellence in higher education.

Following are the contacts within each department to assist you as you begin your law school career.

Sherry Bittle, Christina Rodriguez, and Lee Ford can provide financial support as they act as a liaison to the university main campus for student billing questions and human resource support for student workers. Lakota Coan will provide financial support to the student organizations including student travel and cash deposits. Deborah Barnett can assist you with event planning while you are a student here at the School of Law. Make sure you reserve your event early. Debbie Bauer, Michelle Boese, Denise Devine, and Pamela Watson may at some time be your contact when trying to reach a faculty member. They will be glad to assist whenever possible.

An implement note from Student Billing Services (SBS)

Refunds to students are to be completed through direct deposit. The university is using a new vendor, Heartland ECSI, for this and each student will need to make sure that they are signed up with direct deposit to be able to receive these funds. The information on how to do this is on our website www.sbs.tamu.edu, as well as in Aggie Answers on our website.

Matt Pellegrino can assist you with lost or stolen building passes, transportation questions and parking passes. If you discover any building concerns please contact Matt Pellegrino, Facility Coordinator and Master Mechanic.

Patricia McGarity is the Bookstore Manager and Terry Austin is the Assistant Manager. Please read the Bookstore Information page which provides the hours of operation and services provided, including your required reading for orientation.

The information technology and website support team includes Chad Ballenger, William Cole, Oscar Rodriguez, Kirsten Evans and Tyra Kelly. They are here to assist faculty, students and staff with daily operations, website administration, content, and other technology needs. Scheduling for class room recordings and recording in our new media room go through William Cole. Michael Schoonover handles new computer installation and student printing. Oscar Rodriguez will provide laptop and other device support. Tyra Kelly is responsible for the law school’s bi-weekly newsletter that keeps us all informed on campus events as well as student and faculty accomplishments. All of our social media content is published by Jennifer Nassar. Jennifer also writes, as well as edits, most of the stories you will find posted to our website. The law school website is maintained by Kirsten Evans. She is responsible for designing new pages and publishing content to the website.

One of the most important numbers to remember is 817-212-3845 or email law-it@law.tamu.edu.

Welcome!

Peg Demers
Assist. Dean of Finance and Administration
mdemers@law.tamu.edu
BUSINESS SERVICES AND HUMAN RESOURCE SUPPORT

Lee Ford
Business Coordinator & HR Liaison
817.212.4080
lwford@law.tamu.edu

Sherry Bittle
Business Coordinator II
817.212.4081
sherrybittle13@law.tamu.edu

Lakota Coan
Business Coordinator I
817.212.3908
lakotacoan@law.tamu.edu

Christina Rodriguez
Assistant to Vice Dean and Assistant Dean
817.212.4015
crodriguez@law.tamu.edu
EVENTS

Deborah Barnett
Senior Administrative Coordinator
dbarnett@law.tamu.edu

INFORMATION TECHNOLOGY

Chad Ballenger
IT Manager
c_ballenger@law.tamu.edu

William Cole
Senior IT Associate
wcole@law.tamu.edu

Kirsten Evans
Website Administrator
tkevans@law.tamu.edu

Oscar Rodriguez
Senior Computer Support Specialist
orodriguez@law.tamu.edu

Tyra Kelly
Communications Specialist
tckelly007@law.tamu.edu
FACILITIES

Matt Pellegrino
Master Maintenance Mechanic
mpellegrino@law.tamu.edu

FACULTY SUPPORT

Debbie Bauer
Senior Office Associate
dbauer@law.tamu.edu

Denise Devine
Office Associate
ddevine@law.tamu.edu

Michelle Boese
Office Associate
michelleboese@law.tamu.edu

Pamela Watson
Office Associate
phwatson@law.tamu.edu
The Office of Financial Aid will continue to support you through your financial aid process, and can be contacted by phone at 817.212.4090 or by email at dakins@tamu.edu.

The following services are provided by your Financial Aid Office:

- Advising on student aid
- Scholarship administration
- Student employment (work study)
- Federal, state, institutional & alternative loans
- Short-term loans
- Money management
- 24/7 access to financial aid information
- Veteran services
- Student budget advising
- Alumni financial aid advising
- Regulatory compliance monitoring

For more information visit: http://law.tamu.edu/

Doug Akins
Scholarships & Financial Aid Administrator
VA Certifying Official
817.212.4090
dakins@tamu.edu
OFFICE OF ADMISSIONS

We hope you return to our office to update us on your experiences, your challenges, and your successes. The Admissions Office can be reached by phone at 817.212.4040 or email law-admissions@law.tamu.edu.

Terence L. Cook
Asst. Dean of Admissions & Scholarships
817.212.4040
tcook@law.tamu.edu

Yolonda Sewell
Admissions Operations & Programming Coordinator
817.212.3889
ysewell@law.tamu.edu

Michelle Gunter
Recruitment Coordinator
817.212.4144
mdgunter1@law.tamu.edu
Howdy!
The Career Services Office (CSO) is excited to welcome you to Texas A&M University School of Law!

What you should expect from us:
Our office is committed to helping each student develop a tailored and individualized career path over the next three years. Our hope is that your education, practical experiences, skills, and networking relationships during law school will ultimately lead to a fulfilling career.

What we expect from you:
We understand why you’re here. You are making a considerable investment of time, talent, and finances with the goal of securing a rewarding job.

However, in order to do that successfully, you will need to embody our core values and take the initiative to create your career path.

How do you do this?
In October, you will be assigned to your designated career counselor and you will attend a mandatory Career Services orientation that will give you an overview of our resources.

During the subsequent semesters, you will be required to attend mock interviews, have your resume and cover letter reviewed, attend networking events and attorney panels.

We know this sounds like a lot of hard work – and it is! But, our office will support you along the way.

We are available for all of your career questions and needs, or if you just need a place to hang out!

We have an open door policy, a wonderful study nook, and we even have a Nespresso machine that is accessible to you!

Our office hours are Mondays through Thursdays from 9am - 6pm and Fridays from 9am - 5pm. Appointments are also available after 6pm.

#LawyerGoals
Becoming a part of the Aggie Law Network is an important process. We look forward to getting to know you and see you develop into a #futureaggielawyer.
Students who use the law school parking lots must obtain a parking permit annually. You must have a permit for each vehicle you use in the lots. If you have a change in vehicle information, please contact security to update your vehicle information. This allows campus security a way to contact you if there is a problem in the parking lot.

Parking in the law school parking lots is on a first-come, first-served basis. There is no charge for parking. Parking for students is limited to the Gig ‘em Lot (1401 Calhoun St.), the Reveille Lot (1701 Calhoun St.) and the back fence of the Howdy Lot (1501 Calhoun St.), marked with maroon parking bumpers. Any parking at a City of Fort Worth parking meter is the student’s responsibility, including any citations incurred.

Please contact security for any issues in the parking lot at 817-212-3999. For emergencies, there are emergency call boxes located in each lot that dial 911 and are marked by blue lights.

**STUDENT ID INFORMATION**

**A picture governmental ID (driver’s license, passport, etc.) must be presented at the time you have your ID made.**
TRANSPORTATION

Fort Worth Transportation Authority serves the greater Fort Worth metropolitan area. The Fort Worth Transportation Authority public transportation system comprises both buses and the Trinity Railway Express. Information on transportation costs, routes, and schedules can be found by contacting the transportation authority.

The T – serves the Fort Worth area
www.the-t.com

Trinity Railway Express – serves Fort Worth, Dallas, and Mid-Cities
www.trinityrailwayexpress.org

DART (Dallas Area Rapid Transit) serves the greater Dallas metropolitan area. The Dallas Area Rapid Transit public transportation system comprises light rail, buses, and the Trinity Railway Express. Information on transportation costs, routes, and schedules can be found by contacting the transportation authority.
www.dart.org

Molly the Trolley
This vintage-style trolley is a quick and convenient way to get around downtown Fort Worth.
Downtown Get Around – FREE - Monday – Sunday 7 a.m. – 11 p.m. every 15 minutes
Sundance Lunch Line – FREE – Weekdays 11 a.m. – 2 p.m. every 7 minutes.
www.mollythetrolley.com
Texas A&M University System
Student Health Insurance Plan
2017-2018 Final Premium Rates
Domestic and Voluntary International (Non F1 or J1 Visa holders)

<table>
<thead>
<tr>
<th></th>
<th>Annual</th>
<th>Fall</th>
<th>Spring/Summer</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9/1/2017 through 8/31/2018</td>
<td>9/1/2017 through 12/31/2017</td>
<td>1/1/2018 through 8/31/2018</td>
<td>5/17/2018 through 8/31/2018</td>
</tr>
<tr>
<td><strong>Medical Combined</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>$2,043.00</td>
<td>$683.00</td>
<td>$1,360.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Student &amp; Spouse</td>
<td>$4,086.00</td>
<td>$1,366.00</td>
<td>$2,720.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Student &amp; Children</td>
<td>$5,393.00</td>
<td>$1,803.00</td>
<td>$3,590.00</td>
<td>$1,583.00</td>
</tr>
<tr>
<td>Student, Spouse &amp; Children</td>
<td>$7,436.00</td>
<td>$2,486.00</td>
<td>$4,950.00</td>
<td>$2,183.00</td>
</tr>
</tbody>
</table>

*Annual premium includes a $12 AES fee

**STUDENT ASSISTANCE PROGRAM & WORK-LIFE SERVICES**

Texas A&M University School of Law and the office of student affairs is proud to offer all our students the student assistance program (SAP) and work-life services. This confidential program, funded by the school and therefore free to students and members of their household, helps you keep your school life and personal life in balance, helping you and your family manage the challenges of everyday life.

Call 1-855-270-3379 (TTY: 711) or visit: www.Humana.com/sap
user name: tamulaw
password: tamulaw
DECLARATION OF INTENT TO STUDY LAW

As a law student you are required to file a Declaration of Intent to Study Law with the Texas Board of Law Examiners if you intend to practice law in Texas. Texas A&M School of Law does not supply this form. It can be obtained only at: www.ble.texas.gov/declaration-of-intention-to-study-law

First, create an ATLAS account. You must complete and submit your declaration to the Board of Law Examiners electronically. Also, print a copy for your records and a copy to mail to the Board of Law Examiners, along with the required attachments, the Authorization and Release forms, and fees.

TIMELY FILING DEADLINE

October 1 or before......$190

After October 1............$340

You will need to familiarize yourself with the Rules Governing Admission to the Bar of Texas, also located at the Board of Law Examiners website.

ATTENTION - ALL ENTERING STUDENTS

Susan Henricks, Executive Director of the Board of Law Examiners, will be meeting with 1Ls on Tuesday, Aug. 22, 2017 at 3:15 in the lecture hall to discuss completion and filing of your Declaration of Intent to Study Law. Bring any questions you may have and don’t miss this very important meeting.
This is to advise you of certain procedures and requirements that will apply to you if you are admitted to an ABA-approved law school in Texas and intend to become licensed to practice law in Texas upon your graduation from that law school.

The Rules Governing Admission to the Bar of Texas ("Rules") provide that a law student attending an ABA-approved law school in Texas who intends to apply for admission to the Bar of Texas must complete and file a form entitled the Declaration of Intention to Study Law ("Declaration"). The timely filing deadline for the Declaration is October 1 for students entering law school in the Fall term, May 1 for semester hour Spring entrants, June 1 for quarter hour Spring entrants, and September 15 for Summer entrants. You may not file the Declaration until you have started law school. However, these deadlines occur within a few weeks of the beginning of your first year of law school, so it is important to consider them now while you are planning for law school admission.

The Declaration makes a number of inquiries of the law student completing the form, including inquiries into criminal offenses and discipline received as a student. You should carefully review this form and the questions it contains on the website of the Texas Board of Law Examiners www.ble.state.tx.us.

Each law student who files a Declaration is also required to submit to the Board a copy of his or her law school application. The staff of the Board will compare the responses given on the law school application to the responses given on the Declaration, with particular emphasis on the questions relating to criminal offenses and discipline received as a student. Please note that the questions asked on the law school application may not be identical to the questions asked on the Declaration.

Careful attention must be given to the responses you make on your law school application. The law schools to which you apply and the Texas Board of Law Examiners expect your responses to be truthful and complete. When in doubt, disclose. You will be required to submit an FBI fingerprint card to the Board with your Declaration. The Board will obtain your criminal history information from both the FBI and the Texas Department of Public Safety. You will also be required to submit authorization and release forms with your Declaration. These forms will accompany requests by the Board to verify your academic, military, employment, and other relevant records. You will be required to amend
your law school application if it appears to Board staff that you should have revealed a matter on your
law school application, but did not, or if what you revealed to your law school appears false or
misleading in light of the information obtained by Board staff.

It will be to your advantage to file your Declaration by the applicable deadlines given above. This is
particularly true if you have significant matters to reveal. The staff of the Board is able to assist and
counsel law students in the resolution of many issues during the time the students are in law school;
however, students must file the Declaration on time to enable the Board staff to provide such
assistance. Additionally, if you file your Declaration late, it may result in the delay of your licensure.

The Rules require that an applicant for admission to the Bar of Texas be of present good moral
character and fitness. The Declaration provides the basis of the staff’s investigation into a Texas law
student’s present moral character and fitness.

A law student whose investigation reveals a significant character or fitness issue may be required to
appear before a Panel of the Board of Law Examiners for a character and fitness hearing. Examples of
the kinds of issues that may require a hearing include, but are not limited to:

- Dishonesty, including non-disclosure of information requested by a law school or the Board;
- Felony criminal history (see Rule IV on the Board’s website for more information about felonies);
- Significant misdemeanor criminal history;
- Chemical dependency; and
- Failure to discharge significant financial obligations, including:
  - Payment of child-support;
  - Filing federal income tax returns and payment of required taxes;
  - Failure, in an employment setting, to file withholding taxes for employees; and
  - Default in a substantial amount of business or personal debts.

After having read and considered this message, we encourage you to contact Board staff at
512-463-1621 if you need assistance in completing your Declaration or if you have questions about the
licensure process. You may also need to contact the admissions officials at your law school if you have
concerns about your law school application.
**ORIENTATION**
Monday, August 14, 2017 - Friday, August 18, 2017

**Monday, August 14**
8:00 - 4:15

**Tuesday, August 15**
9:00 - 5:15

**Wednesday, August 16**
9:00 - 4:45

**Thursday, August 17**
9:00 - 4:15

**DEAN’S ROUNDPUP AT 5:00**

**Friday, August 18**
Community Service Project
8:30 - 1:00

*The full schedule will be sent out by email before the start of orientation.*