

How May We Help You?

1098T (Student Tax Return Statement for Tuition)	Bursar's Office
401K Employee Enrollment and Contributions	Human Resources
401K Loans, Withdrawals, and Hardships	Human Resources
A/V Box Keys	Human Resources
A/V Set Up (1422/1430 Only)	avsupport@johnmarshall.edu
ABA Visits and Questions	Dean's Office
Academic Advising	Office of Academic Achievement
Academic Calendar	S. Boone
Academic Dismissal/Probation	J. Barger
Academic File Copy Requests	Registrar's Office
Adjunct Faculty Handbooks	S. Boone
AJMLS TV	Marketing@johnmarshall.edu
Alcohol and Substance Abuse Assistance	Office of Student Affairs
Alumni Mailing List	Alumni Office/E. Murray
Alumni Mentoring Program	Office of Student Affairs
Alumni Related Questions	Alumni Office/E. Murray
Application Amendments	J. Barger
Applying for Adjunct Teaching	S. Boone
Applying for Teaching Positions	Dean's Office
Applying to AJMLS	Admissions
Appointments with the Dean	Dean's Office
Assignment Pick up	Faculty Coordinators
Atlanta Bar Association Student Leadership Program	Office of Student Affairs
Attendance Records	Registrar's Office/Faculty Coord.
Bar Certification Registration Form	Registrar's Office/Online form
Bar Membership Dues (Enrollment/Collection)	Human Resources
Bar Membership Dues Payment	Accounting
Bar Exam Room Blocks	Office of Student Affairs
Bar Lunches	Alumni Office/E. Murray
Bar Results	E. Murray
Barristers Ball	SBA
Blackburn Conference Center	A. Sumpter/D. Wright
Blind Grade Numbers	ITSupport@johnmarshall.edu
Bloomberg Law	M. Wilson
Board of Directors Questions	E. Murray
Book Exchange	SBA
Branded Collateral Approval	Marketing@johnmarshall.edu
Business Cards: Employees and Students	Human Resources
Business Cards: Student Payment	Bursar's Office
CALI	Mary Wilson
CALI Awards	Registrar's Office
Campus Tours	Admissions
Canvas Learning Management System	ITSupport@johnmarshall.edu
Cap and Gown/Announcement Pick-up	Registrar's Office
Career Advising	Career Services and Professional Development
Career Services and Professional Development Exit Interviews	Career Services and Professional Development
Career Services and Professional Development Orientation	Career Services and Professional Development
Career Resources Library	Career Services and Professional Development
Character and Fitness	Office of Academic Achievement
Class/Final Exam Schedule	S. Boone
Classifieds Page	Office of Student Affairs
Classroom Keys	Human Resources
CLE	
CLE Payments	Accounting
CLE Planning-Student Organizations	Office of Student Affairs
Community Service	Office of Student Affairs
Competition Team Travel	
Computer Maintenance	ITSupport@johnmarshall.edu
Conditional Admission Program	Admissions
Conflict Resolution (Students)	Office of Student Affairs
Convocation on Professionalism	Office of Student Affairs
Copier Maintenance	ITSupport@johnmarshall.edu
Cord Approval	Office of Student Affairs
Counseling Services	Office of Student Affairs
Course Load Academic Counseling	S. Boone
Course Overloads	S. Boone
Course Scheduling	S. Boone
Deferments	Registrar's Office
Degree Audits	Registrar's Office
Degree Verifications	Registrar's Office
Donations: AJMLS/Alumni Association	
Donations: Library	M. Durbin
Dress for Success	Career Services and Professional Development
Efficienter	Human Resources
Email Questions/Concerns	ITSupport@johnmarshall.edu
Employee Benefits	Human Resources
Employment Opportunities (Staff)	Human Resources
Employment Verifications	Human Resources
Enrollment Letters	Registrar's Office

Enrollment Verification	Registrar's Office
Exam Accommodations	J. Barger
Exam Answer Submission	Faculty Coordinators
Exam Processing	Faculty Coordinators
Exam Scheduling	S. Boone
Externships	Career Services and Professional Development
Facebook: Admissions	Admissions
Facebook: AJMLS	Marketing@johnmarshall.edu
Facebook: Alumni Page	
Facility Maintenance	Maintenance@johnmarshall.edu
Facility Mangement	H. Bieber
Facility Rental (1422-1430)	D. Wright
Facility Rental (Blackburn Conference Center)	A. Sumpter
Faculty Handbook	Dean's Office
Faculty Headshots	Marketing@johnmarshall.edu
Faculty Meetings	E. Murray
Faculty Recruiting	Dean's Office
Final Exam Pick-Up	Faculty Coordinators
Financial Aid	Financial Aid
Fitness Questions	Office of Student Affairs
Flyer Approvals	Office of Student Affairs
Focus Group	Office of Student Affairs
Friends and Family Support	Office of Student Affairs
Georgia Bar Dues Payment	Accounting
Google Pages Management and Training	Office of Student Affairs
Grade Changes	J. Barger
Grade Submission	Registrar's Office
Graduation Logistics and Questions	Human Resources
Honor Code Violation	J. Barger
Honor Code Violations (Non-academic)	S. Harrison-Mercer
Honors, Awards, and Recognitions for Students and Student Organization	Office of Student Affairs
Human Resource Relations	Human Resources
Institutional Photography/Videography	Marketing@johnmarshall.edu
International Students (Form I-20)	Registrar's Office
Internships	Career Services and Professional Development
Intranet	ITSupport@johnmarshall.edu
JMTV Requests (Students)	Office of Student Affairs
Job Fairs	Career Services and Professional Development
Job Opportunities for Students and Alumni	Career Services and Professional Development
John Marshall Online	S. Boone
Kaplan: Pass Bar Program	Office of Academic Achievement
Law Review	J. Van Detta
Law School Outreach Program	Office of Student Affairs
Leadership Training for Student Organization Leaders	Office of Student Affairs
Legal Food Frenzy	Office of Student Affairs
Letters of Good Standing/3rd yr. Practice Cert.	J. Barger
Lexus Advance	M. Wilson
Library Donations	M. Durbin
Library Fine Payments	Bursar's Office
Library Hours	Library Front Desk
LL. M. Program	S. Boone
Loan Counseling Entrance/Exit Interviews	Financial Aid
Loaner Laptop Program	Office of Student Affairs
Locker Rental Payments	Bursar's Office
Logo Use	Marketing@johnmarshall.edu
Lost and Found	Human Resources
LSAT Practice Test	Admissions
Luncheons and Special Gatherings (Staff)	Human Resources
Mail and Postage	Human Resources
Marketing & Design	Marketing@johnmarshall.edu
Marta Cards	Bursar's Office
Mediation Certificates	S. Jaudon
Memorabilia and Paraphernalia	SBA
Mid-Term Pick up	Faculty Coordinators
Mock Interviews	Career Services and Professional Development
Monthly Meet and Greet	Office of Student Affairs
Multi-Cultural Mixer	Office of Student Affairs
Networking Seminar	Career Services and Professional Development
New Student Orientation	Office of Student Affairs
Notary Services	Gresham
Notices	Marketing@johnmarshall.edu
Official Transcript Requests	Registrar's Office/Online SAR Form
On-Campus Interviews	Career Services and Professional Development
Open Enrollment-Employee Benefits	Human Resources
Open House	Admissions
Orientation Program for Fall/January Starts	Office of Student Affairs
Parking Card Issues	Bursar's Office
Parking Cards (Faculty & Staff)	Human Resources
Parking Cards (Students)	Bursar's Office
Parking Garage Entrance/Exit Issues	Security
Payroll	Accounting
Peer Academic Advising Program	Office of Student Affairs
Peer Mentoring Program	Office of Student Affairs
Per Diem	Accounting
Personnel Directories	Human Resources
Personnel Forms	Human Resources
Personnel Issues	Human Resources

Petition to Graduate	Registrar's Office/Online Form
Pipeline Project	E. Murray
Placement Statistics	Career Services and Professional Development
Places4Students	Office of Student Affairs
Postage Machine Questions	Human Resources
Prerequisite Waivers	S. Boone
Press Releases	Marketing@johnmarshall.edu
Professionalism Program for Second-Year Students	Office of Student Affairs
Career Services and Professional Development Activities	Career Services and Professional Development
Proctors	Registrar's Office/S. Jaudon
Professionalism Series For First-Year Students	Office of Student Affairs
Prospective Student Information	Admissions
Recertification	J. Barger
Reciprocity	Career Services and Professional Development
Refunds	Bursar's Office
Registration	Registrar's Office
Registration Caps, Waitlist, and Priority	S. Boone
Reimbursements	Accounting
Reports of Chief Justice's Commission on Professionalism	Office of Student Affairs
Requirements for Graduation	Registrar's Office/Dean Boone
Restart	J. Barger
Resume Reviews and Workshops	Career Services and Professional Development
Retention, Promotion, Tenure	Dean's Office
Room Reservations-Blackburn Conference Ctr.	A. Sumpter
Room Reservations-Faculty, Classes, Academic Activities Only	Faculty Coordinators
Room Reservations-Staff Activities ONLY	Faculty Coordinators
Room/Tabling Reservations-Student Activities ONLY	Office of Student Affairs
Room Set-up	maintenance@johnmarshall.edu
Saturday Study Sessions	Office of Academic Achievement
Scholarship Funds	Admissions/Financial Aid
School Closings	Dean's Office
Seat Deposits	Admissions
Security	H. Bieber
Security Reports	H. Bieber
Small and Solo Practitioner Seminars	Career Services and Professional Development
Social Media	Marketing@johnmarshall.edu
Staff Meetings	Dean's Office
State and Superior Court Seminar	Career Services and Professional Development
Street Law	
Student Absences	J. Barger
Student Accounts	Bursar's Office
Student Action Request Form	Registrar's Office/Online
Student Activities	Office of Student Affairs
Student Ambassadors	Admissions
Student Assistance Program	Office of Student Affairs
Student Business Card Order Forms	Bursar's Office
Student Business Card Pick-up	Human Resources
Student Complaints/Disciplinary Records	Office of Student Affairs
Student Employment Questions	Human Resources
Student Evaluations of Faculty	Faculty Coordinators
Student Event Approvals	Office of Student Affairs
Student Handbooks	S. Boone/ J. Barger
Student Health Insurance	Office of Student Affairs
Student Hospitality Lockers	Office of Student Affairs
Student ID Distribution	avsupport@johnmarshall.edu
Student Leave of Absence Requests	J. Barger
Student Name/Address Changes	Registrar's Office
Student Organizations	Office of Student Affairs
Student Payments	Bursar's Office
Student Practice Act Letters	J. Barger
Student Suggestion Box	Office of Student Affairs
Student Waiver & Appeals	Dean's Office
Studies Abroad	B. Ortega
Study Group Program	Office of Student Affairs
Supplies	Human Resources
Survey of Student Engagement	Office of Student Affairs
Swearing In of Alumni	Alumni Office
Telephone Maintenance	ITSupport@johnmarshall.edu
The Record	Office of Student Affairs
Threat Assessment and Behavioral Intervention	Office of Student Affairs
Title IX Investigations, Training and Educational Programs	Harrison-Mercer/C. Davenport
Tours	Admissions
Transfers	S. Boone
Travel Accommodations (Staff)	Human Resources
Travel Expense Reimbursements	Accounting
TWEN	M. Wilson
Veterans Affairs (VA) Benefits	Financial Aid
Victim Advocate Program	Office of Student Affairs
Visiting Other Schools	S. Boone
W2's	Human Resources
Waitlist	Registrar's Office
Website: Employee Content (Name, title, Education, etc.)	Marketing@johnmarshall.edu
Website: Faculty Headshots, Career Highlights and Publications.	Marketing@johnmarshall.edu
Website: Internet Content/Website Updates	Marketing@johnmarshall.edu
Website: Website Updates (Savannah)	Marketing@johnmarshall.edu
Weekly Newsletter	Office of Student Affairs
Wellness Wednesdays	Office of Student Affairs

Westlaw Edge	M. Wilson
WiFi Issues/Questions	ITSupport@johnmarshall.edu
Withdrawals	J. Barger