



UC HASTINGS

COLLEGE OF THE LAW

GRADUATION GUIDEBOOK:

Grad To Do Day Information and Commencement 2016 Details

(For a digital version with clickable links, go to: bit.ly/UCH_Graduation)



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At Grad To Do Day!

- **Complete the Graduate Survey!** In the survey you will confirm your name for the Commencement program, request Commencement tickets, request early seating for guests with disabilities (if needed), complete employment information for the Career Office, and much more. **Survey closes Friday, March 18.**
- **Check out sample diploma frames, announcements, and rings** at the Herff Jones table.
- **Order Regalia** if you are attending Commencement. Rent your cap & gown for \$85 plus tax - Deadline is March 18! The cap and tassel are yours to keep. You can also order announcements, diploma frames, rings, etc. www.herffjones.com/college/uchastings
- **Complete tasks related to your student loans** (look for Fiscal Services and Financial Aid tables).
- **Pick up your graduation gift,** courtesy of the Alumni Center.
- **Take a photo in regalia and/or business attire.** Stop by GradImages to take a Commencement Photo. Regalia will be provided.
- **Determine if you have any Library fines or holds** on your record.
- **Learn about health insurance options after graduation.** See SHS & get Health Insurance Information.
- **Get your fingerprints done for your moral character application.** Livescan Fingerprinting is available on a drop-in basis in the Dobbs Atrium from 9:30am to 2:00 pm. The cost is \$25 (check made out to Pettey Ventures or cash); you will need to show a valid driver's license or government issued ID.
- **Ask a State Bar of California Representative** questions about your moral character application.
- **Sign up for a Bar Review course.** Representatives will be on the Beach all day (Location moved to Louis B. Mayer Lounge, if rain).

GRADUATION CHECKLIST

(See next page for dates, times, specific deadlines, and additional details.)

To Do Between Now and End of the Semester:

- Check WebAdvisor:** Confirm academic requirements are met (Program Evaluation) and clear any holds
- Complete the mandatory **Graduate Survey** (individual link sent to your UC Hastings email)
- Vote for student and faculty speakers
- Complete Concentrated Studies Program Application form at the Records Office. (Note: if you've already submitted the form, you do not have to do it again.)
- Register for the **Bar Exam**
- Complete all other tasks for Bar Admission (register w/ CBE, submit moral character application (w/ fingerprints), and pass the MPRE)
- Complete Fiscal Services Exit Counseling for Perkins Loans
- Complete Financial Aid Exit Counseling for Federal Loans
- Confirm Pro Bono Recognition
- Pick-up cap & gown, guest tickets, and Commencement name card
- Make a donation or pledge for your student giving campaign
- Clean out your **SIC folder and locker**
- Request a **locker for the summer** at bit.ly/UCH_Summer_Locker (if studying for the bar in SF)

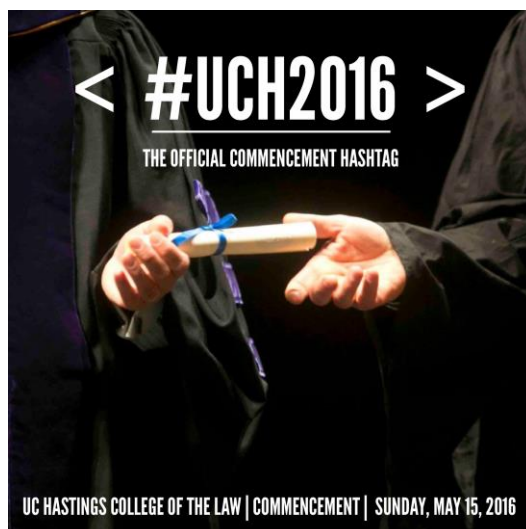
To Do After Commencement:

- Look for an email regarding free lunch provided during the Bar Exam at certain locations. Stay tuned for details.
- If you requested a summer locker, clean out your SIC folder and summer locker
- Attend Swearing in Ceremony
- Fulfill your pledge for your student giving campaign

#UCH2016 - The Official Commencement Hashtag

Get social with #UCH2016 at Commencement!

Tag your best photos, short videos, congratulatory messages, and must-share reflections.



Important Dates and Deadlines – Mark Your Calendar!

March 1	Application available to register for July 2016 CA Bar exam at www.calbar.ca.gov (Apply early!)
March 1 – 18	Order cap and gown. Required if participating in Commencement. Site closes on Friday, March 18. www.herffjones.com/college/uchastings
	Complete Grad Survey online. Required regardless of participation in Commencement. Individual links sent to your UC Hastings email. Survey closes on Friday, March 18.
March 14 – 17	Bar Sweeps Week!
March 16	Grad To Do Day (9:30 am – 2:00 pm, Dining Commons)
March 25	Any available extra guest tickets to Commencement will be allocated to students requesting more than 10
End of March	Vote for Student and Faculty Graduation Speaker!
April 1	TIMELY Deadline to apply for the July 2016 State Bar of California exam. Late fees required after this deadline until June 15, 2016. www.calbar.ca.gov
April 13	Deadline to confirm eligibility for <i>Pro Bono</i> recognition at Commencement
April 15	Last day to complete exit counseling for Campus Based Loans including Federal Perkins Loan (Fiscal Services)
	Last day to complete exit counseling Federal Stafford and/or Graduate PLUS loan (Financial Aid)
	Honors Luncheon, 1:00-2:00 pm, ARC (Faculty and Honors-Elect Students Only)
April 20 & April 21	Pick-up cap & gown, guest tickets, and Commencement Card 10:00 am – 4:00 pm, Shark Tank (1st floor, 200 Bldg)
May 12	Deadline to clear academic holds on WebAdvisor
May 13	Last day for medical/counseling appointments & to request prescription refills from Student Health Services
	Last day to return Library books and pay any Library fines
	Last day to empty your SIC folder
	Last day to clean out your locker
	Public Interest Celebration: 3:00-5:00 pm, ARC
May 15	Last day to make a donation or pledge for your student giving campaign (and to qualify for gift matching)
	Pre-ceremony Hooding Event , 12:50 – 1:50 pm, 198 Bldg. Faculty will be on hand (or bring someone special) to hood you and take a photo to commemorate the moment.
	Commencement Ceremony , Bill Graham Civic Auditorium (Ceremony starts at 3:00pm, Grads must arrive no later than 2:00pm)
June 15	Deadline for July 2016 Bar applicants with disabilities to file petition for accommodations with the State Bar of California. (Apply early!)
	Final deadline to apply for July 2016 State Bar of California exam with \$250 late fee
July 26-28	July 2016 Bar Exam (California)
July 30	If you requested a summer locker, last day to empty your locker and clean out your SIC folder
August 7	UC SHIP Insurance coverage ends at 11:59 p.m. today
December 9	Swearing-in Ceremony and Reception , 3:30 – 6:00 pm, UC Hastings Campus
December 31	Last day to fulfill a pledge for your student giving campaign

I. RECORDS OFFICE: GRADUATION REQUIREMENTS



Clear All Academic Holds

Check WebAdvisor for any "holds" on your academic record. All holds must be **cleared by May 12, 2016**. Academic holds **prevent** the Records Office from **certifying** your degree to the state bar. Certification of your degree is required **before you may sit for the bar exam**.

Taking a Bar Exam in Another State?

If you are planning to take the July Bar exam in any state other than California, please include this information on the Graduate Survey. The Records Office must have this information so that we can get your graduation certification to the appropriate office on time. Email the information (including Bar mailing address) to records@uchastings.edu.

We do NOT need any notice if you are taking the California Bar Exam. We are in constant contact with their Admissions Department about our graduates' Bar applications and have always certified every one of our graduates by their deadline. However, we cannot release your final transcript to them if you have a hold from any department on your record.

II. FISCAL SERVICES: FEDERAL PERKINS LOAN & LOAN EXIT COUNSELING



Please read the below very carefully as it contains important information regarding your Campus Based Loans including your Federal Perkins Loan. Federal guidelines require that exit counseling be completed,

so please take the time to read the below:

If you have received a **Federal Perkins Loan, a James O'Neill Loan, or a UC Hastings Law Loan** while here at UC Hastings, please stop by the Fiscal Services table to pick up important information regarding your loan and exit counseling. **Your loan exit packet will be available for pick up and if you complete your Federal Perkins Loan exit counseling at Grad To Do Day or prior, you will be entered to win one of two \$25.00 Amazon Gift Cards!** Drawing is at 2 pm on Grad To Do Day at the Fiscal Table.

If you wish to complete the Federal Perkins exit counseling prior to Grad To Do Day, please follow the directions below and send an email of confirmation of completion to fiscal@uchastings.edu. Your name will be entered into the Amazon Gift Card drawing upon receipt of the confirmation of completion.

****If you can't make it to Grad To Do Day to pick up your exit packet, they will be available at the Fiscal office at 198 McAllister, Room 111 until Thursday, March 31st. After this date, they will be mailed to the address on file with the**

Records office. This does not mean that you cannot complete your exit counseling. You can go online and complete it immediately.

Exit counseling must be completed no later than April 15, 2016. However, it is best to complete it as soon as possible.

FEDERAL PERKINS EXIT COUNSELING

Link to begin the session:

http://www.fc.campusoncall.com/cgi-bin/int_exit.pl?campus=UCHastings. ****PLEASE NOTE: THERE IS AN UNDERSCORE (_) BETWEEN "INT" & "EXIT". If you have trouble getting on to the exit counseling website, please go to the UC Hastings website, search on "Perkins Exit Counseling" and you will find the link there as well.**

The counseling will take about 15 minutes to complete. In the counseling session you learn about your monthly loan payment(s) and when your first payment is due. You will receive a coupon book to assist you in remitting your payments but you can also pay online at <https://www.acs-education.com/CS/Jsp/general/home.jsp>

III. FINANCIAL AID OFFICE



Federal Stafford/PLUS Loan Online Exit Counseling

Students who borrowed a Federal Stafford and/or Graduate PLUS Loan for attendance at UC Hastings are required to complete Stafford/Graduate PLUS Loan Exit Counseling. *May 2016 grads must complete this requirement by April 6, 2016 to avoid a hold being placed on their academic records.* This requirement may be completed online at <https://studentloans.gov/myDirectLoan/index.action>.

Bar Study Loan Availability

Loans are available for graduates who are studying for the Bar. These alternative/commercial loans can cover bar study, exam and living expenses. You do not need to be on financial aid to receive one. Access this link for information: <http://www.uchastings.edu/about/admin-offices/financial-aid/aid-programs/bar-study/index.php>.

UC Hastings Public Interest Career Assistance Program (PICAP)

The UC Hastings Public Interest Career Assistance Program (PICAP) is designed to aid and encourage UC Hastings graduates working in public interest organizations or government agencies by assisting with repayment of qualifying, outstanding education loans.

For details, please go to:

<http://www.uchastings.edu/about/admin-offices/financial-aid/picap/index.php> Or contact Yma-Richel Nabong at nabongy@uchastings.edu

Take Steps NOW to Minimize Your Student Loan Payments Later!

It is time to file your 2015 tax returns. Even if you made very little (or no) money in 2015 and are not required to file a tax return, you should consider filing 2015 taxes, if you:

- Are borrowing Federal loans for law school, and
- Are planning on taking advantage of Income Driven Repayment (IDR)* plans (and the Federal Public Service Loan Forgiveness Program and our Public Interest Career Assistance Program – PICAP) to lower your monthly loan payments.

Having a 2015 Tax Return on file **could make applying for IDR much simpler for you.** (Also, if you are owed a tax withholding refund, you will need to file taxes to receive the refund!). Free tax assistance is available to students through the VITA Program (March 21, 28) (April 4, 11) in the Louis B. Mayer Lounge 5:00-7:00 p.m. To learn more about how to file your Federal Taxes for FREE (and your income is less than \$62,000), click here: <https://www.irs.gov/uac/Free-File-Do-Your-Federal-Taxes-for-Free>.

IV. PRO BONO GRADUATION RECOGNITION



Pro Bono Society: Students who have completed at least 45 hours of approved pro bono services will be recognized as members of the pro bono society.

Outstanding Achievement in Pro Bono: Students who have completed at least 150 hours will be recognized for outstanding achievement in pro bono.

If you have provided pro bono services but have not submitted verified timesheets, it is not too late! For those of you who still have hours to complete to qualify for graduation recognition, there are still volunteer opportunities available.

Pro Bono timesheets must be approved by a supervising attorney or student coordinator of the organization or group with whom the services were performed. Timesheets may be submitted to the Externships and Pro Bono Programs office, 100 McAllister St., Rm 350, or emailed as a pdf to jacksoja@uchastings.edu. **Due Date for your name to be included in the graduation program is April 13th, no exceptions.** If you have outstanding pro bono hours from prior semesters which have not yet been submitted, these too may be submitted prior to the April 10th deadline.

V. READY, SET, BAR!



We have created an early bar preparation program designed to introduce you to the California Bar Exam's components and format. Our program is skills

based and emphasizes effective bar study planning and strategies to help you pass the bar exam the first time.

The Ready, Set, Bar! program is a collaborative effort of the UC Hastings faculty, staff, and administration. Our program consists of live interactive presentations and recorded substantive review lectures by our distinguished faculty and guest lecturers. All session materials will be available on our Canvas page and accessible at your convenience.

The refresher lectures are provided to give you a head start in your substantive course review. It is recommended that you use these lectures selectively to review legal doctrine in courses you may have missed or those that have especially difficult or complex subject matter.

We will be continually updating the online materials, including important links to bar related materials. Please be advised that the Ready, Set, Bar! Program is intended as a supplement to your bar studies and not a substitute for a commercial bar review course.

For past sessions, audio and other materials are available on **Canvas**. Ready, Set, Bar! includes:

- Program Introduction, "Passing the Bar," Recent Passers Reveal Their Secrets (held 2/16)
- Mastering the MBE with Professor Steve Bracci (held 2/23)
- Writing a Successful Performance Test with Professor Chris Ide-Don '05 (held 3/1)
- Essay Strategies for Success with Professor Richard Sakai '77 (held 3/15)

Refresher Bar Lectures available on Canvas:

- CA Civil Procedure – Professor Schwartz
- Community Property – Professor Carrillo
- Constitutional Law II – Professor Schwartz
- Criminal Procedure – Professor Little
- Remedies – Professor Zamperini
- Wills & Trusts – Academic Dean Hillman
- Criminal Law – Professor Weithorn
- Contracts – Professor Martinez
- Constitutional Law I – Professor Price
- Property – Professor Crawford
- Torts – Professor King

Please contact Mark Padin, Director of the Bar Passage Support Program at padinmark@uchastings.edu for more information.

VI. CA STATE BAR INFORMATION



Contact Info: www.calbar.ca.gov or (415) 538-2300.

Application: The July 2016 Bar Exam will be administered from **July 26 – July 28, 2016**. Timely deadline to apply is **April 1, 2016**. However, it is much better to apply as soon as possible to get your preferred testing location. Late registration fees: 4/2-4/29 = \$50; 4/30-6/15 = \$250.

June 15, 2016 is the last date applications and fees will be accepted. The application for the Bar exam is online at www.calbar.ca.gov/admissions.

Applicants with disabilities who need accommodations should file the required petition as soon as possible. The Committee must receive the petition by **June 15, 2016** for the July 2016 exam; however, early filing is strongly encouraged.

If you are going to petition the State Bar for accommodations, please contact DRP for the required "Form F". Laura Andrews Navas, DRP - andrewsl@uchastings.edu.

Helpful accommodation links:

State Bar forms:
<http://admissions.calbar.ca.gov/Examinations/TestingAccommodations.aspx>

UC Hastings DRP – Preparing for the Bar:
<http://www.uchastings.edu/about/admin-offices/disability-resource-program/preparing-bar/index.php>

Moral Character Application: The application is available online at www.calbar.ca.gov/admissions. There is no deadline, but this application must be completed and approved by the Bar before you are sworn in to the California State Bar. The Bar's website states that the Moral Character Application will be processed in a minimum of 180 days. Don't miss out on a job because you failed to get this application completed. If you use faculty members for recommendations or references, please inform them.

Fingerprinting: The California State Bar now requires the date of your fingerprinting to be **within ninety (90) days** prior to the filing date of your Moral Character Application. If you have not been fingerprinted for the Moral Character application, Marvin Pettey of Pettey Ventures will be in the Dobbs Atrium to do Live Scan fingerprinting for drop-ins between 9:30 am and 2:00 pm on Grad To Do Day (March 16).

Petty Ventures is located at the Flood Building, 870 Market St., Suite 657, San Francisco if you decide to have the fingerprinting done at a later date. You must call (415) 986-4022 for an appointment. For a list of other authorized fingerprinting locations, please go to www.calbar.ca.gov.

VII. CAREER OFFICE: HOW TELLING US YOUR EMPLOYMENT PLANS VIA THE E SURVEY HELPS YOU

Please complete the employment section of the electronic graduation survey.



The first question helps us know where you are in the process of putting together what we are confident will be a brilliant career. Please answer it precisely.

The drop down options are wordy. Why?

- Most importantly, the specificity of the drop down options helps us help you. We have a dedicated career counselor – Gabriel Bellman, the Associate Director for the Graduate Class – who uses this information to create lists to push career advice and job opportunities to you.
- Also, it helps us be precise and accurate when we report data the ABA requires us to collect. We work hard to ensure your information is correctly categorized in the ABA categories. When we report this data, we do so anonymously and confidentially– your name and your employer's name is not used; it is kept confidential. Your salary is only reported in the aggregate. We use the data to compile summary reports.

The contact information enables us to push information out to you and we share that, and your activities here, with the Alumni Office so we can include you in UC Hastings events that will give you opportunities to increase your professional contacts.

If you are currently job hunting or expect to be job hunting after taking the bar exam, please connect with Gabriel Bellman before you graduate. If you connect with him, he can better direct resources your way and keep you in mind for opportunities. Gabriel has drop-ins on Fridays from 10:00 to 12:00, and you can schedule a time any day with him. To schedule time a 45 minute session, click the link below and select the "3L and Recent Grad" appointment. <https://booknow.appointment-plus.com/6hd831p4/> You can also email him directly at bellmang@uchastings.edu if your schedule doesn't work with any of his available times.

Thank you for your time and help. We look forward to continuing to support you and staying in touch.

VIII. THE UC HASTINGS ALUMNI COMMUNITY WELCOMES YOU!



Pick Up Your Graduation Gift! Stop by our table at Grad To Do Day or visit us in 223-200 for your graduation gift.

Stay in Touch! Please send your updated contact information to updates@uchastings.edu.

Stay Connected! Check out our alumni event calendar online at

<http://www.uchastings.edu/our-alumni/alumni-events/index.php>. Save the dates of **December 9th** for the Swearing In Ceremony. More details will be listed on our website; invites will go out via email.

Participate in the Student Giving Campaign! You choose where your gift goes -- a student org, scholarship, HPILF, etc. A gift of any size makes a difference AND it will be matched dollar for dollar by gifts from alumni, faculty, staff and friends. Please visit <http://opportunity.uchastings.edu/annual-giving/student-campaign/>, stop by one of our tables at Grad To Do Day or come to our office to fill out a donation form. Contribute towards something you care about! Donors to the Student Giving Campaign will be recognized at the April 6th Leadership Awards Ceremony.

IX. Student Health Services



A. Medical and Counseling Appointments, Prescription Refills and Medical Records

As a reminder, a digital version of this guidebook with clickable links is

available at bit.ly/UCH_Graduation.

Last Day for Medical and Counseling Appointments at SHS: May 13, 2016

Prescription Refills: Ensure you have enough refills of your ongoing medications so that you may continue your prescriptions until you have a new doctor. **There will be no one in Student Health to write prescriptions after May 13, 2016.**

Medical Records: Students who anticipate needing medical records from Hastings Student Health Services should request them before leaving school. If you have had any injury, acute illness, or chronic illness, it's a good idea to keep a copy of your records. You can either keep your own records until you find a new physician or have them sent directly to your MD. Women may want to have a record of their annual exams to give to their next physician. **If you would like a copy of your medical records, complete a**

Release of Information form (available here: <http://www.uchastings.edu/about/admin-offices/health-services/docs/HastingsHIPAARelease3-09Authorization.pdf>) and return it to SHS. Medical records are kept for nine years after graduation. After nine years, all records are destroyed.

B. Student Health Insurance (UC SHIP) Information

Including Medical Care until Insurance Termination, Short Term Health Insurance, and Certificate of Prior Health Insurance Coverage

If you are currently insured under the UC SHIP plan, your **coverage ends at 11:59 p.m. on 8/7/2016 for Spring graduates**. You may self refer to be seen by a physician over the summer while SHS is closed.

To find an Anthem Blue Cross PPO provider within **California** please select the following prompts on the network website:

- Large Group (**not** Student Coverage)
- UC SHIP

While traveling in the United States, you will pay less out-of-pocket for care when you use a Blue Cross network provider. You can locate a Blue Cross network provider in any state on the [Anthem website](#). UC SHIP benefit levels are the same throughout the United States.

Benefits provided abroad are coordinated by [BlueCard Worldwide \(pdf\)](#). To find a BlueCard Worldwide provider, go to the [BlueCard Worldwide website](#) and enter "XDP" as your Alpha Prefix.

COBRA coverage is **not** available for student insurance. However, students who are enrolled in UC SHIP may opt to continue the policy for a maximum of one semester after graduation. Please refer to the [Graduating Students](#) page for the most current UC SHIP pricing and enrollment information.

- SHS **strongly encourages** all students, regardless of age or health status, to arrange for some sort of short term policy. UC Hastings does not endorse any specific policies. Here are some options for you to consider:
- The [UC SHIP](#) office is an excellent source of information for health insurance resources after graduation.
- [Covered California](#) is California's Health Exchange Program under the Affordable Care Act. You'll find reasonable, and depending on your income, subsidized health insurance plan information here.
- To enroll in UC SHIP for one semester after graduation, students must mail a completed voluntary enrollment form and payment directly to Wells Fargo Insurance Services. The [voluntary enrollment form](#) is available on the SHS forms page. Please note that you have 30 days

after your termination date of **August 7, 2016** to voluntarily enroll. The cost for coverage as a UC Hastings graduate is different than the cost for an enrolled student. You must currently be enrolled in UC SHIP in order to voluntarily enroll.

- Information on **individual short term insurance plans** is available at http://www.renstudent.com/Students/ShortTerm_Individual.htm. Pricing for individual policies varies by age, type of coverage and geographic location.
- Kaiser Permanente is another option to consider. For more information about Kaiser Plans, go [here](#).
- A third option to consider is [Anthem Blue Cross](#).
- SHS offers case management services if you need assistance with this process. Please call 415.565.4612 to make an appointment with Susan Au, SHS Case Manager.

C. Certificate of Prior Health Insurance Coverage

To ensure a smooth transition with your next health insurance provider, you will need to provide them with a Certificate of Prior Coverage. This certificate provides proof that you have had health insurance. There must be a lapse of no more than 63 days following the termination date of UC SHIP to qualify as continuous coverage. Graduates will automatically receive a Certificate of Prior Coverage from Anthem Blue Cross. If you do not receive a certificate by **September 30, 2016**, call Anthem Blue Cross Customer Service (866.940.8306) to receive this document. The most common reason for not receiving the certificate is a change of address. If this is the case, tell the representative of your address change.

X. LIBRARY SERVICES REMINDER



You can check on the status of your library account at the 4th floor Library Circulation Desk or online at <https://hopac.uchastings.edu/patroninfo>.

You need to return any borrowed materials to the library and pay any outstanding fines before **May 15, 2016**.

- The UC Hastings Library will be open this summer. Summer library hours will be posted at <http://library.uchastings.edu/about/hours.php>.
- UC Hastings Alumni are welcome to use the Law Library whenever it is open. After showing appropriate ID, you will be issued a visitor pass.
- The Library subscribes to numerous research databases. Graduating 3Ls can use these databases on or off-campus until August 31. After that date, you can use these databases while on-campus.

- If you have any questions about library services, contact the reference librarians at libref@uchastings.edu or 415-565-4751.

XI. LOCKERS



If you are using a locker, please remove all your belongings by **Friday May 13, 2016**. If you will be studying for the Bar Exam in the San Francisco area, you may request to use a locker for the summer until **Saturday, July 30, 2016**. Make your request for a summer locker at bit.ly/UCH_Summer_Locker.

XII. E-EMAIL ACCOUNTS



UC Hastings email accounts are lifetime accounts. If you have any questions, please contact IT at helpdesk@uchastings.edu.

Notes

Commencement 2016 – FAQ

Date: **Sunday, May 15, 2016**
Time: **3:00 pm – 5:00 pm (approximately)**
Graduates Arrive no later than 2:00pm
Location: **Bill Graham Civic Auditorium**
99 Grove Street, San Francisco, CA 94102
Website: bit.ly/UCH_Graduation

Tickets Required for Guest Admission

Ordering Regalia and Tickets



All graduates who wish to participate in the May 2016 Commencement ceremony are required to wear the appropriate cap, gown, and hood to walk across the stage. You can rent the regalia for \$85 (plus tax) at www.herffjones.com/college/uchastings. **The deadline to order your regalia is Friday, March 18, 2016.**

All graduates must complete the mandatory online graduation survey by Friday, March 18, 2016. Please refer to the email which was sent to each graduating student on March 1. This is where you request Commencement tickets, request early seating passes, update information for the Commencement program, update your contact information, and fill out the employment survey (which the Career Office is required to collect), among other items.

Do tickets cost anything?

No. Tickets to Commencement are free, but must be requested on the graduate survey by **the deadline of March 18, 2016.**

How many tickets may I request?

Please fill out the graduate survey and request the exact number of tickets you would like. Each student will receive **up to ten tickets**, if you request your tickets and order your regalia by the stated deadline. However, some additional tickets may be available after the survey closes. **Any available tickets will be allocated by March 25.** The deadline to fill out the Graduate Survey and request tickets is **Wednesday, March 18, 2016.**

Do all my guests need tickets?

Generally, yes, every guest must have a ticket. However, children under age 4 who can sit on a guest's lap do not require a ticket. Graduates participating in the ceremony do not need a ticket for themselves.

Pre-Event Info

When and where do I pick up my regalia & tickets?

Pick up regalia and tickets from the Shark Tank (1st floor, 200 bldg) **on Wednesday and Thursday, April 20 – April 21, 10:00 am – 4:00 pm.**

What if I'm not on campus to pick up my cap & gown and tickets?

Write a note or email to a friend or family member authorizing them to pick up your regalia and tickets. Please note that your friend/family will be required to produce your note (either in paper or electronically) when picking up your regalia and tickets.

When will the Honors Luncheon take place?

The Honors Luncheon will take place on **Friday, April 15, 2016, 1:00-2:00 pm, in the ARC. Faculty and Honors-Elect Students only.**

What is the Pre-Ceremony Hooding event?

In lieu of on-stage hooding by UC Hastings faculty volunteers, hooding will take place before the Commencement Ceremony on **Sunday, May 15, from 12:50 – 1:50 pm in the 200 Building.** Graduates are free to invite an alumnus or alumna of their choice, or a family member or friend who has supported them over the last three years, to perform the hooding. Faculty volunteers will also be on hand to hood you and for pictures. Bring your camera to capture this special moment. The pre-ceremony hooding event is voluntary. Graduates may also elect to simply affix their hoods to their academic attire themselves prior to the ceremony.

What time should graduates arrive at the Bill Graham?

Graduates can enter the hall at 1:30 pm, but **must arrive no later than 2:00pm and proceed to Larkin Hall..**

What time should my guests arrive?

General seating begins at 2:00pm. There is **no reserved seating.** If you requested accommodations for your **guests** with disabilities, the special seating instructions are included with your tickets. Entry for **guests with special seating passes begins at 1:30pm.** There is no special seating after the doors open at 2:00pm.

Will there be a place to leave guests' strollers, walkers, etc. during the event?

Yes, there will be a "Stroller Check" area at the venue. Strollers, walkers, wheelchairs, etc., that would be in the way during the ceremony may be checked.

The Ceremony



Is there a rehearsal for Commencement?

No, but staff will be present to explain the process, help you dress in the robes and line up, and direct you through the process.

How long is the ceremony? What should I wear?

The ceremony lasts for approximately 2 hours. Graduates should dress lightly as the gowns are very warm. If you wear a suit, remove your coat. Coat racks are provided in the robing area. The dress code for guests is business or business casual attire.

How do I make sure my name will be pronounced correctly at Commencement?

When you pick up your tickets, you will receive your **NAME CARD**, listing your name as it will appear in the Commencement program and the phonetic spelling if you wrote that in the graduate survey. **Carry this name card with you on stage and hand it to the Assistant to the Reader.**

May I walk across the stage with my children?

Yes. If you indicated on the graduate survey that you would like your children to walk across the stage with you, we will email you instructions.

Other Logistics

Where do I go after the ceremony?

Walk out to Grove Street for a light reception. Invite your guests to join you!

Will I receive a program?

Yes. Programs will be placed on your seat in the auditorium. Extra programs will be available in the lobby after the ceremony.

Will photographs be taken?

UC Hastings has contracted with GradImages who will be photographing all graduates at the graduation ceremony. Visit their website, www.gradimages.com, and click on Pre-Event Email Registration. Enter your name and up to 6 emails of loved ones who would like to share in your accomplishment by viewing and ordering your photos. There is a discount if you register now. By submitting your information early, you can rest assured that photo samples will be quickly and conveniently provided to you and all others registered as soon as they are available after the event. After graduation, order online at www.gradimages.com or call (800)261-2576. You can feel confident that GradImages will capture your proud moment.

Who do I *contact* with additional questions?

If you have questions, please contact Student Services at 415-565-4773 or studentservices@uchastings.edu.

Check List for Day of Graduation:

- Make sure your guests have their tickets.
- If participating in the **Pre-Ceremony Hooding** event (12:50 – 1:50 pm), arrive early to get hooded and your picture taken by 1:50 pm
- Plan to arrive at the Bill Graham **no later than 2:00 pm**. If driving, allow plenty of time to travel/park.
- Remember to wear your **Cap, Gown & Hood** to the Bill Graham. After the ceremony, return the gown & hood to Polk Hall (where you line up before the ceremony).
- Bring your **name card** when you enter the Bill Graham and **carry it on stage** with you.
- Do not bring valuables, including bags/purses, with you. **Leave valuables with your guests** or at home. However, you may want to **bring a cell phone** to help meet up with your guests after the ceremony.
- Have fun and enjoy your special day!**

Congratulations!

