GRADUATION GUIDEBOOK:
Grad To Do Day Information and Commencement 2015 Details

(For additional information and updates, go to: bit.ly/UCH_Graduation)
## TODAY!

- **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 Wednesday March 25.**

- **Order Regalia** if you are attending Commencement. Rent your cap & gown for $85 plus tax - Deadline is March 25! Order announcements, diploma frames, rings, etc.

- **Check you are on track to graduate!** Student Services will conduct quick 5-10 minute grad checks to ensure you will meet the unit and core class requirements to graduate on time.

- **Get your resume/career materials reviewed!** The Career Office has “Rapid Reviews” – drop-in sessions for quick 10 minute document review from 10 – 12 pm and 2-3 pm.

- **Pick up/fill out information related to your student loans.**

- **Pick up your graduation gift,** courtesy of the Alumni Office!

- **Take a photo in regalia and/or business attire.** Stop by GradImages to take a Commencement Photo!

- **Check out sample diploma frames,** announcements, and rings at the Herff Jones table. Order online at [www.herffjones.com/college/uchastings](http://www.herffjones.com/college/uchastings).

- **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.

- **Sign up for a Bar Review course.** Representatives will be on the Beach all day (Location moved to Louis B. Mayer Lounge, if rain).

- **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 4:30pm. 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.
#uchastings2015 - The Official Commencement Hashtag

Get social with #uchastings2015 at Commencement! Tag your best photos, short videos, congratulatory messages, and must-share reflections.

**To Do Between Now and End of the Semester:**

- Complete Concentrated Studies Program Application form at the Records Office. (Note: if you’ve already completed a form to sign up for a concentration, you do not have to do it again!)

- Vote for student and faculty speakers (after Grad to Do Day in mid-March).

- Register for the Bar Exam (Timely Deadline – April 1, 2015; Opened March 2- apply early!).


- Confirm Pro Bono Recognition (Deadline – April 10, 2015).

- Complete all tasks for the Bar you plan to take (Fingerprints, moral character application, MPRE, etc.).

- **Pick-up cap & gown/tickets/name card** (4/30 & 5/1: 10:00 am – 4:00 pm [not 3:00 pm], Shark Tank (1st floor, 200 Bldg))

- Last day to make a donation or pledge for your student giving campaign (and to qualify for that gift to be matched) is May 10, 2015.

- Clean out your SIC folder and locker by Friday, May 8, 2015.

- If you will be studying for the Bar in San Francisco, and would like to have a locker for the summer, please make that request at bit.ly/UCH_Summer_Locker.

**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 by Saturday, August 1, 2015.

- Swearing in Ceremony – Friday, December 4, 2015 on campus.

- Last Day to fulfill a pledge for your student giving campaign is December 31, 2015.
### Important Dates and Deadlines – Mark Your Calendar!

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2</td>
<td>Application available to register for July 2015 CA Bar exam <a href="http://www.calbar.ca.gov">www.calbar.ca.gov</a> (Apply early!)</td>
</tr>
<tr>
<td>March 5 – 25</td>
<td>Order cap and gown. Required if participating in Commencement.</td>
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<tr>
<td>March 16 – 19</td>
<td>Bar Sweeps Week!</td>
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<tr>
<td>March 17</td>
<td>Ready, Set, BAR! – Succeeding on the Bar Essays, Presented by Kaplan Bar Review (1:10 – 2:10 pm, Room K)</td>
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<tr>
<td>March 18</td>
<td>Grad To Do Day (8:30 am – 4:30pm, Dining Commons)</td>
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<tr>
<td>March 19</td>
<td>Ready, Set, BAR! – 1L Refresher Bar Lectures – Fed Civ Pro &amp; Con Law I (6:00 – 8:00 pm, Rooms F &amp; J)</td>
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<tr>
<td>Mid-March</td>
<td><strong>Vote for Student and Faculty Graduation Speaker!</strong></td>
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<tr>
<td>March 23</td>
<td>Dr. Jeffrey Hansen will be on campus to provide debt repayment counseling (one day only!)</td>
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<tr>
<td>March 24</td>
<td>Ready, Set, BAR! – Essay Writing Practicum (12:30 – 2:10 pm, Room K)</td>
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<tr>
<td>March 25</td>
<td><strong>Deadline to order cap and gown.</strong> This is required if participating in Commencement.</td>
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<tr>
<td></td>
<td><strong>Deadline to fill out Grad Survey.</strong> Required regardless of participating in Commencement.</td>
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<tr>
<td>March 31</td>
<td>Ready, Set, BAR! Succeeding on the MBE (multiple choice) , Presented by BARBRI Bar Review (1:10 – 2:10 pm, Room K)</td>
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<tr>
<td>April 1</td>
<td><strong>TIMELY</strong> Deadline to apply for the July 2015 State Bar of California exam. Late fees required after this deadline until June 15, 2015. <a href="http://www.calbar.ca.gov">www.calbar.ca.gov</a></td>
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<tr>
<td>April 6</td>
<td>Last day to complete online exit counseling for Stafford/Graduate PLUS loans</td>
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<tr>
<td>April 10</td>
<td><strong>Deadline</strong> to confirm eligibility for <em>Pro Bono</em> recognition at Commencement</td>
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<tr>
<td>April 30 &amp; May 1</td>
<td><strong>Pick-up cap &amp; gown and tickets</strong> (10:00 am – 4:00 pm [not 3:00pm], Shark Tank (1st floor, 200 Bldg))</td>
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<td>Honors Luncheon, 11:00-12:30pm, LBML (Faculty and Honors-Elect Students Only)</td>
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<tr>
<td>May 8</td>
<td>Last day to return Library books and pay any Library fines</td>
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<td></td>
<td>Last day to empty your SIC folder and locker</td>
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<td></td>
<td>Last day for medical/counseling appointments &amp; to request prescription refills from Student Health Services</td>
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<tr>
<td>May 9</td>
<td><strong>Deadline</strong> to clear academic holds on WebAdvisor</td>
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<td>May 10</td>
<td>Last day to make a donation or pledge for your student giving campaign (and to qualify for gift matching)</td>
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<td>Pre-ceremony Hooding Event, 1:00-2:00pm, 198 Bldg. Faculty will be on hand (or bring someone special) to hood you and take a photo to commemorate the moment.</td>
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<td><strong>Commencement Ceremony, Bill Graham Civic Auditorium</strong> (Ceremony starts at 3:00pm, Grads must arrive no later than 2:15pm)</td>
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<tr>
<td>June 15</td>
<td>Deadline for July 2015 Bar applicants with disabilities to file petition for accommodations with the State Bar of California. (Apply early!)</td>
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<td><strong>Final deadline to apply for July 2015 State Bar of California exam with $250 late fee</strong></td>
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<tr>
<td>July 28-30</td>
<td><strong>July 2015 Bar Exam (California)</strong></td>
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<tr>
<td>August 1</td>
<td>If you requested a summer locker, last day to empty your locker and clean-out your SIC Folder</td>
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<tr>
<td>August 9</td>
<td>UC SHIP Insurance coverage ends at 11:59 p.m. today</td>
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<tr>
<td>December 4</td>
<td>Swearing-in Ceremony and Reception, 3:30 – 6:00 pm, UC Hastings Campus</td>
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<tr>
<td>December 31</td>
<td>Last day to fulfill a pledge for your student giving campaign</td>
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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 9, 2015. 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 3:30pm 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 Tuesday, 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 6, 2015. 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

A. Student Loans

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 2015 grads must complete this requirement by April 6, 2015 to avoid a hold being placed on their academic records. This requirement may be completed online at https://studentloans.gov/myDirectLoan/index.action.

B. Financial Resources for After Graduation

Dr. Jeffrey Hanson will return to campus for one day only, Monday, March 23, 2015. Feedback indicates that students who participate feel the sessions are worth their time and help reduce the anxiety associated with education debt and repayment. If you missed the opportunity you have another chance. Contact the Financial Aid office to schedule an appointment.

Jeffrey E. Hanson, Ph.D. is the former Director of Borrower Education Services for Access Group, Inc. Dr. Hanson taught economics at Michigan State University. At the Access Group he was responsible for developing programming and all associated materials used to educate student borrowers on the fundamentals of education loans, money management, personal finance and debt management. He also writes on various topics including how students and their families can finance higher education. Dr. Hanson actively speaks to groups about debt management and personal finance.
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. Class of 2015 graduates will be eligible to enter PICAP in July 2016. Each year the program is updated and new application materials will be posted on the Financial Aid web pages in May 2016.

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 10th, 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!

Ready, Set, BAR! is a collaborative effort between the faculty and the Academic Dean’s Office to help you pass the bar your first time.

It includes a series of lectures and interactive workshops that will help you learn more about selected subjects and the test formats on the bar exam. You will also have the opportunity to practice writing a performance test and a bar essay and then meet with a bar expert to receive individual feedback.

For past sessions, audio and materials are available on Blackboard. Ready, Set, BAR! includes the following:

Bar Day 2015 (held: 2/21)
- 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

Succeeding on the Performance Test, Presented by Themis Bar Review (held: 2/24)
- Intro to each component of the bar and grading
- Understanding the performance test
- Strategies for organization and time management

Performance Test Practicum (held: 2/28)
- Practice writing a performance test
- Write and debrief your performance test answer

Succeeding on the Bar Essays, Presented by Kaplan Bar Review
Tuesday, March 17 (1:10 – 2:10 pm), Rm. K
- Strategies and approaches for bar essay writing

Essay Writing Practicum
Tuesday, March 24 (12:30 – 2:10 pm), Rm. K
- Practice writing a bar exam essay
- Review your essay and get feedback
- Identify strategies for succeeding on the essay portion of the bar exam

Succeeding on the MBE (multiple choice), Presented by BARBRI Bar Review
Tuesday, March 31 (1:10 – 2:10 pm), Rm. K
- Intro to the Multistate Bar Exam (multiple choice)
- Strategies for succeeding on the multiple choice portion of the bar exam

II. Refresher Bar Lectures
Held: 3/3
- Criminal Law: Professor Weithorn
- Contracts: Professor Martinez

Thursday, March 19 (6:00 – 8:00 pm)
- Fed. Civil Procedure: Professor Schwartz, Rm F
- Constitutional Law I: Professor Price, Rm J

Wednesday, March 25 (6:00 – 8:00 pm)
- Property: Professor Crawford, Rm E
- Torts: Professor King, Rm G
VI. CA STATE BAR INFORMATION

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

Application: The July 2015 Bar Exam will be administered from July 28 – July 30, 2015. Timely deadline to apply is April 1, 2015. However, it is much better to apply as soon as possible. Late registration fees: 4/2-4/30 = $50; 5/1-6/16 = $250.

June 15, 2015 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, 2015 for the July 2015 exam; however, early filing is strongly encouraged.

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 4:30 pm on Grad To Do Day (March 18).

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 – Samorn Selim, 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, especially since we will be audited. 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 a bar exam, please connect with Samorn Selim before you graduate. If you connect with her, she can better direct resources your way and keep you in mind for opportunities. Samorn has drop-ins on Wednesdays from 3:15 to 4:30. You can schedule time on her calendar by clicking the link below and selecting “3L and Recent Grad” appointment.

https://booknow.appointment-plus.com/6hd831p4/

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

VIII. 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 November 5th for the Recent Alumni Reception as well as December 4th 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 $ for $ by gifts from alumni, faculty, staff and friends. Please visit https://uchastings24024.thankyou4caring.org/2015class-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 8th Leadership Awards Ceremony.

IX. Student Health Services

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

Last Day for Medical and Counseling Appointments at SHS: May 8, 2015

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 8, 2015.

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 three years after graduation. After three 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 8/9/2015 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 9, 2015 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, 2015, 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
If your address has changed, please notify the Library Circulation Desk of the correct 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 8, 2015.

- 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 15th. 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 415-565-4750.

XI. LOCKERS

If you are using a locker, please remove all your belongings by Friday May 8, 2015. 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, August 1, 2015. Make your request for a summer locker at bit.ly/UCH_Summer_Locker.

XII. E-MAIL ACCOUNTS

UC Hastings email accounts are lifetime accounts. If you have any questions, please contact IT at helpdesk@uchastings.edu.
Commencement 2015 – FAQ

Date: Sunday, May 10, 2015
Time: 3:00 pm – 5:00 pm (approximately)
Graduates Arrive no later than 2:15pm
Location: Bill Graham Civic Auditorium
99 Grove Street, San Francisco, CA 94102
Website: bit.ly/UCH_Graduation

Ordering Regalia and Tickets
All graduates who wish to participate in the May 2015 Commencement ceremony are required to wear the appropriate cap, gown, and hood to walk across the stage. You can rent the regalia for $85. You can order online at www.herffjones.com/college/uchastings. The deadline to order your regalia is Wednesday, March 25, 2015.
All graduates are required to fill out the Graduate Survey at http://grad.marchingorder.com. Log on as a returning user. Enter your UC Hastings email address and your student ID number as your password (7 digits, including the leading “0”). Log in and complete the survey. 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 25, 2015.

How many tickets may I request?
Please fill out the graduate survey and request the exact number of tickets you would like. Generally, each student can receive up to ten tickets, if you request your tickets and order your regalia by the stated deadline. However, some additional tickets will be available when you pick up your tickets and regalia. The exact number available will not be known until then. The deadline to fill out the Graduate Survey and request tickets is Wednesday, March 25, 2015.

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
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.

When and where do I pick up my regalia & tickets?
Pick up regalia and tickets from the Shark Tank (1st floor, 200 bldg) on Thursday and Friday, April 30 – May 1, 10:00 am – 4:00 pm [not 3:00 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 the Friday before the Commencement Ceremony on May 8, 11:00 -12:30 pm, in the LBML. Faculty and Honors-Elect Students only. Unfortunately, we will be unable to accommodate your guests at the luncheon.

When is the Pre-Ceremony Hooding event?
In lieu of on-stage hooding by UC Hastings faculty volunteers, hooding will again take place before the Commencement Ceremony on Sunday, May 10, from 1:00 – 2:00 pm in the 198 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 1:45 pm, but must arrive no later than 2:15pm.

What time should my guests arrive?
Doors open at 2:15pm. There is no reserved seating. If you requested accommodations for your guests with disabilities, the special seating instructions are included with your tickets. Guests with special seating passes must
**Check List for Day of Graduation:**

- Remember to wear your **Cap, Gown & Hood** to the Bill Graham.
- Bring your **name card** when you enter the Bill Graham and carry it on stage with you.
- Make sure your guests have their tickets.
- 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.
- Plan to arrive at the Bill Graham **no later than 2:15 pm**. If driving, allow plenty of time to travel/park.
- Enjoy your special day!

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**Congratulations!**