



UC HASTINGS
COLLEGE OF THE LAW

**GRADUATION
GUIDEBOOK
2017**



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To Do at Grad Fair!

- ✓ **Complete the Graduate Survey! (if you haven't already done so)** 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 March 17.**
- ✓ **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 \$75 plus tax - Deadline is March 17! The cap and tassel are yours to keep. You can also order announcements, diploma frames, rings, etc.
- ✓ **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 Best Grad Photos 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.** Live Scan 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.
- ✓ **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](#) (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

#UCH2017 - The Official Commencement Hashtag

Get social with #UCH2017 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 2017 CA Bar exam (Apply early!)
February 15 – March 17	Order cap and gown . Required if participating in Commencement. Site closes on Friday, March 17 at 8:59pm .
	Complete Grad Survey online. Required regardless of participation in Commencement. Individual links sent to your UC Hastings email (do not forward or share). Survey closes on Friday, March 17 .
March 13 – 16	Bar Sweeps Week!
March 13	Alumni Bar Prep Advice Panel (3:30pm – 4:30pm, ARC)
March 14	Bar Company Panel with BARBRI, Kaplan, and Themis (12:00pm – 1:00pm, Room J)
March 15	Top 5 Reasons People Fail the California Bar Exam presented by BarEssays.com (3:30pm – 4:30pm, LBML)
March 16	Grad Fair (9:30 am – 2:00 pm, Dining Commons)
March 23	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	Deadline to confirm eligibility for <i>Pro Bono</i> recognition at Commencement
April 3	TIMELY Deadline to apply for the July 2017 CA Bar exam . Late fees required after this deadline until June 15, 2017.
April 14	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)
April 19 & April 20	Pick-up cap & gown, guest tickets, and Commencement Card; update Career Office information 10:00 am – 4:00 pm, Shark Tank (1st floor, 200 Bldg)
April 20	Honors Luncheon, 12:00-1:00 pm, ARC (Faculty, honors-elect students, and Honor Society members only)
May 10	Last day for medical/counseling appointments & to request prescription refills from Student Health Services
May 12	Last day to empty your SIC folder and locker
	Deadline to clear academic holds on WebAdvisor
May 13	Last day to make a donation or pledge for your student giving campaign (and to qualify for gift matching)
	Pre-ceremony Hooding Event , 12:40 – 1:40 pm, 198 Bldg. Faculty will be on hand (or bring someone special) to hood you and take a photo to commemorate the moment with friends and family
	Commencement Ceremony , Bill Graham Civic Auditorium (Ceremony starts at 3:00pm, Grads must arrive no later than 2:00pm)
May 15	Last day to return Library books and pay any Library fines
June 15	Deadline for July 2017 Bar applicants with disabilities to file petition for accommodations with the State Bar of CA. (Apply early!)
	Final deadline to apply for July 2017 State Bar of California exam with \$250 late fee
July 25-26	July 2017 Bar Exam (California)
July 28	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 8	Swearing-in Ceremony and Reception , 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, 2017**. 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. THE UC HASTINGS ALUMNI COMMUNITY WELCOMES YOU!

Pick Up Your Graduation Gift! Stop by our table at Grad Fair 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](#) and save the date of **December 8th** 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. [Donate online](#), stop by one of our tables at Grad Fair 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 5th Leadership Awards Ceremony.

III. 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 1, 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 1 deadline.

IV. CAREER OFFICE

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 here](#) and select the “3L and Recent Grad” appointment. 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.

V. LOCKERS

If you are using a locker, please remove all your belongings by **Friday May 12, 2017**. 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 **Friday, July 28, 2017**. Make your request for a summer locker [here](#).

VI. EMAIL ACCOUNTS

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

VII. 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.

PLEASE NOTE: The exit counseling for your Campus Based Loans is SEPARATE from any other exit counseling you may have to complete for other loans.

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 Fair or prior, you will be entered to win one of two \$25.00 Amazon Gift Cards!** The drawing will be held at 2 pm at Grad Fair at the Fiscal Table.

If you wish to complete the Federal Perkins exit counseling prior to Grad Fair, 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 Fair to pick up your exit packet, they will be available at the Fiscal office at 198 McAllister, Room 111 until Friday, March 31, 2017. 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 14, 2017. However, it is best to complete it as soon as possible.

FEDERAL PERKINS EXIT COUNSELING

To begin the session, [click here](#).

Note: 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](#).

VIII. FINANCIAL AID OFFICE

Federal Unsubsidized/Grad-PLUS Loan Online Exit Counseling

Students who borrowed a Federal Unsubsidized and/or Graduate PLUS Loan for attendance at UC Hastings are required to complete the Unsubsidized/Graduate PLUS Loan Exit Counseling. *May 2017 grads must complete this requirement by **April 6, 2017** to avoid a hold being placed on their academic records.* [Click here](#) to complete this requirement online.

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.

For example, certain fees related to bar study may be added to a 3L student's cost of attendance. As a result, students may request an additional \$1,500 in Federal Graduate PLUS funds to offset these fees. Please visit the Financial Aid Office and complete an Action Request Form to ask for an increase in Cost of Attendance and additional Graduate PLUS funds. The deadline for the 2016-17 academic year is April 8, 2017. Additionally, some lenders offer bar study loans. [Learn more](#) about these loans and how to apply.

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 [click here](#) 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 2016 tax returns. Even if you made very little (or no) money in 2016 and are not required to file a tax return, you should consider filing 2016 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 2016 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 (February 13, 27) (March 13, 20, 27) (April 3, 10) in the Louis B. Mayer Lounge 5:00-7:00 p.m. [Learn more](#) about how to file your Federal Taxes for FREE (and your income is less than \$62,000).

IX. STUDENT HEALTH SERVICES

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

Last Day for Medical and Counseling Appointments at SHS: May 10, 2017

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 10, 2017.**

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](#) 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

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 8/7/2017 for Spring graduates**. You may self refer to be seen by a physician over the summer while SHS is closed.

In order to find an Anthem Blue Cross PPO provider within **California** please select the following prompts on the [network website](#):

- Under "Search as a Guest," click on "Search by Selecting a Plan or Network"
- Under "What type of care are you searching for?" select "Medical"
- Select California for the State
- Under "Select a plan/network," type and then select "UCSHIP"

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. Students must currently be enrolled in UC SHIP in order to be eligible to enroll in the UC SHIP continuation plan. 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, 2017** to voluntarily enroll. The cost for coverage as a UC Hastings graduate is different than the cost for an enrolled student

- SHS offers case management services if you need assistance with this process. Please call 415.565.4612 to make an appointment with Susan Au, Case Manager.

X. LIBRARY SERVICES

You can check on the status of your library account [online](#) or at the 4th floor Library Circulation Desk. You need to return any borrowed materials to the library and pay any outstanding fines before **May 15, 2017**. Students will be notified following graduation of any library materials still in their possession. If the materials are not returned or the replacement cost paid within 30 days of notification, a hold will be placed on the student's law school record.

The UC Hastings Library remains open during the summer. Summer library hours will be posted [here](#).

- 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.
- UC Hastings Alumni may join the Law Library's Unaffiliated Borrowers Program, which allows you to check out circulating materials in the Library's collection. Membership in the program is free for the first year after graduation. [Learn more](#).
- 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.
- The Library has a substantial collection of [bar prep materials](#).
- If you have any questions about library services, contact the reference librarians at libref@uchastings.edu or 415-565-4751.

XI. CA STATE BAR INFORMATION



The July 2017 California Bar Exam will take place on July 25 and 26, 2017.

July 25, 2017	July 26, 2017
Morning: 3 Hours 3 Essays	Morning: 3 Hours 100 MBE
Afternoon: 3.5 Hours 2 Essays (2 Hours) 1 Performance Test (1.5 Hours)	Afternoon: 3 Hours 100 MBE

Access detailed information on:

- [The scope of the exam's coverage](#)
- [The MBE's scope of coverage](#)
- [The most recent CA Bar Exam questions and selected answers](#)

You can also access CA Bar Exam essays and answers, organized by subject, on the [UC Hastings Library website](#).

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

Application: The timely deadline to apply is **April 3, 2017**. However, it is much better to apply as soon as possible to get your preferred testing location. Late registration fees: 4/3-4/28 = \$50; 4/29-6/15 = \$250.

June 15, 2017 is the last date applications and fees will be accepted. The application for the Bar exam is [online](#).

Applicants with disabilities who need accommodations should file the required petition as soon as possible. The Committee must receive the petition by **June 15, 2017** for the July 2017 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](#)
- [UC Hastings DRP – Preparing for the Bar](#)

Moral Character Application: The application is available [online](#). 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 Petty of Petty 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 Fair (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.

Register for the Multistate Professional Responsibility Examination (MPRE)

CA Bar Exam candidates must pass the MPRE before they are admitted to practice. CA requires a score of 86 or higher. Information about the MPRE is available [here](#).

The registration deadlines and fee information for the upcoming MPRE test dates are listed below:

2017 Test Dates	Regular Reg.	Late Reg.
	Deadline Fee: \$95	Deadline Fee: \$195
Sat., August 12	June 22	June 29
Sat., November 4	September 14	September 21

Registering with the State Bar: All bar exam applicants must register with the California State Bar. This is a general registration process separate from the registration process for taking the bar exam. Most students register with the California State Bar during the 1L year. [Click here](#) for more information on registering with the State Bar.

Hotel reservations during the bar exam: Bar exam applicants should read the special rate hotel information provided by the State Bar if they plan on staying in a hotel during the exam. Although staying in a hotel is an additional expense, students may consider the option if they want to avoid commuting to the test site or if they need a quiet place to rest during the exam lunch break or the night after the first test day. Reserving a room early, before the hotels fill up, is advisable.

Additional Information: [Click here](#) for the most up to date information on the **Schedule of Charges and Deadlines**, the **Examination Administration Rules and Policies**, and the State Bar’s **Policy to Permit Headwear Due to Religious Beliefs**.

Bar Passage Information, Programming, and Resources

To help you prepare for the bar exam, please find below an overview of the California Bar Exam and a sampling of the bar prep resources that are available for you to use. The resources, important bar exam information, and State Bar of California admission requirements are described in detail on our [Bar Passage Support Resources](#) webpage.

If you have questions about the bar exam or the resources or if you would like to schedule a 1:1 bar advising appointment, please email Academic and Professional Success Lecturer Margaret Greer at mgreer@uchastings.edu.

2017 Bar Prep Programming and Resources

“Bagels and Bar Study” Saturday Workshops: BARBRI and the UC Hastings faculty are offering a series of Saturday workshops to help you get a jump start on bar preparation. All of the workshops are designed to provide you with the opportunity to learn and to practice the skills necessary for success on the bar exam.

Workshop	Date	Time	Room
BARBRI: Essay Writing Workshop presented by Steve Levin	January 21	9:00 – 4:00 pm	K
BARBRI: Systematic Problem Solving Workshop presented by Sam Farkas	February 4	9:00 – 4:00 pm	K
FREE Online MBE Diagnostic	The link goes live on February 6. You must complete the diagnostic by May 13.		
Hastings Faculty Bar Essay Workshop: How the Bar Exam Tests Constitutional Law	February 11, 2017	9:30 – 12:30 p.m.	K
Optional In Class MBE Diagnostic (Paper version of the online diagnostic)	February 11, 2017	1:00 – 4:00 p.m.	K
BARBRI: 100 Question Analysis and Skills Workshop presented by Everett Chambers	February 25, 2017	9:00 – 4:00 p.m.	K
Hastings Faculty Performance Test Workshop: The Skills You Need for the Performance Test on the Bar Exam	March 25, 2017	9:30 – 12:30 p.m.	K
Hastings Faculty Bar Essay Workshop: How the Bar Exam Tests Torts	April 1, 2017	9:30 -12:30 p.m.	K

We encourage you to attend live as often as possible, because there is no substitute for the live and interactive experience. However, all Bagels and Bar Study Workshops are recorded and are posted on the Prior Bar Lectures and Workshops Canvas page. Follow these three steps to access the page:

STEP 1: Access the [Prior Bar Lectures and Workshops Canvas page](#).

STEP 2: Click on the “Panopto Recording” tab to view the recordings.

STEP 3: Follow along with the workshop packets which are posted on the Canvas page in the Bagels and Bar Study Workshops file. To access the Bagels and Bar Study Workshops file, click on the “Files” tab.

Additional Bar Course: A second section of Critical Studies IIA: Success on the MBE has been added to the course schedule. The second section starts on February 27, 2017 and will be taught by Themis.

Kaplan’s Kickstart Program: If you were unable to take the live MBE course (Critical Studies IIA) taught by Chris Fromm, you can use Kaplan’s Kickstart program. Kickstart is an online, self-paced introduction to the MBE. The program comes with truncated summary video lectures for each of the MBE subjects. Each lecture is followed by a review test and a separate review and skills lecture taught by Chris Fromm. Students will also have access to an online bank, as part of the course materials, to practice questions in each of the subjects. The online module is FREE to UC Hastings students. The two books associated with the program cost \$125. You do not need to purchase the books in order to use the online module. If you are interested in the program, please email Katey Mason at masonk@uchastings.edu and we will forward your name and email address to Kaplan so that Kaplan can register you for the online module.

Expanded Bar Sweeps Programming: Our expanded Bar Sweeps programming this semester includes the following events:

Bar Sweeps Week: During Bar Sweeps Week, you can research the commercial bar prep courses and attend free panels and presentations to learn how you can start preparing for the bar exam. Below is a preview of Bar Sweeps Week events:

Event	Date and Time	Location
Alumni Bar Prep Advice Panel	March 13, 2017 3:30 p.m. – 4:30 p.m.	ARC (200 Bldg)
Bar Company Panel with BARBRI, Kaplan, and Themis	March 14, 2017 12 p.m. – 1 p.m.	Room J
Top 5 Reasons People Fail the California Bar Exam presented by BarEssays.com	March 15, 2017 3:30 p.m. – 4:30 p.m.	LBML

Memorizing Everything for the Bar Exam Program: On January 23, 2017, Cliff Smoot, a Hastings grad and trial attorney at the The Veen Firm, presented the Memorizing Everything for the Bar Exam program to help students learn useful techniques for memorizing the black letter law. The presentation recording is posted on the [Prior Bar Lectures and Workshops Canvas page](#). The presentation materials are posted in the Memorizing Everything for the Bar Exam file on the Canvas page. To access the Memorizing Everything for the Bar Exam File, click on the “Files” tab.

Summer Bar Support: B.E.S.T. is Hastings’ free supplement to the commercial bar review courses. B.E.S.T. consists of two parts: (1) **Group Sessions** and (2) **Individual Tutoring**. At each group session, you will have the opportunity to review a California Bar Exam essay subject, to write a bar exam essay answer under timed conditions, and to then debrief the essay question as a group. During the individual tutoring sessions, you will meet with a tutor to review a bar exam essay answer that you submitted to the tutor before the tutoring session. During the tutoring sessions you will also learn strategies and techniques for improving your writing. Students who are studying outside of the Bay Area can work with a tutor over the phone, via Skype, or by email. B.E.S.T. runs from early June through mid-July, concluding before the bar exam. A more detailed description of the program and instructions on how to sign up for B.E.S.T. will be posted shortly.

Faculty and Alumni Mentors: The College is organizing both faculty and alumni mentor programs for the summer after graduation. Mentors are not bar tutors. But our experience is that students appreciate the chance to check in regularly with mentors over the summer who act as coaches and provide practical advice. Some faculty mentors also choose to provide feedback on draft bar essays. If you are interested in either a faculty or alumni mentor, please email Katey Mason (masonk@uchastings.edu).

Adaptibar and BarEssays.com Discounts: Recent grads report success with these supplemental bar prep services. Adaptibar is an online bank of prior MBE questions. The program allows you to test and self-assess by subject. BarEssays.com is a database of scored California Bar Exam essays. After you write a practice essay answer, you can compare your answer with the scored essays. To access the coupon codes for Adaptibar and BarEssays.com, please email Margaret Greer (mgreer@uchastings.edu).

Prior Bar Lectures and Workshops Canvas Page: In addition to the recordings of the Spring 2017 bar programming events, the [Canvas page](#) contains recordings of prior bar subject refresher lectures, videos of the summer 2016 B.E.S.T. group sessions, workshop handouts, and lecture PowerPoint presentations. To access the Prior Bar Lectures and Workshops Canvas page, you will need to enter your UC Hastings username and password.

Campus Resources: You have access to our Library’s extensive [California Bar Exam resources](#). The Library’s resources include books on reserve, such as *Essay Exam Writing for the California Bar Exam* by Mary Basick and Tina Schindler, flashcards on reserve, such as Critical Pass MBE Flashcards, and free online bar resources.

Out of State Bar Examinations and Admissions Requirements

To learn more about other states' exams and bar admission requirements, visit their websites. You are also encouraged to consult the website for the [National Conference of Bar Examiners](#), which provides comprehensive information on bar admission requirements in all U.S. jurisdictions. You may also consult the College’s Bar Passage Support Resources webpage and the UC Hastings 2016 – 2017 Course Catalog, starting at page 85. **If you are applying to take the bar in another state, you should also refer to the [ABA’s Comprehensive Guide to Bar Admission Requirements](#).** You may also email Margaret Greer (mgreer@uchastings.edu) with any questions.

Commencement 2017 – FAQ

Date: Saturday, May 13, 2017
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 2017 Commencement ceremony are required to wear the appropriate cap, gown, and hood to walk across the stage. You can rent the regalia for \$75 (plus tax) at www.herffjones.com/college/uchastings. **The deadline to order your regalia is Friday, March 17, 2017.**

All graduates must complete the mandatory online graduation survey by Friday, March 17, 2017. Please refer to the email which was sent to each graduating student on February 15. 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 17, 2017.**

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 will be available after the survey closes. **Any available tickets will be allocated by March 23.** The deadline to fill out the Graduate Survey and request tickets is **Friday, March 17, 2017.**

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 19 – April 20, 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 **Thursday, April 20, 2017, 12:00-1:00 pm, in the ARC. Faculty, honors-elect students, and Honor Society members 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 **Saturday, May 13, from 12:40 – 1:40 pm in the 200 Building.** Faculty will be on hand to hood you for a personalized photo opportunity. Bring your camera to capture this special moment. 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. 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.** Light snacks will be provided from 1:30 – 2:30 pm on Grove Street.

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. The procession will begin at 2:58pm, so all guests should arrive to be seated no later than 2:50pm. Light snacks will be provided from 1:30 – 2:30 pm on Grove Street.

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

Yes, there will be a "Stroller Check" area on the second floor. 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.

Prior to the processional (walking into the hall), all graduates will line up in two single file lines. You will be seated and cross the stage in the order you line up.

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 to meet up with your friends and family and take photos with Faculty.

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 Best Grad Photos for Commencement day photos. They will send each graduate a private link to access their proofs when they are ready to view. The link is sharable so others can view the proofs as well. Graduates, parents and family can also pre-register on their website at www.bestgradphoto.com. For help placing orders, call 877-688-7427.

Who do I contact with additional questions?

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

Congratulations!



Check List for Day of Graduation:

- Make sure your guests have their tickets and arrive at 1:30pm for early seating or 2:00pm for general seating. Light snacks will be served for guests and graduates from 1:30 – 2:30 pm on Grove Street.
- If participating in the **Pre-Ceremony Hooding** event (12:40 – 1:40 pm), arrive early to get hooded and your picture taken by 1:40 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!***