GRADUATION GUIDEBOOK:
Grad To Do Information and Commencement 2014 Details
CONTENTS

Important Dates and Deadlines .........................3
Records Office: Grad Requirements ..................4
Campus-Based Student Loans ...........................4
Financial Aid Information .................................4
Pro Bono Recognition .....................................4
Ready, Set, BAR! ...........................................5
CA State Bar Information ................................5
Career Office Information ...............................6
UCH Community Welcomes You! .......................6
Student Health Services Information ...............6
Library Services Information ...........................7
Lockers ...........................................................7
Email Accounts ..............................................7
May 2014 Commencement FAQs .....................8-9

TODAY!

• Complete the Graduate Survey by Friday, March 21!
  o Confirm Name for Commencement Program
  o Order Cap & Gown ($85 plus tax - Deadline is March 21!)
  o Order Announcements
  o Request Commencement tickets
  o Request accommodations for guests
  o Complete Employment Survey for Career Office

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

• Will you need Health Insurance after graduation? SHS & Health
  Insurance Information.

• Representatives from Bar Review courses will be on the Beach all day
  (Location moved to Louis B. Mayer Lounge, if rain).

• Stop by GradImages to take a Commencement Photo!

• 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.
#uchastings2014 - The Official Commencement Hashtag

Get social with #uchastings2014 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/late March).
- Confirm Pro Bono Recognition (Deadline – April 10, 2014).
- Register for the Bar Exam (Timely Deadline – April 1, 2014; Opened March 1- apply early!).
- Complete Financial Aid Exit Counseling for Federal Loans (Deadline – April 7, 2014).
- Complete all tasks for the Bar you plan to take (Fingerprints, moral character application, MPRE, etc.).
- 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, 2014.

To Do After Commencement:

- Clean out your locker by Friday, May 9, 2014.
- If you will be studying for the Bar in San Francisco, and would like to have a locker for the summer, please contact studentservices@uchastings.edu now to make that request.
- Clean out your SIC folder and summer locker by Friday, August 1, 2014.
- Swearing in Ceremony – Friday, December 12, 2014 on campus.
- Last Day to fulfill a pledge for your student giving campaign is December 31, 2014.
### Important Dates and Deadlines – Mark Your Calendar!

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>Application available to register for July 2014 CA Bar exam <a href="http://www.calbar.ca.gov">www.calbar.ca.gov</a> (Apply early!)</td>
</tr>
<tr>
<td>March 17 – 20</td>
<td>Bar Sweeps Week!</td>
</tr>
<tr>
<td>March 17 – 21</td>
<td>Order cap &amp; gown. Required if participating in Commencement.</td>
</tr>
<tr>
<td>March 19</td>
<td>Fill out Grad Survey online. Required regardless of participation in Commencement.</td>
</tr>
<tr>
<td>March 19</td>
<td>Grad To Do Day (8:30 am – 4:30 pm, Dining Commons)</td>
</tr>
<tr>
<td>March 19</td>
<td>Ready, Set, BAR! The Bar and the Performance Test (3:30 – 4:30 pm, Room G)</td>
</tr>
<tr>
<td>March 21</td>
<td><strong>Deadline to order cap and gown.</strong> This is required if participating in Commencement.</td>
</tr>
<tr>
<td>March 21</td>
<td><strong>Deadline to fill out Grad Survey.</strong> Required regardless of participating in Commencement.</td>
</tr>
<tr>
<td>March 22</td>
<td>Ready, Set, BAR! Practice Performance Test &amp; Debrief (10:30 am – 1:30 pm, Room G)</td>
</tr>
<tr>
<td>March 24</td>
<td>Dr. Jeffrey Hansen will be on campus to provide debt repayment counseling (one day only!)</td>
</tr>
<tr>
<td>March 26</td>
<td>Ready, Set, BAR! Succeeding on Bar Essays (3:30 – 4:30 pm, Room G)</td>
</tr>
<tr>
<td>Mid/Late March</td>
<td>Vote for Student and Faculty Graduation Speaker!</td>
</tr>
<tr>
<td>April 1</td>
<td><strong>TIMELY</strong> Deadline to apply for the July 2014 State Bar of California exam. Late fees required after this deadline until June 16, 2014.  <a href="http://www.calbar.ca.gov">www.calbar.ca.gov</a></td>
</tr>
<tr>
<td>April 2</td>
<td>Ready, Set, BAR! MBE (multiple choice) and Putting It All Together (3:30 – 4:30 pm, Room G)</td>
</tr>
<tr>
<td>April 7</td>
<td>Last day to complete online exit counseling for Stafford/Graduate PLUS loans</td>
</tr>
<tr>
<td>April 10</td>
<td><strong>Deadline</strong> to confirm eligibility for Pro Bono recognition at Commencement</td>
</tr>
<tr>
<td>April 28-29</td>
<td>Pick-up cap &amp; gown and tickets (10:00 am – 3:00 pm, Shark Tank (former Bookstore))</td>
</tr>
<tr>
<td>May 8</td>
<td>Graduation Party! 10pm-2am, DNA Lounge (375 Eleventh Street)</td>
</tr>
<tr>
<td>May 9</td>
<td><strong>Deadline</strong> to clear academic holds on WebAdvisor</td>
</tr>
<tr>
<td>May 9</td>
<td>Last day for medical/counseling appointments &amp; to request prescription refills from Student Health Services</td>
</tr>
<tr>
<td>May 9</td>
<td>Public Interest Celebration: 3-5:30 pm, ARC</td>
</tr>
<tr>
<td>May 9</td>
<td>Last Day to Empty Your Locker</td>
</tr>
<tr>
<td>May 9</td>
<td>Last day to return Library books and pay any Library fines</td>
</tr>
<tr>
<td>May 10</td>
<td>Last day to make a donation or pledge for your student giving campaign (and to qualify for that gift to be matched)</td>
</tr>
<tr>
<td>May 10</td>
<td>Honors Luncheon, 12:45-1:45pm, LBML (Faculty and Tentative Honors Students Only)</td>
</tr>
<tr>
<td>May 10</td>
<td>Pre-ceremony Hooding Stations, 1:00-1:50pm, The Beach; Faculty will be on hand, or bring your own special someone and your hood to hood you on the Beach and take a photo to commemorate the moment.</td>
</tr>
<tr>
<td>June 16</td>
<td>Deadline for July Bar applicants with disabilities to file petition for accommodations with the State Bar of California. (Apply early!)</td>
</tr>
<tr>
<td>June 16</td>
<td><strong>Final deadline to apply for July 2014 State Bar of California exam with $250 late fee</strong></td>
</tr>
<tr>
<td>July 29-31</td>
<td>July 2014 State Bar of California Exam</td>
</tr>
<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>
</tr>
<tr>
<td>August 10</td>
<td>UC SHIP Insurance coverage ends at 11:59 p.m. today</td>
</tr>
<tr>
<td>December 12</td>
<td>Swearing-in Ceremony and Reception, Time TBD, UC Hastings Campus</td>
</tr>
<tr>
<td>December 31</td>
<td>Last day to fulfill a pledge for your student giving campaign</td>
</tr>
</tbody>
</table>
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, 2014. 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: LOAN EXIT COUNSELING

Campus-Based Loans Exit Counseling
If you borrowed Federal Perkins, O’Neill and/or UC Hastings Law Loans while attending UC Hastings, please stop at the Fiscal table at Grad to Do Day for important information regarding online exit loan counseling as well as to pick up your loan exit packet.

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 2014 grads must complete this requirement by April 7, 2014 to avoid a hold being placed on your 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 24, 2014. Feedback indicates that students who participate feel the sessions are worth their time and help reduce the anxiety associated with education debt and repayment.

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

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 2014 graduates will be eligible to enter PICAP in July 2015. Each year the program is updated and new application materials will be posted on the Financial Aid web pages in May 2015.
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, the Academic Dean’s Office and the Academic Support Program 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.

Ready, Set, BAR! includes the following:

Bar Day 2014 (held on March 1)
- Video and materials are available on Blackboard
  - Community Property: Professor Jo Carrillo
  - Constitutional Law II: Professor Lois Schwartz
  - CA Civil Procedure: Professor David Levine
  - Criminal Procedure: Professor Rory Little
  - Remedies: Professor Michael Zamperini
  - Wills & Trusts: Academic Dean Beth Hillman

The Bar and the Performance Test
Wednesday, March 19 (3:30 – 4:30 pm), Rm. G
- Intro to each component of the bar and grading
- Understanding the performance test
- Strategies for organization and time management

Practice Performance Test & Debrief
Saturday, March 22 (10:30 – 1:30 pm), Rm. G
Practice writing a performance test *
- Debrief your performance test answer

Succeeding on Bar Essays
Wednesday, March 26 (3:30 – 4:30 pm), Rm. G
- Strategies and approaches for essay writing
- Connection between essay and performance test writing
- Practice writing a bar exam essay *

* Exam Review and Individual Meetings

By appointment after you write the performance test and/or the essay
- Experts review your exams and give you feedback
- Identify strategies for succeeding on the bar exam
- Attendance at Workshops is required for individual meetings and exam review

MBE (multiple choice) and Putting it All Together
Wednesday, April 2 (3:30 – 4:30 pm), Rm. G
- Intro to the Multistate Bar Exam (multiple choice)
- Connection between studying for MBE and essays
- Strategies for identifying strengths and weaknesses

VI. CA STATE BAR INFORMATION

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

Application: The July 2014 Bar Exam will be administered from July 29 – July 31, 2014. Timely deadline to apply is April 1, 2014. Late registration fees: 4/2-4/30 = $50; 5/1-6/16 = $250.

June 16, 2014 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 16, 2014 for the July 2014 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 three (3) months 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 19).

Petty Ventures is located at the Flood Building, 870 Market St., Suite 659, San Francisco should 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 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, this data helps us help you. We have a dedicated career counselor -- the Graduate Class Advisor, Louise Francis -- who uses this information to create lists to push career advice and opportunities out to you.
- Also, it helps us be precise and accurate when we report data the ABA obligates 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. 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, before graduation please connect with Louise Francis, the Graduate Class Advisor. She can better direct resources your way and keep you in mind for opportunities, if you connect with her. She has drop ins Tuesdays from 11:30 to 1 and most Wednesdays from 3:15 to 4:30. You can schedule time on her calendar by clicking this link and selecting “3L and Recent Grad” appointment. https://booknow.appointment-plus.com/6hd831p4/

IX. Student Health Services

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

Last Day for Medical and Counseling Appointments at SHS: May 9, 2014

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 9, 2014.

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 8/10/2014 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)
- Blue Cross PPO (Prudent Buyer)

To find a network provider within the US (but outside California) select the PPO button under guest, and go to the next page. If searching for providers outside the US click on the BlueCard Worldwide link in the guest section.

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 10, 2014 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_In divid.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.
  - If you have a known chronic health condition, California Managed Risk Medical Insurance Board (MRMIB) is an option. For more information, go to http://www.mrmib.ca.gov/mrmib/MRMIB4.html. The wait period varies for this program (sometimes 3 or more months). Apply as soon as possible for MRMIB because of the wait period.
  - SHS offers case management services if you need assistance with this process. Please call 415.565.4612 to make an appointment with a 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, 2014, 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 10, 2014.

- 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 9, 2014. If you will be studying for the bar in the San Francisco area, you may request to use a locker for the summer until Friday, August 1, 2014. Email studentservices@uchastings.edu with your request.

XII. E-EMAIL ACCOUNTS

UC Hastings email accounts are now lifetime accounts. The IT Department will contact you later in the spring with all the details.
Ordering Regalia and Tickets
All graduates who wish to participate in the May 2014 Commencement ceremony are required to wear the appropriate cap, gown, and hood to walk across the stage. You can rent the regalia for $85. The deadline to order your regalia is Friday, March 21, 2014.

All graduates are required to fill out the Graduate Survey on http://grad.marchingorder.com. Log on as a returning user. Enter your UC Hastings email address and your student ID number as your password. Log in and fill out the survey. This form 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 21, 2014.

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 tickets will be available by lottery. Those who win the ticket lottery will be notified in early April. The deadline to fill out the Graduate Survey and request tickets is Friday, March 21, 2014.

Do all my guests need tickets?
Yes, every guest must have a ticket, except for children under age 4 who can sit on a guest’s lap. Graduates participating in the ceremony do not need a ticket for themselves.

Pre-Event Info
How long is the ceremony? What should I wear?
About 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 (former bookstore) Monday-Tuesday, April 28 - 29, 10am – 3pm.

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 before the Commencement Ceremony on Saturday, May 10, 12:45-1:45pm, in the LBML. Faculty and Tentative Honors Students only. Unfortunately, we will be unable to accommodate your guests at the luncheon.

When is Hooding?
In lieu of on-stage hooding by UC Hastings faculty volunteers, hooding this year will take place before the Commencement Ceremony on Saturday, May 10, from 1-1:50pm on the Beach. 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 perform hoodings at the hooding stations. The pre-Ceremony hooding 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?
You must arrive at 2pm, and no later than 2:15pm.

What time should my guests arrive?
Doors open at 2pm. 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 arrive at 1:30pm. There is no special seating after that time

**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.

**Will my name 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 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?**
Guests will not be allowed close to the stage to take photographs of you. This is simply a traffic control issue as we will have about 5,000 people at this ceremony. Therefore, 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:**
- 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, but bring a cell phone to meet up with your guests after the ceremony.
- Plan to arrive at the Bill Graham at 2pm. If driving, allow plenty of time to travel/park.
- Enjoy your special day!

---

Congratulations!