

Graduation Checklist—May 2018

This information is provided to assist all graduating students in completing requirements for graduation and admission to the Bar by the established deadlines. It is your responsibility to take care of each of the items by the deadline given! All graduation information will be updated in the glass cases outside Room 209.

- _____ Complete all requirements for the degree. Juris Doctor candidates should verify their requirements with the audit completed through the Office of the Registrar. LL.M. candidates should check requirements with the program directors of their respective programs. Joint-degree candidates need to verify their requirements for both degrees.
- _____ Check Fact Sheet for Graduation (available online after February 2).
- _____ Complete application for diploma on **CaneLink**, accessed through: www.law.miami.edu Follow the instructions given on the Web site. Record your name exactly the way you want it to appear on your diploma. Your name must be your name of record. Order regalia on the diploma site. ***If you fail to do this by the deadline, go immediately to the Law Registrar to do this manually!***
- _____ Complete your intention for participation in the Commencement Ceremony in the above online form. If there is any change in whether or not you plan to walk on May 12, please notify Dean VanderWyden at wvander@law.miami.edu
- _____ Check notice boards outside of Room 209 for list of candidates (available after March 22). Check spelling of your name, degrees, institutions attended. Only information officially contained in your file will be included. If you have earned graduate and professional degrees for which an official transcript is not on file, you must request that a transcript be sent in order that degree information may be recorded on the Commencement Ceremony program.
- _____ Complete application for admission to the Bar. Applications to The Florida Bar are available on the Web site: www.floridabarexam.org Fingerprinting is required electronically for Florida and some jurisdictions. One must request applications for other jurisdictions directly from those states. Check all application deadlines and filing fees. Late applicants pay more!
- _____ Update 1L student registration by completing the 3L conversion for The Florida Bar application before May 1. Those who applied to The Florida Bar during the first year of law school must convert their 1L registration with recent information. This includes changes of address, new employment, participation in UM clinical experiences, traffic tickets, arrests, etc. Students should request assistance, if necessary, from Dean VanderWyden for completing the application for admission to the Bar.
- _____ Be sure that all matters reported on the application to the School of Law have been disclosed. There must be no discrepancy between the Bar application, the MiamiLaw application, and what the investigation by the Board of Bar Examiners reveals. Should there is any question about such matters, contact Dean VanderWyden for a confidential conference.
- _____ Watch for your admission ticket to the Bar Examination. This will be mailed to you by the Board of Bar Examiners after you file the 3L conversion form.
- _____ Apply for admission to the MPRE (Multistate Professional Responsibility Examination). Applications are available online at www.ncbex.org This exam is separate from the general bar exam. In Florida and in some jurisdictions, students may take the MPRE before graduating from law school.
- _____ Complete the authorization to release the Certificate of Dean for The Florida Bar: www.law.miami.edu/iml/graduation-and-the-bar This is only done electronically; do not submit paper forms, please! Certifications for jurisdictions other than Florida must be supplied to the Registrar by the student. Neither the Certificate of Dean nor the transcript will be forwarded unless you request that we send them.

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- _____ Order your transcript on CaneLink NOW to be sent to the Bar after you graduate. Be sure to check to hold until your degree is conferred on the transcript.
- _____ Get graduation and transcript recognition for meeting the pro bono challenge of 75 hours of service. Log your pro bono hours now at www.law.miami.edu/hope
- _____ Schedule law school exit interview with Natalia Marulanda, Associate Director, Career Development Office. Her email address is nmarulanda@law.miami.edu.
- _____ See Ms. Jessie Howell, Director, Student Access & Inclusion, if you require accommodations for the Bar Examination or the MPRE. Do this NOW! Delays may result in a denial of your request at the last moment!
- _____ Attend a **mandatory graduation chat with Dean White** on Tuesday, February 13, 12:30 p.m. in the Storer Auditorium, at the School of Business. Lunch will be served.
- _____ Attend sessions regarding **preparation for the Bar Examination** during **Bar Week, February 12-22**: Food provided at all events.
 - ___ Character & Fitness Panel, Monday, February 12, 12:30 p.m., Room F309
 - ___ Bar Exam Logistics, Monday, February 19, 12:30 p.m., Room F309, or on Thursday, February 22, 12:30 p.m., Room F309
 - ___ Mandatory Graduation Chat with Dean White, Tuesday, February 13, 12:30-1:50 p.m., Storer Auditorium, School of Business.
 - ___ Partnership for Professionalism, dinner and discussions with judges and attorneys in our 28th year, Tuesday, February 20 6:00-8:30 p.m., Hurricane 100 Room, BankUnited Center. Preference given for graduating students. Information available on February 13.
- _____ Sign up for the **Pass the Bar Seminar** with Professor Chad Noreuil provided by MiamiLaw. No costs, dinner provided each evening. Enrollment limited. There will be two options in this last semester. Watch for the email announcements. This is a must to ensure success on the Bar Exam in any state!
- _____ See Dean Stearns to request assistance in getting all grades of INCOMPLETE turned in by the appropriate professors.
- _____ Order personalized announcements from Herff Jones: HerffJones.com/college/miami
Pick up invitations to the Reception in the Career Development Office in mid-April.
- _____ Watch for email notices for information on where to pick up caps and gowns, May 7-11. These typically arrive a few days before the Commencement Ceremony.
- _____ Contact Dean VanderWyden if you have UM Law alumni parents. Graduating students whose parent is a MiamiLaw alumnus/alumna may request that his/her parent walk on the stage with the graduate at the Commencement Ceremony. See Dean VanderWyden to make this request and appropriate arrangements. Deadline: April 11, 2018.
- _____ Give notice of your intention to compete in the process for selection of the Student Speaker at the Commencement Ceremony. Email: vwander@law.miami.edu The process for submitting the speech for consideration will be announced before Spring Break. Deadline for submitting a draft speech is Wednesday, March 21, 5:00 p.m.
- _____ Contact Dean VanderWyden if you would like to sing the National Anthem and/or the Alma Mater at the Commencement Ceremony.

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- _____ Inform Dean VanderWyden if you are a JD/MBA candidate who will participate in the ceremony for the School of Business and for the School of Law. We need to be sure that you will receive regalia for both ceremonies.
- _____ Inform Dean VanderWyden if you are a JD/MM graduate who will participate in both the ceremony for the Frost School of Music and for the School of Law. We need to be sure that you will receive regalia for both ceremonies.
- _____ Take the opportunity to attend **Financial Aid Workshops** for your benefit. Watch the Hearsay and email messages for programing.
- _____ Make arrangements for continued **health insurance coverage** after graduation and before employment benefits would kick in. Student insurance expires in August. See Emily Horowitz for complete information.
- _____ If your Fall 2017 GPA indicates that you will graduate with honors—*cum laude*, *magna cum laude*, *summa cum laude*, then plan on attending the **Honors Convocation and Reception** on Friday, May 11, 3:00 p.m. in Gusman Hall, across from the School of Law. Reception to follow at the School of Law. RSVP to the invitation that will be sent to you.
- _____ There is no **Commencement Ceremony rehearsal** scheduled, so it is imperative that all graduates report promptly at 9:00 a.m. on May 12 and be ready to receive complete instructions for the Ceremony.
- _____ Participate in the **Commencement Ceremony** on **Saturday, May 12, at 10:00 a.m.** at the Watsco Center on campus. Students report to the UM Field House on the east side of the Watsco Center by 9:00 a.m. The ceremony lasts approximately two hours. You may invite as many guests as you like.
- _____ Enjoy the **reception** immediately following the Commencement Ceremony on Saturday, May 12. Bass Bricks, School of Law. You may bring everyone in your party.
- _____ Participate in **Bar Orientation** on Monday, May 14, at the School of Law. Details TBA.
- _____ **Florida Bar Boot Camp** (for Florida Bar takers only) will be weekly on the UM campus after graduation. The schedule will be announced with registration instructions later in the semester. This is a supplemental, free program, to help students prepare for the Florida portion of the bar exam. Students take these sessions in addition to their commercial bar preparation course.
- _____ **Diplomas** are mailed after all grades from the Spring 2018 semester are recorded on the transcripts and the degree has been conferred. Diplomas are mailed to the address of record as stated on the Application for Diploma. Use CaneLink or contact Claudia Osorio, 284-4825, to change the address to which the diploma is to be mailed.
- _____ Inform your friends who never read anything or do anything in a timely manner about these necessary deadlines for graduation!
- _____ Pass the Bar Exam! Keep in touch with Alex Schimel, Rodney Rawls, and Dean VanderWyden throughout the process!

Congratulations!

William P. VanderWyden
Assistant Dean for Professional Development
25 January 2018

Grammar Lesson for those who never knew:

- Alumnus—male graduate (singular)
- Alumna—female graduate (singular)
- Alumni—male and female graduates (plural)
- Alumnae—female graduates (plural)

