May 2014 GRADUATION Check List

☐ Registrar Information – due by February 3
  o Verify graduation date by checking the graduation list on the Registrar’s bulletin board for your name (verify spelling).
  o Complete and submit online Application for Degree Form. Log into Enroll & Pay and select "Degree Progress/Graduation."
  o Complete and submit Writing Requirement, Hooding Ceremony, Clinical Statistics and Bar Information Forms that are in your mailbox.

☐ Career Services and Applying for the Bar Exam
  o Complete Employment Survey and Bar Survey for Career Services by April 15. These surveys must be completed before you can pick up your Hooding Ceremony tickets.
  o Complete bar application if sitting for the July Bar Exam.

☐ Composite Picture
  o Pick up composite picture at the Hooding Ceremony Information Meeting on Thursday, April 22 at 12:30 p.m. in Room 104.

☐ Diploma
  o Pick up diploma at the law school following the Hooding Ceremony or in Law School Registrar’s Office, Room 103, from May 19-30. Beginning June 2, pick up your diploma at the University Registrar’s Office, 150 Strong Hall.

2014 HOODING CEREMONY Check List

☐ Hooding Ceremony Information Form
  o Complete and submit Hooding Ceremony Information Form to Registrar by February 3.

☐ Graduation Announcements
  o A Representative from CB Graduation Announcements will have table in the commons area on March 11 from 10am-2pm if you wish to order announcements.

☐ Tickets for Hooding Ceremony
  o Sign up for guest Hooding Ceremony tickets March 1-31.
  o Pick up hooding tickets on Tuesday, April 22 at 12:30 p.m. in Room 104.

☐ Graduation Regalia
  o Purchase regalia (hood, robe, tam and tassel) from the Kansas Union Bookstore
  o A Representative from the Kansas Union Bookstore will have a table in the commons area on March 11 from 10am-2pm.

☐ Ceremony Logistics
  o Vote for Hooder and Marshals. You will receive an email when the ballot is available.
  o Attend Hooding Ceremony Information Meeting on Tuesday, April 22 at 12:30 p.m. in Room 104.
  o Pick up Hooding Name Card on May 8-9, 9am-12pm and 1:15pm-4pm, in Room 204B. Verify name pronunciation with Dean Mai.

☐ Graduation Day
  o Arrive at the Lied Center by 12:30 p.m. on Saturday, May 17 (ceremony starts at 1:00 p.m.).
  o Attend Graduation Reception and Open House at Green Hall immediately following Hooding Ceremony. RSVP by May 2 to Barb Menke, Room 202 or bmenke@ku.edu.