May 2017 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 17. 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 Tuesday, April 18 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 15-19. Beginning May 22, pick up your diploma at the KU Visitor Center, 1502 Iowa Street.

2017 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 Jostens will have table in the commons area on March 7 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 18 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 7 from 10am-2pm. Students receive a 10% discount if purchased on March 7.
  o New vendor this year - robes are similar to past years, but will have a Jayhawk embroidered on one cuff and a Trajan KU on the other cuff.

☐ 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 18 at 12:30 p.m. in Room 104.
  o Pick up Hooding Name Card from Dean Mai in Room 205B beginning May 1 (8am-12pm and 1:15pm-4:30p). Verify name pronunciation with Dean Mai.

☐ Graduation Day
  o Arrive at the Lied Center by 12:30 p.m. on Saturday, May 13 (ceremony starts at 1:00 p.m.).
  o Attend Graduation Reception and Open House at Green Hall immediately following Hooding Ceremony. RSVP by May 5 on line at http://law.ku.edu/graduation-reception.