William S. Richardson School of Law
Graduation Checklist
Last revised: September 2014

☐ **DEGREE PROGRESS.** Check your MyUH to track your progress toward completion of your degree.

Although students may receive counsel from the Law School’s administration and faculty, students are directly responsible for meeting their graduation requirements. **It is the responsibility of the student to ensure the degree requirements are met and to follow the policies outlined in the Student Handbook.**

☐ **CREDITS.** Must have at least 89 credits to graduate. Please note the course requirements below:

- 1L Curriculum
- 2 Credits in Clinical or Skills Course
- Constitutional Law I
- Professional Responsibility
- Second Year Seminar (SYS)

☐ **PRO BONO REQUIREMENT.** At least 60 hours of Pro Bono service must be completed and all paperwork must be submitted by the last scheduled day of classes of the semester you plan to graduate. A confirmation email will be sent to you upon completion of the requirement. In STAR, the Pro Bono requirement will show “Completed” when 60 hours are approved and verified. See the Director of Professional Development regarding completed hours and/or missing documents.

☐ **DEGREE APPLICATION.** Submit the Degree Application to the first floor Administration desk as soon as possible during the semester you plan to graduate. Complete this form to notify Upper Campus of your intention to graduate for a given semester. A $30 fee will be assessed to post the degree and to generate your diploma. You may also request a Hawaiian language diploma (for an additional $30 fee). A couple of hints about the Degree Application form follow.

- Print your name EXACTLY as you wish it to appear on the diploma.
Select the appropriate semester and year in which you plan to graduate.

Please provide your hometown.

We recommend you put a mailing address on the form. If you do not provide an address, you must coordinate with the UH Mānoa Records Office to pick up the diploma at QLC.

There is a $30 processing fee. You will not need to enclose the fee with your Degree Application form; the charge will show up on your MyUH.

Consider whether you want a Hawaiian language version as well. If so, please complete the Hawaiian Degree Application form located on our website. (Please note that there is an additional $30 fee.)

Submit the form to the first floor Administration desk. The Student Services Office will obtain the appropriate signatures and will forward your form to the UH Mānoa Records Office.

It takes at least 8-10 weeks after you graduate for your diploma to be sent or made available at QLC.

PROGRAM CERTIFICATES. If you wish to be considered for a certificate (Environmental Law, Native Hawaiian Law, or Pacific Asian Legal Studies), check with the Program Director before you register for your last semester. Turn in your completed and signed certificate checklist to the Program Director prior to the final exam period. The Program Director will forward completed certificate checklists to the Registrar.

POST-GRADUATION SURVEY. Before you graduate, you will need to fill out a survey regarding your post-graduation plans. The Law School is required to report this data to the American Bar Association (ABA) and the National Association for Law Placement (NALP), so you will be emailed a survey link.

REGALIA ORDER. Generally in February/March, you will be emailed an order form, which should be turned in at the first floor Administration desk with your payment. The 4 items you must have are: Gown, Cap (or Tam), JD Hood, Tassel.
ANNOUNCEMENTS & INVITATIONS ORDER. Along with the regalia, you will receive an order form for announcements, which should be turned in at the first floor Administration desk with your payment. These may arrive earlier than the regalia (possibly before Spring Break).

HAWAI’I STATE BAR APPLICATION. Check the Hawai’i State Judiciary website for application deadlines and required documents.

If you are planning to take a State Bar Exam outside of Hawai’i, be sure to check the application procedures, deadlines, and required documents.

DEAN’S CERTIFICATE FOR HAWAI’I STATE BAR APPLICATION. Submit a copy of the Form 2 and a signed & notarized Form 3 (photocopies will not be accepted) to the first floor Administration desk. Submit these forms in a timely manner so that the Registrar may process and submit the form to the Hawai’i State Bar Examiners Office.

If you are planning to take a State Bar Exam outside of Hawai’i, submit the appropriate forms and documents to the Registrar in a timely manner so that the Registrar may process and submit the form by the stated deadline.

MPRE. Sign up for the MPRE.

FINANCIAL AID. Complete Exit Counseling for Financial Aid. (See link on UH Financial Aid website.) Prepare for repayment of student loans. (Contact the Law School Financial Aid Director or the UH Financial Aid Office for questions.)

BAR STUDY LOANS. Contact the Law School Financial Aid Director, who may be able to assist you explore federal loans to save you the high interest rates on regular loans.

FINANCIAL OBLIGATIONS ON MyUH. Be sure to pay any outstanding financial obligations, i.e. you do not owe anything to the University (including library fines, parking tickets, degree application/diploma fee, etc.) A hold will be placed on your record if there are any financial obligations on your MyUH and will affect conferral of your degree and release of your diploma.

LIBRARY FINES. Make sure you have returned all books and paid any outstanding fines, if applicable.
LIBRARY KEY CARDS. Return key cards to Law Library circulation desk or incur a $25 replacement fee.

PASSWORDS. Publishers of Bloomberg, LexisNexis, and Westlaw have their own policies regarding retention of access to their database upon graduation. Contact the Law Library for details.

LOCKERS. Vacate and clean lockers by the Friday before graduation.

KEYS AT WSRSL. Return all keys to Student Services.

SUMMER PARKING PERMITS FOR BAR STUDY CLASSES. The Student Services Office usually requests special permission for our graduates to purchase a summer parking permit (even though you are no longer a student). Look for an email in April to request a permit during Bar Study period.

@HAWAII.EDU EMAIL ADDRESS. It will remain active for a 6 month grace period. After that, you must sign up for “Ohana Services” to keep your @hawaii.edu account. To learn more, visit the ITS website.

HEALTH INSURANCE. Your UH Student Health Coverage expires once you graduate. We encourage you to not let your health insurance coverage lapse. Health insurance is imperative. There are stop gap plans under your UH student health plan. As soon as you sign up, you will automatically convert to an individual plan upon the date of graduation, and still have 31 days to consider options. As an option, visit HMSA or contact an HMSA representative at 948-5555.

ALUMNI ASSOCIATION. Please visit the Alumni section of the website and find the WSRSL alumni page on Facebook to learn more about your fellow alumni, upcoming events, and ways to get involved.