Graduation Checklist

Last revised: January 2016

**DEGREE REQUIREMENTS**

- **DEGREE PROGRESS.** Check MyUH to track your progress of your degree.

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

- **CREDITS.** Earn 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) or Law Thesis

- **PRO BONO REQUIREMENT.** Complete at least 60 hours of Pro Bono service and ensure submission of all required materials (by the student and supervisor) by May 1 (for Spring graduation), August 1 (for Summer graduation), or December 1 (for Fall graduation). A confirmation email will be sent to you upon completion of the requirement. In STAR, the Pro Bono requirement will read “Completed” when 60 hours are approved and verified. Contact the Director of Professional Development with questions.

- **DEGREE APPLICATION.** Submit the Degree Application to the first floor Administration desk as soon as possible no later than January 30 (for Spring and Summer graduation) or September 30 (for Fall graduation).

  This form notifies Upper Campus of your intention to graduate. 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.

  - 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.
  - 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.
  - Pay the $30 processing fee via MyUH. Do not enclose the fee with your Degree Application form.
  - If you want a Hawaiian language version as well, you must complete the Hawaiian Degree Application form located on our website. (Please note that there is an additional $30 fee.)
  - Submit the Degree Application form to the first floor Administration desk. The Student Services Office will obtain the appropriate signatures and forward your form to the UH Mānoa Records Office.
  - It will take 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 by April 15 (for Spring and Summer graduation) or
October 30 (for Fall graduation). The Program Director will forward approved certificate checklists to the Registrar.

- **POST-GRADUATION SURVEYS.** Before you graduate, fill out the mandatory “At Graduation” survey regarding your post-graduation plans. A ten-month “Post-Graduation” survey will be sent to you in the February following your graduation. Kōkua by completing this survey as well. The Law School is required to report this data to the American Bar Association (ABA) and the National Association for Law Placement (NALP).

**HEALTH INSURANCE COVERAGE**

- **HEALTH INSURANCE.** Your UH Student Health Coverage will expire shortly after you graduate. Make plans now by February 15 to extend or replace your health insurance. According to the Affordable Care Act, you must purchase health insurance if you can afford it. The maximum penalty for not having health insurance in 2016 is $2085 or 2.5% of your adjusted gross household income, whichever is higher. For more information, please see [https://www.healthcare.gov/fees/fee-for-not-being-covered/](https://www.healthcare.gov/fees/fee-for-not-being-covered/).

**BAR EXAM PREPARATION**

- **HAWAI'I STATE BAR APPLICATION.** Check the Hawai'i State Judiciary website for application deadlines and required documents. You may want to review Hawai'i Bar Application Advice from the Class of 2014.

- **DEAN’S CERTIFICATE FOR HAWAI'I STATE BAR APPLICATION.** Submit a copy of the Form 2 and a signed and notarized Form 3 (photocopies will not be accepted) to the first floor Administration desk. Submit these forms to the Law School for processing well in advance of the Hawai'i State Bar Examiners Office’s stated deadline.

- **NON-HAWAI'I STATE BAR APPLICATION.** If you are planning to take a State Bar Exam outside of Hawai'i, be sure to check the state’s application procedures, deadlines, and required documents. 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**

- **FINANCIAL AID.** Complete Exit Loan Counseling for Financial Aid. (See link on UH Financial Aid website.) Prepare for repayment of student loans. Contact the Law School Financial Aid Manager for questions about your repayment options.

- **BAR STUDY LOANS.** Contact the Law School Financial Aid Manager prior to the deadline (typically, by April 15 for Spring graduation) to make changes to your financial aid package to explore federal loan options.

**FINANCIAL OBLIGATIONS**

- **FINANCIAL OBLIGATIONS ON MYUH.** Make sure 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. This 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. **LAW SCHOOL COMMENCEMENT**
REGALIA & ANNOUNCEMENTS ORDER. Information will be released in February/March. Contact the Law School Events Office, lawevent@hawaii.edu, with questions.

LAW SCHOOL COMMENCEMENT DETAILS. Check the Commencement website for information for your guests. Contact the Law School Events Office, lawevent@hawaii.edu, with questions.

RETURN ITEMS BEFORE YOU GRADUATE

LOCKERS. All lockers must be vacated, cleaned, and locks removed no later than one week after the Law School Commencement unless you fall under one of these exceptions: 1) attending Summer School, 2) preparing for the Bar exam, 3) serve as an SBA officer. If you fall under one of these exceptions you must notify the SBA by the stated deadline, and all lockers must be vacated, cleaned and locks removed by August 1.

KEYS AT WSRSL. Return all Law School keys to Student Services.

LIBRARY KEY CARDS. Return your key card to the Law Library Circulation Desk. It is important to return the cards as they are re-used for the next class and are very expensive to replace. If you do not return your card, you will incur a $25 replacement fee and a hold will be placed on your record, which will affect conferral of your degree and release of your diploma.

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

AFTER YOU GRADUATE

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. Contact the Alumni Association at lawalum@hawaii.edu to be notified of alumni events.

@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.