

To: All BU Law 3Ls

From: Office of the Dean

Subject: Important Information Regarding Commencement

Date: February 14, 2019

We hope your last semester of law school is off to a good start! We are writing today to let you know about some important information regarding Commencement.

**The BU Law Commencement ceremony will be held on Sunday, May 19, 2019 at 9:00 a.m. at the Track and Tennis Center.** A reception will follow immediately after the ceremony. The All-University Commencement ceremony will take place on Sunday, May 19, 2019 at 1:00 p.m. on Nickerson Field. While those dates may seem far away, they will arrive very quickly! This memo outlines the things you need to do in order to participate in the ceremonies that day and to ensure that you receive your diploma at the BU Law Commencement ceremony.

We've set up a special section of the website to help you get ready for Commencement. Please visit <http://www.bu.edu/law/events/commencement> for all your commencement needs. If you have specific questions about the ceremony that you can't find answers to on the website, please contact Elizabeth Clancey at [lawevent@bu.edu](mailto:lawevent@bu.edu)

**Please pay close attention to the requirements and deadlines. You must complete the requirements on time in order to receive your diploma.**

Have a great semester! We look forward to congratulating you at Commencement.

## J.D. COMMENCEMENT CHECKLIST

### **Graduation Application – Deadline: Monday, January 28, 2019 – PAST DUE!**

You should have submitted your graduation application to the BU Law Registrar's Office by **January 28**. You must submit this application in order to participate in commencement ceremonies. If you have yet to submit your application, please do so immediately. You can access the form on the law school commencement website or by clicking [here](#).

### **Academic Requirement Check – Deadline ASAP**

At the conclusion of the add/drop period on **January 28** the BU Law Registrar's Office sent out a course confirmation to all J.D. students. The course confirmation only addresses credit requirements. Remember that you also must fulfill the Professional Responsibility, Introduction to Business Fundamentals, Experiential Education credits (minimum six) and Upper Class writing requirements to graduate. If you have any question about whether you have fulfilled all graduation requirements, please check with the Registrar's Office as soon as possible.

### **Verify Personal Data – Deadline: Wednesday, March 6, 2019**

After you file your graduation application, you will receive an automated email from the University Registrar asking you to provide your name as you would like it to appear on your diploma. If you didn't indicate otherwise, your diploma will show your name as it currently appears on University records. Any Student who has restricted the release of their name in the "Commencement Program" through the Student Link will not appear in Commencement Programs. Please check the Student Link to be sure your name appears as you would like it to in the Commencement Programs. If you wish to make any changes, please contact Nicole Haefner in the registrar's office.

### **Order Your Cap and Gown Online – First Deadline: April 7, 2019**

Cap and gown orders are placed online through Barnes & Noble @ BU's vendor, Herff Jones. If you're participating in ceremonies during Commencement Weekend, you'll need the University-approved regalia. You can place your regalia order, and order personalized commencement announcements, by visiting <http://www.bu.edu/commencement/for-students/caps-gowns-announcements/> and clicking on "Order Now"

- You may pick up your cap & gown at the Alley at GSU @ BU beginning May 13th. *Be sure you have the right cap and gown for your degree when you pick them up.*
- Please don't wait until April 7th to place your order! There will be limited inventory in the Alley beginning May 13<sup>th</sup> for those who have not ordered online in advance.
- Step-by-step ordering directions can be found on the [regalia page](#) of the BU Law Commencement website.
- For further information regarding cap and gown orders, please contact Barnes & Noble [regalia@bu.edu](mailto:regalia@bu.edu)

### **RSVP – Deadline: April 10, 2019**

After you file your graduation application, you will receive an automated email from the University Registrar asking you to RSVP for the All-University Commencement and Law School Commencement ceremonies. The last day to update commencement attendance is **April 10**.

### **Ensure your Name is read correctly at Commencement – Deadline: April 26, 2019**

We have introduced a new technology to make sure pronunciation of names are correct at Commencement. Please follow the following steps to record your name so that your faculty name announcer may have a chance to learn it prior to Commencement.

1. Visit [learn.bu.edu](http://learn.bu.edu) to login to the Blackboard Site. Use your BU Kerberos account to login.
2. Under "My Courses" select: 2L: Class of 2019 Student Affairs Resource Center
3. Scroll down to 'Commencement - NameCoach'
4. Click on "NameCoach Recorder" and follow the instructions to record your name
5. That's it – once you record your name, the Faculty Name announcer will practice the pronunciation prior to Commencement.
6. Please email [lawav@bu.edu](mailto:lawav@bu.edu) with any NameCoach questions.

### ❑ **Federal Loan Exit Counseling & Loan Repayment – Deadline: April 30, 2019**

If you received federal loans while at BU Law, you must complete an Exit Counseling Session by **April 30** to guarantee that you will receive your diploma at graduation. Group sessions will begin the week following spring break. Please review the Law Financial Aid Office's [schedule](#) for the dates and times of group loan counseling sessions. You may also complete the requirement [online](#) or make an appointment to meet individually with the Law Financial Aid Office.

- Detailed loan repayment information is available on the [Federal Student Aid website](#). The options for federal loans include several income-driven repayment plans, which use your adjusted gross income to determine your monthly payment – and do NOT require specific employment (such as public interest work).
- If you plan a career in public interest work, you should become familiar with the federal [Public Service Loan Forgiveness program](#) and [BU Law's LRAP](#). When used with an income-driven repayment plan, these programs can provide a substantial benefit for students who pursue a career in a public service field.

The Law Financial Aid Office will work with you throughout the semester and after graduation to provide the information that you need to repay your loans.

### ❑ **Outstanding Balances – Deadline: April 30, 2019**

If you have an outstanding balance on your student account, it must be paid by **April 30** to ensure that you will receive your diploma at graduation.

### ❑ **J.D. Graduation Survey – Deadline: May 3, 2019**

The CDO will ask you to complete an online graduation survey via Symplicity in the middle of April. This provides us with information that we are required to report to the ABA and helps us identify career needs of our graduates so that we can continue to work with you beyond graduation. You must complete this requirement by **May 3** in order to receive your diploma at the BU Law Convocation ceremony.

### **ADDITIONAL INFORMATION**

The Boston University Registrar collects and holds all diplomas not awarded at commencement. BU Law will not have access to your diploma after the Commencement ceremony and the University will not release your diploma until the BU Law Registrar advises them that you have met all requirements.

- To obtain your diploma after Commencement, you will need to complete all requirements. Once completed, return to the Student Link — <http://www.bu.edu/studentlink> — and opt either to pick-up your diploma in person or provide a mailing address. The last day to submit this information on the Student Link is **Friday, June 7**.
- The University will begin dispensing diplomas in person to students who have met all requirements on **Friday, June 7**.
- The University will begin mailing diplomas to students who have met all requirements on **Monday, June 17**.
- The University Registrar will hold all diplomas for students from whom they have not heard.