

To: May 2010 & Summer 2010 Graduates (3L and LLM)  
From: Carin N. Crain, Associate Dean for Student Affairs  
Date: November 2009  
Re: Important Things To Do During Your Final Semesters at the University of Iowa  
College of Law

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As you settle into your final semesters at the University of Iowa College of Law, you may have questions about graduation and the bar examination. For this reason, I have prepared the following list for you to consider. For some this list is over-inclusive, for others under-inclusive, but I hope that it will prompt you to plan for graduation and the bar examination well before these events occur.

### **Graduation**

- Contact Deb Paul in the Registrar's Office if you have questions on your graduation requirements. Check your degree audit on ISIS. Select Student Records then "Courses & Grades".
- Complete the application for degree. The deadline is March 5, 2010 for May graduates. The form is available through your ISIS account. Select Student Records, then "Student Life Management".
- Make your hotel and restaurant reservations now for out of town guests, to avoid conflicts in the spring.
- Before you graduate, make sure you provide Deb Paul and the Career Services Office with your updated contact information;
- Remember Graduation is Friday, May 14, 2010, at 1:00 p.m. at the Iowa Memorial Union, Main Lounge. Each graduate will receive at least four tickets for seating in the Main Lounge. There will be overflow seating in the IMU Ballroom and Bijou Theatre. A reception in the IMU for all graduates and guests will follow the ceremony.
- During the week of May 3, 2010, you may pick up your cap and gown from the Iowa Memorial Union bookstore. The cost is approximately \$35.
- Clear all delinquent accounts with the Business Office. Make sure you pay all library fines and parking tickets.
- Graduation memo – you will receive a memo outlining important graduation information and directions from the Dean's Office. After you have completed your degree application, the University Registrar's Office will send you apparel information.

- Graduation committee – if you want to help plan the graduation ceremony, this is your first opportunity to step forward and volunteer. Contact Rene Arps in the Dean’s Office if you are interested.

- Clean out your locker and library carrel at the end of the spring semester.

### **Public Service**

Law graduates who have earned the **Boyd Service Award** wear honor cords at graduation and are recognized in the commencement program. Students must earn a minimum of 100 hours during law school to receive the award. See <http://www.law.uiowa.edu/students/boydservice.php> for more details. **Remember to log your hours for each month by the seventh day of the next month.**

### **Lawyers & Leaders**

Lawyers & Leaders Programming by the Citizen Lawyer Program: Watch for programs of special interest to graduating seniors this spring, sponsored by the Citizen Lawyer Program and other Student Services departments. The Lawyers & Leaders Series consists of workshops, lectures, and other programs that focus on pro bono traditions, leadership development, practical lawyer and life skills, and community issues.

### **Seeking Assistance from the Career Services Office**

- If you are seeking employment and you have not sought help from CSO, make an appointment today.

- Fill out your Graduate Employment Survey via Symplicity now and update it if necessary through graduation and beyond. Please complete the survey even if you are still seeking employment: and please include your non-uiowa.edu email address. If you will be leaving Iowa City after graduation, collect any CSO handouts that you would like to have;

- Create a list of your own contacts and begin contacting them for informational interviews.

- Whenever you obtain employment, please let CSO know. The College needs that information to report to the ABA and U.S. News.

- Remember: your CSO is always happy to assist you with your employment needs even long after you graduate.

### **Financial Aid**

- If you plan to apply for a Bar Examination Loan, go to [www.law.uiowa.edu/students/finaid/](http://www.law.uiowa.edu/students/finaid/) then to loans middle of the page; click on Bar Exam Loans. Allow at least three weeks (more if you will need a co-signor) from date of application to receipt of funds. The Bar Examination Loan funds may be used for bar registration fees, bar prep courses, and living expenses while studying for the bar. Eligibility for and the interest rate charged is determined by your credit record.

- On-line Student Loan Exit Interviews must be completed prior to, or just after graduation. Federal Direct Loan Exit Interviews are at

<http://www.uiowa.edu/financial-aid/counseling/index.shtml>

If you need to complete an exit interview for the Perkins Loan or the Iowa Law School Foundation Loan, you will receive an email directing you to ECSI's website, [www.ecsi.net](http://www.ecsi.net). ECSI is the loan server for UI Perkins and Law Foundation Loans.

- Federal loan information is available at [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov)
- Loan Servicing and Loan Consolidation information is available at [www.dl.ed.gov/borrower](http://www.dl.ed.gov/borrower)

### **Research Assistants**

- Turn in timesheets and verify hours completed with Jessica Diers in 276 BLB, 335-9142. [Jessica-Diers@uiowa.edu](mailto:Jessica-Diers@uiowa.edu)

### **The State Bar Examination**

- Participate in the early bar examination preparation activities sponsored by the University of Iowa College of Law. For example, look out for a program in February with representatives from Boards of Law Examiners entitled "Demystifying the Bar Examinations." Our guests will provide information and respond to your questions regarding the creation of bar examination questions and scoring of bar applicants' answers. They can also respond to your questions regarding their character and fitness requirements. Relevant information regarding admission to the bar in other jurisdictions will also be available.

- If you have not already done so, and if registration is required, register as a law student with the State Bar of Iowa by December 1, 2009 ([www.judicial.state.ia.us](http://www.judicial.state.ia.us)) **or** the state where you plan to take the Bar exam. In Iowa, you may register past December 1, but the fee increase from \$75 to \$150. This registration must be completed before your bar application will be processed.

- Take and pass the Multistate Professional Responsibility Exam (MPRE) prior to the bar examination. Test dates and online registration for the MPRE are available at [www.ncbex.org](http://www.ncbex.org) or [www.act.org/mpre](http://www.act.org/mpre)

- Submit your Iowa Bar Examination application: File by April 1, 2009 for the July 27-29, 2009 bar exam. Check [www.judicial.state.ia.us](http://www.judicial.state.ia.us) for further information \*

- If you plan to take a bar examination in another state, the following information may be helpful to you\*:

- Illinois test date July 27-28, 2010 (timely filing February 1, 2010), [www.ibaby.org](http://www.ibaby.org);
- Minnesota test date July 27-28, 2010 (timely filing March 15, 2010), [www.ble.state.mn.us](http://www.ble.state.mn.us);

- California test date July 27-29, 2010 (timely filing April 1, 2010), [www.calbar.org](http://www.calbar.org);
  - Arizona test date July 27-28, 2010 (timely filing February 1, 2010), [www.supreme.state.az.us/admis](http://www.supreme.state.az.us/admis);
  - Colorado test dates February 23-24, 2010 and July 27-28, 2010 (timely filing December 1, 2009 and May 1, 2010 respectively), [www.coloradosupremecourt.us/BLE/ble\\_home.htm](http://www.coloradosupremecourt.us/BLE/ble_home.htm);
  - Missouri test date July 27-28, 2010 (timely filing March 15, 2010), [www.mble.org](http://www.mble.org);
  - Wisconsin test dates February 23-24, 2010 and July 27-28, 2010 (timely filing December 1, 2009 and May 1, 2010 respectively), [www.wicourts.gov](http://www.wicourts.gov)
- If you are seeking non-standard accommodations for the bar examination, submit your request now;
  - Decide which commercial bar review course(s) to purchase and then purchase;
  - Many of you will be in need of a notary public to complete your application for admission to a bar. There are four in the building including Deb Paul, Rene Arps, and Craig Spitzer in the Dean's Suite and Grace Tully in room 405 BLB.
  - Fingerprint cards and information about multistate examinations are available from Deb Paul.
  - The University of Iowa Department of Public Safety offers free fingerprinting. Fingerprinting hours are Monday-Thursday, 9:30 a.m.-12:00 p.m. and 5:00-7:00 p.m.
  - Study hard, stay focused.

### **Photo Panel**

- You can contact Photo Service to have a picture taken of you in their office at C109 Seashore Hall, 335-2561, 9:00-11:00 and 1:00-4:00 (\$37.50 sitting fee), or you can submit a photo to Deb Paul, with a copyright release.<sup>1</sup>

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<sup>1</sup> Please check these dates and deadlines because they are subject to change.<sup>1</sup>