

To: December 2011, May 2012 & Summer 2012 Graduates (3L and LLM)  
From: Carin N. Crain, Associate Dean for Student Affairs  
Date: November 2011  
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, it is under-inclusive. Either way, I hope that it will prompt you to plan for graduation and the bar examination well before these events occur.

### **Graduation**

● Graduation committee: If you want to help plan the graduation ceremony, this is your first opportunity to step forward and volunteer. Contact your classmate, Emily Scheich, if you are interested.

*Recommended Completion Date: ASAP, fall      Completed Date \_\_\_\_\_*

● Graduation is Friday, May 11, 2012, at 1 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 Bijou Theatre. After the ceremony, there will be a reception for all graduates and guests in the Boyd Law Building.

● Make hotel and restaurant reservations for out of town guests to avoid conflicts in the spring.

*Recommended Completion Date: September 30      Completed Date \_\_\_\_\_*

● Complete the degree application. The deadline is October 11, 2011 for December graduates and March 2, 2012 for May graduates. The form is available on ISIS. Select **Student Records**, then **Student Life Management**.

*Completed Date \_\_\_\_\_*

● Contact Registrar Deb Paul with questions about graduation requirements. Check your degree audit on ISIS. Select **Student Records** then **Courses & Grades**.

*Recommended Completion Date: October 15      Completed Date \_\_\_\_\_*

● Clear delinquent accounts with the University Billing Office. Pay library fines and parking tickets.

*Recommended Completion Date: April 30      Completed Date \_\_\_\_\_*

- Update Deb Paul and the Career Services Office with your contact information before you graduate.

*Recommended Completion Date: April 30                      Completed Date \_\_\_\_\_*

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

*Required Completion Date: June 1                      Completed Date \_\_\_\_\_*

- After you complete your degree application, the University Registrar's Office will send you apparel information. During the first two weeks of May 2012, you may pick up your cap and gown from the Iowa Memorial Union bookstore located at the Old Capitol Mall. The cost is approximately \$44.

*Completed Date \_\_\_\_\_*

- Graduation memo: You will receive a memo outlining important graduation information and directions from the Dean's Office.

### **Pro Bono Projects**

The Citizen Lawyer Program coordinates pro bono (law-related volunteer) projects for students. If you wish to serve the community to build experience, inquire about these opportunities in Room 216. <http://clp.law.uiowa.edu/clp/>

*Recommended Completion Date: ASAP, fall                      Completed Date \_\_\_\_\_*

### **Boyd Service Award**

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 following month.** Students graduating during the spring semester usually must record their service work for April early in the month. The Pro Bono Society Executive Board will confirm the final deadline.

### **Lawyers & Leaders**

Citizen Lawyer Program Events: The CLP and other Student Services departments sponsor programs of special interest to graduating seniors. 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**

- 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 include your non-uiowa.edu email address. If you will be leaving Iowa City, collect any CSO handouts that you would like to have.

*Recommended Completion Date: ASAP, fall                      Completed Date \_\_\_\_\_*

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

*Recommended Completion Date: September 1      Completed Date\_\_\_\_\_*

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

*Recommended Completion Date: September 15      Completed Date\_\_\_\_\_*

●When you obtain employment, update CSO. The College reports that information to the ABA and NALP. Graduate employment rates affect school rankings which can affect the college's *U.S. News and World Report* ranking.

●Remember, your CSO is always happy to assist you with your employment needs even long after you graduate. As a graduate, you can contact the CSO to review your resume or cover letter, conduct mock interviews or just chat!

●Your HawkID will remain active as long as you keep your password updated. This will help you maintain access to Symplicity, which contains alumni job postings, for as long as you need it.

### **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/) select **Loans** then scroll down to **Bar Exam Loans**. Allow at least five weeks (more if you will need a co-signer) from the date of application to receipt of funds. Bar exam loans are disbursed directly to the student, not through the university. The Bar Examination Loan funds may be used for bar registration fees, bar prep courses, and living expenses while studying for the bar. Eligibility and interest rates are determined by your credit record. Note: These are private loans. If you have questions, contact the Financial Aid Office at 319/335-9142. [Law-financialaid@uiowa.edu](mailto:law-financialaid@uiowa.edu)

*Recommended Completion Date: Five weeks prior to when funds are needed.*

*Completed Date\_\_\_\_\_*

●On-line **mandatory Student Loan Exit Interviews must** be completed or your academic transcript will be withheld. To complete your Federal Direct Loan Exit Interview go online to: <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.

*Recommended Completion Date: May 1      Completed Date\_\_\_\_\_*

●Student loan debt information for bar application

Some states require your student loan information to complete your bar application. For your federal student loan information, including loan consolidation information, please go to [http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/) You will need your PIN number to access your federal loan information. If you borrowed an Iowa Law School Foundation Loan, your information is with ECSI at <http://www.ecsi.net/bwr/borrower.html> *Completed Date\_\_\_\_\_*

- Your 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).

*Recommended Completion Date:* May 1                      *Completed Date* \_\_\_\_\_

**●Health Insurance After Graduation**

Email: [Benefits@uiowa.edu](mailto:Benefits@uiowa.edu) or  
[http://www.uiowa.edu/hr/benefits/health/student/index\\_aftergrad.html](http://www.uiowa.edu/hr/benefits/health/student/index_aftergrad.html)

**State Bar Examinations**

- If you plan to take a bar examination, the following information may be helpful to you. Please check these dates and deadlines because they may change. If your state is not listed, research application deadlines and fees early.
- Most states require applicants to take and pass the Multistate Professional Responsibility Examination (MPRE) prior to the bar examination. Each state determines its own passing score. Check with your state for more information. Test dates and online registration for the MPRE are available at [www.ncbex.org](http://www.ncbex.org) or [actapps.act.org/mpre/](http://actapps.act.org/mpre/). Receipt deadline for the November MPRE exam is September 20, 2011.

Applicants for July 2012 Iowa bar exam should take the November 2011 MPRE so that your score can be on file by the April 1 deadline. Applicants who fail to make deadline must request special permission from Iowa Supreme Court.

*Recommended Completion Date:* September 14                      *Completed Date* \_\_\_\_\_

- If you are seeking non-standard accommodations for the bar examination, submit your request now.

*Recommended Completion Date:* September 30                      *Completed Date* \_\_\_\_\_

- If you have not already done so, and if registration is required, register as a law student with the state where you plan to take the Bar exam. In Iowa, ([www.iowacourts.gov](http://www.iowacourts.gov)), you may register after December 1, 2011, but the fee increases from \$75 to \$150. This registration must be completed before your bar application will be processed.

*Recommended Completion Date:* September 30                      *Completed Date* \_\_\_\_\_

●Submit your Iowa Bar Examination application: File by November 1 for the February 27-29, 2012 bar exam. File by April 1, 2012 for the July 23-25, 2012 bar exam. Check [www.iowacourts.gov](http://www.iowacourts.gov) for further information. The Iowa Board of Law Examiners has created a Bar Exam Checklist “to ensure that all required components are submitted with the application.”

Completed Date \_\_\_\_\_

*Recommended Completion Date:* February bar exam: September 1, July bar exam: January 15

- The Illinois bar exam is offered on the last consecutive Tuesday and Wednesday in February and July. The February 2012 examination will be administered on the 28 and 29. [www.ILBarAdmissions.org](http://www.ILBarAdmissions.org).
- The Minnesota bar exam is administered on the last Tuesday and the last Wednesday of each February and the last Tuesday and the last Wednesday of each July. For the July exam, the timely filing deadline is March 15; the final deadline is May 1. For the February exam, the timely filing deadline is October 15; the final deadline is December 1. Postmarks are accepted. [www.ble.state.mn.us](http://www.ble.state.mn.us);
- California test dates are February 28-29 and March 1, 2012 (timely filing November 1, 2011) and July 2012 (timely filing April 1, 2012), [www.calbar.org](http://www.calbar.org).
- Arizona test dates February 28-29, 2012 (timely filing September 1 with late filing November 30, 2011) [www.supreme.state.az.us/admis](http://www.supreme.state.az.us/admis).

The Colorado bar exam is held twice yearly, on the last Tuesday and Wednesday of February and July. Application forms and applicable fees must be filed no later than December 1 for the February exam and May 1 for the July exam. Applications filed after these dates will be assessed applicable late penalty fees.

[www.coloradosupremecourt.us/BLE/ble\\_home.htm](http://www.coloradosupremecourt.us/BLE/ble_home.htm)

- Missouri test dates are February 28-29, 2012 (timely filing October 1, 2011), [www.mble.org](http://www.mble.org); and July 24-25, 2012 (timely filing March 1, 2012).
- A comprehensive guide to Bar Admissions Requirements is available at [www.ncbex.org](http://www.ncbex.org),
- The College sponsors early bar examination preparation activities. For example, watch for a program early in spring semester with representatives from regional boards of law examiners entitled “Character and Fitness Applications.” Representatives will respond to your questions regarding character and fitness requirements, as well as provide information and answer questions about creating the bar examination questions and scoring. Information regarding admission to the bar in other jurisdictions will also be available.
- Decide which commercial bar review course(s) to purchase and then purchase;

*Recommended Completion Date: March 1*

*Completed Date \_\_\_\_\_*

- Many of you will need a notary public to complete your bar application. 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.

- Fingerprint cards are available from Deb Paul.

- The University of Iowa Department of Public Safety offers fingerprinting for \$10. Fingerprinting hours are Monday-Tuesday, 10:30 a.m.-6:30 p.m. and Wednesday-Friday, 9:30 a.m.-4:00 p.m.

The Fingersprinters will offer mobile fingerprinting services on September 15, 2011 from 1:40-4:00 p.m. in the main lobby. No charge for Iowa Bar Review School members, \$30.00 for all others. Government issued photo identification required.

- Study hard, stay focused.

### **Photo Panel**

- The class composite is an important part of graduation and is more meaningful, now and in future years, if it includes every member of the class. To make this process easy, we have scheduled a photographer to come to BLB on November 17, 18, January 19, and 20 to take photos for the Class Composite. While walk-ins will be welcomed, sign-up sheets will be posted in the main hallway the weeks prior. There will be a \$20 sitting fee, which will cover the cost of the sitting, a copy of the composite, and a CD of your photos. If you would like to participate, but cannot make the dates/times, you can submit a professional quality photo to Deb Paul, with a copyright release.

*Completion Date: February 1*

*Completed Date \_\_\_\_\_*

### **Email and Hawk ID Information**

- Visit the following site for information regarding your University of Iowa email and Hawk ID: <http://helpdesk.its.uiowa.edu/students/graduates/default.htm>. This site will explain that, once you leave "The University of Iowa, you will start to lose access to some of the services offered by Information Technology Services (ITS). This web site has been designed to highlight the changes to your eligibility for ITS services as a result of your graduation."

*Recommended Completion Date: April 30*

*Completed Date \_\_\_\_\_*

**Probable Third Year Expenses,  
Subject to Change**

1. **MPRE Registration Fee**
  - a. Timely: \$63
  - b. Late: \$126
2. **Bar Exam Registration Fee**
  - a. **California:**
    - i. Application for registration: \$102
    - ii. Application for the bar exam: \$584
      1. Late fee: \$50
      2. Even later late fee: \$250
    - iii. Application for determination of moral character: \$476
    - iv. Laptop computer fee, if applicable: \$132
      1. Late fee: \$15
    - v. Misc fees:
      1. Admission certificate: \$77
      2. Supreme court enrollment fee: \$5
    - vi. Total with no late fees  
<http://rules.calbar.ca.gov/LinkClick.aspx?fileticket=3ySPhIP9Zhs%3d&tabid=1234>
  - b. **Iowa:** \$325
    - i. Plus law student registration fee
      1. \$25 if done by Nov. 1 of 1L year
      2. \$75 late registration
      3. \$150 late late registration
    - ii. Plus the laptop registration fee, if applicable: \$118
  - c. **Illinois:**
    - i. Timely
      1. If law student registration: \$250
      2. If no law student registration: \$700
    - ii. Late
      1. If law student registration: \$500
      2. If no law student registration: \$950
    - iii. Really late
      1. If law student registration: \$1000
      2. If no law student registration: \$1400
3. **Fingerprinting fee:**
  - a. \$10-\$30
4. **Degree Application fee:** \$75; late filing fee \$95
5. **Bar Review Course fee:**
  - a. Barbri
    - i. California: \$3800 tuition, plus \$250 refundable materials fee
    - ii. Iowa: \$1200 tuition, plus \$250 refundable materials fee
6. **Photo Panel fee:** \$20
7. **Senior Banquet fee:**

- a. Student: \$5
- b. Guest: \$10
- 8. **ExamSoft fee for bar exam:**
  - a. California: \$132
  - b. Iowa: \$118
- 9. **Costs of entertaining out of town guests**
- 10. **Living expenses during bar exam prep**
- 11. **Hotel for the bar**
- 12. **Cap and Gown:** approximately \$44.