

# **Graduation Handbook 2019**

Dear Graduating Students,

Congratulations on graduating from law school. What an amazing accomplishment! This Handbook is designed to answer your questions regarding graduation and beyond.

The 22nd Commencement for Chapman University Dale E. Fowler School of Law is on Friday, May 17th, 2019, beginning at 10 a.m. on Wilson Field on the Chapman University undergraduate campus. Students who earned a J.D. or LL.M. degree during the Fall Semester of 2018 and those expected to earn these degrees during Spring, Summer and Fall Semesters of 2019 are invited to participate in the festivities.

If you have any questions that are not answered in this handbook, please email Associate Dean Jayne Kacer at [kacer@chapman.edu](mailto:kacer@chapman.edu).

We look forward to celebrating with you and your families in May.

## **Mandatory Exit Interviews with the Career Services Office**

All graduating students are required to meet with the Career Services Office to discuss their post-graduation plans. This is done to ensure our graduates secure meaningful employment and the law school is reporting complete and accurate information about graduate employment as required by several organizations collecting employment data, including the American Bar Association and U.S. News and World Report. All employment information is reported confidentially to these organizations; student names will not be included in any reports.

This year's Mandatory Exit Interviews will be held on April 8 and April 9 (9 a.m. – 5:30 p.m.) on a drop in, first come first serve basis in the CSO Suite on the third floor of Kennedy Hall. Your meeting should take no more than 10 minutes. Direct any questions to the CSO.

Keep an eye on your email now, during, and after the bar exam. The CSO is available to you assist you with your post-graduate employment search, so please be sure to keep in touch with the CSO and alert the office of any updates to your employment status.

## **Chapman's Supplemental Bar Exam Preparation Program**

We offer Chapman's Supplemental Bar Exam Preparation Program to students free of charge. The program is primarily comprised of supplemental sessions to the commercial bar reviews taken by students during the summer. Once summer begins, there will be two or three sessions per week that complement the commercial bar prep courses. Professors Mainero, Bishop, and Sommer will teach these sessions. This program is open only to Chapman Fowler School of Law students.

The program also includes a team of essay graders that will review practice essays and performance exams and provide meaningful feedback for the students. If you have not already enrolled for this program, please contact Professor Mainero at [mmainero@chapman.edu](mailto:mmainero@chapman.edu).

## **Graduation Announcements**

The University has partnered with Jostens this year to provide graduation announcements. If you did not order your announcements at the Grad Fair, you can order online at [https://www.jostens.com/apps/store/packageBrowse/1005870/Chapman-University/Graduation-Announcements/colpga\\_1005870\\_19/CATALOG\\_COLLEGE/](https://www.jostens.com/apps/store/packageBrowse/1005870/Chapman-University/Graduation-Announcements/colpga_1005870_19/CATALOG_COLLEGE/)

## **Honor Cords**

The law school does not give cords to any graduate in recognition of academic achievement or service. However, the law school has granted permission for students *only* in the following groups to wear cords: Fowler School of Law Journals, Student Bar Association, Honor Council, Mock Trial Board, ADR Board, and Moot Court Board.

The law school has assigned cord colors as follows:

- Law Review: Gold
- DSJ: Red and White
- All competition boards: Red
- SBA: Red and Black
- Honor Council: Purple and Silver

Wearing cords is optional. The Textbook Store in Bhathal has each of these types of cords available for purchase beginning in April. Groups also may search for and order cords online. Please note that students must individually pay for their cords; university and organization funds may not be used for this purpose.

## **Regalia Order and Distribution**

### a. **Distribution**

When graduation regalia is ready for pickup, you will receive an email. You will pick up your graduation regalia at the Textbook Store in the Bhathal Student Services Building located directly behind the law school.

Regalia is typically very wrinkled when it arrives; please plan accordingly by picking it up a few days in advance of commencement and either ironing it or hanging it out to release the wrinkles. **Do not wash the regalia.**

When you pick up your regalia, please check the packet to make sure that everything is included--gown, tam, and hood. The law school does *not* have any extras so you need to notify the bookstore *immediately* if any items are missing.

## **J.D. Graduation Banquet**

The annual graduation banquet is at 6:00 p.m. on Thursday, May 16, 2019. This event is for J.D. students; there will be a separate LL.M. reception (see below.) J.D. students will receive an announcement with banquet details. This information also is contained in The WRIT. Please RSVP for you and all of your guests by the deadline announced in the email and The WRIT.

The graduation banquet dress code is semi-formal as defined by Emily Post. (<http://emilypost.com/advice/attire-guide-dress-codes-from-casual-to-white-tie/>)

The event will begin with a no-host cocktail hour at 6 p.m. and dinner will follow at 7 p.m. The graduation banquet is a great time for students and their families to meet and mingle with the faculty and administration. We will not sell tickets at the door. Please make your reservations and pay online, and be sure to note any dietary restrictions for

you and any of your guests; we will do our best to accommodate. There is no cost for graduating J.D. students, but you MUST RSVP.

We will distribute the graduate gifts and certificates at the banquet. Students who do not attend the banquet may pick up their gifts and certificates in the Dean's Suite during the week after graduation. Awards also will be presented at the banquet.

At the banquet, parents and partners have the opportunity to participate in a drawing for a chance to win a fantastic gift basket filled with Chapman Fowler School of Law items. To enter, each parent or partner must fill out a contact card and put it in the basket at the check-in table. Remind your parents and partners to enter, and good luck to everyone.

### **LL.M. Reception**

Graduating LL.M. candidates are invited to attend a reception on Thursday, May 16, 2019 at 3:00 p.m. in Room 237AB on the second floor of the law school. LL.M. candidates are invited to bring guests free of charge. We will serve light refreshments.

### **Commencement**

Our Commencement Exercises are on **Friday, May 17, at 10 a.m. on Wilson Field.** Wilson Field is on the Chapman University undergraduate campus. The ceremony will take place on the field, regardless of any adverse weather conditions so please plan accordingly. The ceremony lasts approximately 90 minutes with a reception immediately following. ***Graduates should arrive on campus no later than 9:15 a.m. The procession starts promptly at 10:00 a.m. and you will need time for check-in and lineup.***

### **Graduation Program and Honors**

The names of all graduating J.D. and LL.M. students are in the graduation program. The name used in the program will be the same as the name listed on your intent to graduate/degree conferral form unless you asked the Registrar to use a variation of your name. This name will also appear on emphasis and organization certificates.

The class valedictorian (student with the highest cumulative GPA during this class' law school career), students graduating summa cum laude (top 1% of the graduating class), students graduating magna cum laude (top 5% of the graduating class), and students graduating cum laude (top 15% of the graduating class) will be announced during the ceremony.

## **Graduation Attire**

The dress code for graduation is business attire. Women do not need to wear matched suits. You will be doing a fair amount of walking on artificial turf so we recommend flat shoes for all graduates. You can always change your shoes after the ceremony if you would like.

You should wear your gown and tam over your street clothes. **J.D.** students carry your hood over your arm until it is placed on you by a hooding member of the faculty. Please make sure your hood is unbuttoned at the neck. Otherwise, the faculty member hooding you will have trouble getting it over your head. **LL.M.** students should wear your hoods from the outset.

All students should wear the tam so that the tassel is on the left. You do NOT move the tassel after receiving your degree.

**DO NOT forget to bring all of your regalia to the staging area, as the law school does not have any extras. You should have a gown, hood, and tam.**

## **Check-in and Line-up 9:15 a.m.**

**Graduates are required to arrive at the Hutton Center (the gym on main campus) no later than 9:15 a.m.** You need to check-in and pick up your name card. If you have any concerns regarding the pronunciation of your name, please write it on the card in a manner that will assist with the pronunciation, e.g., Kacer = kay sir. Please update any information requested on the name card in addition to phonetically spelling your name for the name reader.

When you arrive at the Hutton Center, **you will line up by row number in pairs. You may line up in any order you choose (with limited exceptions as noted below)** so that you can enjoy the graduation with your friends. In other words, you will not be lining up in alphabetical order. Students who wish to sit next to one another during the ceremony should **not** stand next to one another in line. You should be *behind or in front* of the person beside whom you want to sit. You will walk in pairs but when you reach your row, the pairs will split, one line going to the left and the other line going to the right.

LL.M. students participating in the commencement ceremony should line up behind one another at the beginning of Row 1. They will be the first students on the stage to receive their degrees.

The following students must lineup in Row 1 directly behind the LL.M. students: graduation speaker, the student giving the invocation, and the person singing the National Anthem. The student singing the National Anthem and the student giving the invocation will sit in the front row because they will be returning to that row after their participation in the ceremony. The graduation speaker should proceed directly onto the stage and sit on the stage throughout the

ceremony. The student singing the National Anthem and the student giving the invocation should proceed to and wait at the base of the stage until directed to go on the stage. The J.D. graduation speaker will receive their degree and hood right after the student flag bearers (see next paragraph).

The SBA Vice President will carry the Flag of the United States of America and the SBA President will carry the law school banner. Professor Binder will carry the academic mace.

The flag/banner bearers will sit on the stage throughout the ceremony.

**Flag/Banner Bearers:** The American flag and law school banner will be in the gym prior to the ceremony. Pole bases will be located at the back of the stage behind the final row of chairs. As you face the audience, the banner should be on the left side of the stage and the American flag should be to the right of the banner.

The staging process involves many people so please be patient. If you encounter any problems, please look for Dean Kacer.

### **The Procession 10:00 a.m.**

The procession will leave the gym for the stadium **promptly at 10:00 a.m.** so DO NOT be late! At this time, LL.M. students should be wearing their hoods and J.D. students should be wearing their gown and tam with their hoods over their arms. Please make sure your hood is unbuttoned at the neck so the faculty member who hoods you does not have trouble getting it over your head.

As noted above, you will walk to your seats in pairs. When you reach your row, the pairs will split with the student on the right entering the row on the right and the student on the left entering the row on the left. Please note that we will be filling all the seats in a given row. There is a possibility that you will be separated from one or more of your friends at this point in the proceedings.

### **Commencement Etiquette**

Absolutely NO gum, cigarettes, food, beverages (other than bottled water), party novelties, noisemakers, confetti, pets (other than service dogs), etc. are allowed at graduation. Any graduate violating these rules may be removed from the proceedings. We may bar any graduate in possession of alcohol or under the influence of alcohol or other illegal substances from the ceremony. Please make sure your guests are aware of and follow these rules as well, to avoid possible ejection from the ceremony.

You must silence your cell phones and may not make or receive phone calls at any time during commencement (from the time you start to process until the time you leave the field). You may use your phone to take photos and to tweet

out real-time updates about your graduation. Use #ChapmanU in your Tweets and Instagram posts for the chance to be featured on the Chapman University accounts!

All graduates must remain in their seats until the end of the ceremony and participate in the recessional. You may not leave early. Please ask your guests to remain in their seats until the end of the ceremony as well so as not to disrupt the proceedings.

We expect all graduates to conduct themselves in a professional manner at all times. Please be respectful to all speakers and guests.

If you need assistance while on the field, please look for an on-field administrator or staff member. These employees will be happy to help you or your guests.

### **Conferral of Degrees and Hooding**

When the graduates are invited forward to receive your degrees, you will proceed to the stage by row. You will hand your name card to the name reader who will announce you. LL.M students will proceed directly to the Dean to receive the diploma cover and have your picture taken. J.D. students, after your name is announced, proceed to the next available faculty member who will hood you. You may NOT select the faculty member you want to hood you. To be hooded, face the front of the stage with your back to the faculty member who will then place the hood over your head. Tall graduates may want to bend their knees a little to make it easier for the faculty member to put the hood in place. Once you are hooded, you will proceed to the Dean where you will receive your diploma cover, shake hands and have your photo taken. After leaving the stage, your photo will be taken again after which please promptly return to your seat.

### **Recessional**

The flag/banner bearers and the JD speaker will follow Professor Binder off the stage. On-field administrators and staff will be on hand to assist with the recessional. The remaining graduates should join the recessional at the end of the line of faculty. Once again, you are to walk in pairs. Row 1 will join the line first, then Row 2, etc.

### **Guests**

We do not limit the number of guests you can bring to graduation. All of the seating is on the field itself, so guests will not have to navigate stairs or bleachers. Guests may sit anywhere on the field with the exception of the following: the two sections that are roped off (these are for graduates only) and the first few rows of the front side sections that are marked VIP or Reserved.

If it is unusually hot, guests are encouraged to bring bottled water to drink during the ceremony. The ceremony will be held outdoors *even if it rains* so guests and graduates are encouraged to bring umbrellas in the case of inclement weather.

We will allow guests onto the field for the ceremony beginning at 9:15 a.m. There are three entrances for your guests: two on the south side of the field and one on the northwest side of the field off the underground parking lot that you enter on Walnut.

Guests often ask whether flowers will be available for purchase prior to the graduation ceremony. Yes! Floral bouquets and leis will be available from vendors located outside the stadium. Balloons are not available for purchase on campus. Guests may bring balloons, but they will not be allowed on the field, so please ask your guests to keep them in their vehicles until after the ceremony.

Please arrange to meet your guests after the ceremony in the Attallah Piazza directly across from the stadium, in the plaza outside the gym, or back at the law school.

### **Live-Feed Broadcast of Ceremony**

For family and friends who are unable to attend the ceremony, there will be a live video feed of the law school graduation. The live-feed typically starts at approximately 8:30 a.m. A link for the live feed will be on the law school's homepage, [www.chapman.edu/law](http://www.chapman.edu/law).

### **Parking**

There are four lots where graduates and guests may park for the commencement ceremony:

1. Preferred: The Barrera Parking Structure behind the law school;
2. The parking structure under Wilson field, the entrance is on Walnut (best for those with limited mobility);
3. The parking lot at the Dodge film school;
4. The West Campus Parking Structure, west of the film school (the entrance is on Cypress).

In addition, students and their guests may park on the street even though signs indicate there is no parking without a permit. The permit requirement is waived for the weekend of graduation.

*Please make sure that you and your guests do not park in reserved, faculty or disabled person parking spaces (unless you have a disabled person parking*

*placard). Tickets will be issued for parking in those spaces.*

### **Photographs During the Ceremony**

A professional photographer will take pictures of each graduate before and during the commencement program. Within a few days of graduation, you will receive an email with the proofs of your photos, as well as order information. This information will also be mailed to the address on file for you with the University. If your address is out of date, go to your Student Portal and update this information as soon as possible.

Please ask your guests to refrain from standing directly in front of the stage to take photos during the ceremony; this blocks the flow of graduate traffic and will increase the length of the ceremony. It also blocks the view of the stage for graduates and other guests.

### **Graduation Reception**

The law school will host a reception immediately following the ceremony. All graduates, as well as their families and friends, are invited to join us for light snacks and beverages; however, attendance is not required. We will host the reception at the law school in the lobby and in room 237 AB.

Your class composite photo will be on display in the first floor classroom hallway. Make sure you and your guests take time to see the composite during the reception.

Bartenders will be checking IDs. Graduates should be sure to keep their identification in their pockets during the reception.

### **Graduation Diplomas, Certificates, and Student Version of Class Photo Composite**

We will mail your diploma in July to the mailing address we have on file. Please go to your Student Portal and ensure we have your correct address so you receive your diploma in a timely fashion. If you participated in the class photo composite, you will receive a copy of the composite with your diploma.

If you do not attend the graduation banquet, you may pick up your certificates for SBA, Journals, Honor Council, Emphasis Programs and/or Competition Teams in the Dean's Suite after graduation. If you move out of the area immediately after graduation, please email Dean Kacer at [kacer@chapman.edu](mailto:kacer@chapman.edu) to have your certificates mailed to you.

# **POST-GRADUATION INFORMATION**

## **Student Lockers**

To help you study for the bar exam, you may continue to use your locker until Friday, August 2, 2019. We will consider any items remaining in the lockers after August 1, abandoned, and we will sell, donate or throw them away at the discretion of the law school.

## **Access to Kennedy Hall and the Computer Lab**

To assist you in studying for the bar exam, you may continue to access the law school building during the hours when the library is open by using your student identification cards. We will deactivate your cards on August 1, 2019. After that, you may continue to use the law school's facilities during regular business hours, including the library whose services are open to all alumni for life. Your log-in access to Chapman University computers also expires on August 1, 2019.

## **Parking**

Your parking permit does not expire until August 2019. Therefore, your current parking permit will allow you to park in the Barrera structure located directly behind the law school during the summer while studying for the bar exam.

## **Chapman Email**

Your Chapman email account never expires, and you may continue to use it as long as you want after graduation. For those currently forwarding email from their Chapman address to another account: be sure to keep your Chapman account updated with any changes. If you do not update your Chapman account, our messages to you will bounce back and we will lose touch with you. If you would like to update your email or other contact information at any point after you graduate, please contact Nicole Shay at [nshay@chapman.edu](mailto:nshay@chapman.edu). We consider you a valuable member of the Chapman University Fowler School of Law Alumni Association and, as such, we would like to stay connected with you throughout your career.

## **Bar Admission Ceremony**

The law school will host a bar admission ceremony in Memorial Hall on December 4, 2019 at 6 p.m. This ceremony is an opportunity for you to celebrate your accomplishment with your family, classmates, faculty, and members of the Orange County legal community.

During the ceremony, successful bar candidates will be sworn into the State Bar of California and, if they so elect, into the United States District Court for the Central

District of California. Graduates should wear business attire and are required to arrive 30 minutes prior to the ceremony to submit the required paper work. You must bring the oath card mailed to you by the State Bar in order to be sworn into the Bar.

A reception in the law school lobby will follow the ceremony. Family and friends are welcome to join the graduates at this event. We hope you will stop by the reception before heading out to dinner or other celebration. We will email you the information regarding RSVP later in the year--Just one more reason to be sure we have updated contact information for you.

### **Chapman Fowler School of Law Social Media and LinkedIn**

We encourage you to sign up for the Chapman law alumni groups on LinkedIn and Facebook. We will use these avenues as additional ways to disseminate information about events and CLE opportunities. We encourage you to become involved with the alumni association you are joining. To follow us on Facebook: [www.facebook.com/ChapmanLawSchool](http://www.facebook.com/ChapmanLawSchool). Chapman Law is also on Twitter: @chapman\_law. To follow us on Instagram: @chapman\_law. You need to be invited to join the alumni Facebook page because it is a closed group. Please add a prior graduate as your friend on Facebook and ask them to invite you to the alumni page.

## **Important Dates**

LL.M. Reception Law School Room 237AB	May 16, 2019, 3:00 p.m.
J.D. Graduation Banquet Richard Nixon Library and Museum 18001 Yorba Linda Blvd, Yorba Linda, CA 92886	May 16, 2019, 6:00 p.m.
Graduation Ceremony and Reception Wilson Field with reception to follow at law school	May 17, 2019, 10:00 a.m.
California Bar Exam Various locations throughout the state	July 30 & 31, 2019
Locker/Building Access Ends	August 2, 2019
Computer Lab Access Ends	August 1, 2019
Bar Admission Ceremony 6 p.m. Memorial Hall with reception to follow in law school lobby	December 4, 2019