





2012  
GRADUATION  
GUIDE



# Graduation Guide

## Spring 2012

### Contacts

#### Dean of the University of Wisconsin Law School

Margaret Raymond  
Fred and Vi Miller Deanship  
(608) 265-3750  
[mraymond2@wisc.edu](mailto:mraymond2@wisc.edu)

#### Alumni Relations: Room 2332

Jini Jasti  
Assistant Dean, Alumni Relations/External Affairs  
(608) 263-7906  
[jjasti@wisc.edu](mailto:jjasti@wisc.edu)

#### Admissions and Financial Aid: Room 4314

Rebecca (Smith) Scheller  
Interim Assistant Dean for Admissions and  
Financial Aid  
(608) 262-1815  
[rebeccasmith@wisc.edu](mailto:rebeccasmith@wisc.edu)

#### Career Services: Room 3221

Jane Heymann  
Assistant Dean for Career Services  
(608) 262-6413  
[jheymann@wisc.edu](mailto:jheymann@wisc.edu)

#### Events Services: Room 2348 & 2320

Lynn Thompson  
Director of Events  
(608) 262-4915  
[Lfthomp1@wisc.edu](mailto:Lfthomp1@wisc.edu)

Kimberly Frank  
Alumni and Student Services Coordinator  
(608) 890-0140  
[kafrank2@wisc.edu](mailto:kafrank2@wisc.edu)

#### Registrar: Room 5107

Amy Arntsen  
Registrar  
(608) 262-0050  
[aarntsen@wisc.edu](mailto:aarntsen@wisc.edu)

#### Student Services: Room 5101

Mike Hall  
Director of Student Life  
(608) 890-0115  
[mahall2@wisc.edu](mailto:mahall2@wisc.edu)

*This handbook was prepared by the UW Law School Office of Events. Any questions about information in the handbook or about the graduation ceremonies, should be directed to Kimberly Frank or Lynn Thompson.*

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# A Message from the Dean



Dear Member of the University of Wisconsin Law School Class of 2012:

Congratulations on your accomplishment in reaching this great milestone! The year will fly by and soon it will be time for your graduation from this institution.

The 2012 UW Law School graduation events include three important ceremonies.

On Thursday, May 17, 2012, at 7:00 p.m. the UW Law School will host the “Honors and Awards Ceremony.” The ceremony will be held at the Union Theater, located in the Memorial Union at 800 Langdon Street in Madison. Light refreshments will be served. All award presenters, recipients, family, and friends are welcome to attend the ceremony.

There are two graduation ceremonies held for UW Law School graduates. The first ceremony is the “UW Law School Hooding Ceremony,” which will be held on Friday at 1:00 p.m. in the Exhibit Hall of the Monona Terrace Convention Center. Following the Hooding Ceremony, light refreshments will be served on the Monona Terrace rooftop. This special ceremony and reception honors the Law School graduates, your family, and friends.

The second graduation ceremony is the “University of Wisconsin Graduate and Professional Student Graduation” which will be held on Friday, May 18, 2012 at 5:30 p.m. at the Kohl Center. This ceremony is for the graduates of all graduate and professional UW schools.

This 2012 Graduation Guide contains important information that will help prepare you for graduation. If you have questions regarding the graduation events, please do not hesitate to contact Lynn Thompson, director of events, or Kimberly Frank, student services coordinator.

Again, congratulations on your graduation and please stay in touch.

Sincerely,

Margaret Raymond  
Fred W. & Vi Miller Dean and Professor of Law



# Preparation for Graduation

## Schedule

February 15 –April 13	<p>Cap &amp; gown sales/rentals through the UW Bookstore            Online rental at <a href="http://www.uwbookstore.com/home.aspx">www.uwbookstore.com/home.aspx</a>            In-store rental: 711 State St.            Store Hours:</p> <ul style="list-style-type: none"> <li>• M-Th: 9:00 a.m. - 7:00 p.m.</li> <li>• F-Sa: 9:00 a.m. - 5:30 p.m.</li> <li>• Su: 12:00 p.m. - 5:00 p.m.</li> </ul> <p>University Bookstore Phone: (608) 257-3784</p>
February 28 9 a.m. - 1 p.m.	Spring Exit Photo Session I
February 29 12:00 p.m. - 4:00 p.m.	Spring Exit Photo Session II
March 16	Deadline for purchasing (not renting) caps & gowns
April 13	Deadline for renting caps and gowns
May 16 & 17 9 a.m. - 7 p.m.	Cap & gown pick-up University Bookstore, 711 State St.
May 17 7 p.m. - 9 p.m.	Honors & Awards Ceremony Wisconsin Union Theater, 800 Langdon Street, Madison
May 18 9 a.m. - 11 a.m.	Cap & gown pick up continues through 11 a.m. Friday morning. University Bookstore, 711 State St.
May 18 12:30 p.m.	Report time at Monona Terrace for graduates
May 18 1 p.m. - 3:30 p.m.	UW Law School Hooding Ceremony Exhibit Hall, Monona Terrace Convention Center, 1 John Nolen Drive, Madison
May 18 5:30 - 7:30 p.m.	UW Graduate and Professional Student Graduation at the <a href="#">Kohl Center</a>
May 18 3:30 - 4:30 p.m.	Reception following the Hooding Ceremony at Monona Terrace
May 19 - 21	<p>Return cap &amp; gown rentals to the University Bookstore at 711 State St.            Store Hours:</p> <ul style="list-style-type: none"> <li>• M-Th: 9:00 a.m. - 7:00 p.m.</li> <li>• F-Sa: 9:00 a.m. - 5:30 p.m.</li> <li>• Su: 12:00 p.m. - 5:00 p.m.</li> </ul>



# Checklist of Items You Must Handle During Your Third Year

## To Prepare for Graduation

1. Complete the “JD/Diploma Privilege Graduation Credit Evaluation Worksheet” available at [law.wisc.edu/current/forms.htm](http://law.wisc.edu/current/forms.htm) to ensure you have met the requirements for graduation. More information on graduation and diploma privilege requirements are available in the UW Law School’s Read This First! Handbook.
2. Notify the Law School of your graduation plans by submitting the “Declaration of Intent to Graduate” form to the Law School’s Registrar in Room 5107, available at [law.wisc.edu/current/forms.htm](http://law.wisc.edu/current/forms.htm).
3. Notify the University of your graduation plans by indicating your intent to graduate via the MyUW student center, [my.wisc.edu](http://my.wisc.edu).
4. Rent cap and gown online through the University Bookstore website.
5. Make hotel accommodations for family and friends (list of hotels under “Information on Graduation Ceremonies”).
6. Have exit photo taken in spring (Pre-registration for photo sessions is required and will be available online. Watch your email for more information.)
7. Make sure the University has a permanent address for you. Your permanent address can be updated on your “MyUW” page.
8. Order invitations from the UW Bookstore.
9. Mail invitations early.

## Degree Requirements

The “Declaration of Intent to Graduate Form”, which is placed in 3L hang files in late September, must be completed and returned to the Law School’s Registrar in room 5107 of the Law Building for a credit audit to be sure you are eligible to graduate in the spring. This is the only way for the Law School to know your intent to graduate and also allows for the Law School to send you important information on graduation. This credit audit must be done early in your fourth semester or early in your fifth semester of your law study. The list generated from the returned “Declaration of Intent to Graduate form” is also used by the Board of Bar Examiners for file checks of character and fitness. Additional copies of this form can be obtained at [law.wisc.edu/current/forms.htm](http://law.wisc.edu/current/forms.htm).

Students carrying old incompletes should plan on finishing the work for these classes well before the end of the semester in which you plan to graduate. This is necessary so your work can be graded and the proper paperwork can be completed before the end of the semester.

For detailed information on graduation degree requirements, please refer to Chapter 4 of the UW Law School’s Read This First! Handbook.

Careful completion of the JD/Diploma Privilege Graduation Credit Evaluation Worksheet will confirm that you have met the requirements for graduation and will be eligible for diploma privilege - contact the Registrar, Amy Arntsen ([aarnsten@wisc.edu](mailto:aarnsten@wisc.edu)) with questions or concerns.

## **Academic Regalia for Graduation Ceremonies (Attire)**

University Bookstore, 711 State Street

**Deadline for Purchasing a Cap and Gown: March 16, 2012**

**Deadline for Renting a Cap and Gown: April 13, 2012**

**Deadline to Pick up Cap and Gown: May 16 & 17, 2012**

The gown for UW Law School graduates is called the doctor-of-law gown and the hood is purple. Honors stoles for those receiving Dean's Academic Achievement Awards are solid red. The UW Law School sends the list of students receiving the Dean's Academic Achievement Awards to the University Bookstore once the list of those receiving honors is determined. You will be notified if you are eligible to wear an honors stole. You should request your honors stole at the time of pick-up of your cap and gown.

The University Bookstore at 711 State Street handles all arrangements for caps, gowns, hoods, and honors stoles. To confirm ordering dates and to get more information about rentals, check the University Bookstore website.

### **You can order your cap, gown, hood by:**

1. Phone: University Bookstore at 608-257-3784 (A \$5.00 service fee is added)
2. In-Store Ordering: At the University Bookstore: 711 State Street
3. Online at the University Bookstore website (<http://www.uwbookstore.com/home.aspx>).

### **May 16 & 17, 2012: 9:00 a.m. - 7:00 p.m. Pick up cap, gown, & hood at the University Bookstore**

Pre-reserved graduation regalia will be available for pick-up from the University Bookstore from 9:00 a.m. - 7:00 p.m. on both May 16th and 17th, 2012. Cap, gown, hood pick up will also continue until 11:00 a.m. on Friday morning, May 18th.

### **Stole pick-up**

If you are graduating with honors, you must pick up your stole when you pick up your cap, gown and hood. Your name will be on a list that is sent over by the Law School. Remember to request your stole when you pick up your cap and gown.

### **Post-Ceremony Return of Caps, Gowns, Stoles**

Academic attire can be returned May 19 through May 21, 2012 at either at the University Bookstore at 711 State.

Returns at the University Bookstore should be done either at the Text Book Department on the lower level or at the Art Counter in the Hard Lines Department on the first floor.

For the most up-to-date information on cap and gown ordering, pick up, and returns, please visit the University Bookstore website (<http://www.uwbookstore.com/home.aspx>).

### **Honors -- Dean's Academic Achievement Awards**

Graduating students who have a cumulative grade point average (GPA) of 3.35 at the end of the fall semester receive a Dean's Academic Achievement Award. Once the Law School Registrar has determined which students are eligible for the Dean's Academic Achievement Awards, she will notify the students and send the list to the University Book Store. The Book Store will allow those students to rent the red honors stole to wear at graduation. Stoles are picked up at the same time as the cap and gown. Because we do not have final grades until after graduation, most students who receive the Dean's Academic Achievement Award are likely to graduate with cum laude, magna cum laude, or summa cum laude honors upon graduation. Students who receive these additional honors will receive a Law School certificate to recognize their honors status. The certificates will be mailed during the summer, so be sure that the Career Services Office has a permanent address for you.

### **Graduation Photographs**

May, August, and December graduates will be able to have their exit or graduation photos taken by a professional photographer at the Law School in the spring. Each student may select a photo for use in our Alumni Photo Collection located on the 2nd floor of the Law Library. Students may order copies for a nominal price. Details on registering and more information for the photo session will be emailed.

### **Exit Photo Session Dates, Times, and Locations**

Spring Exit Photo Dates:

TBD (Watch your email for more information)

### **Submitting Your Own Photos**

You are not required to use our photographer in order to include your photograph in the graduation pictures of the Law School Alumni Photo Collection. However, you must send us a high resolution digital copy of your photograph with your name as the file name by July 1, 2012 in order to be included in the Class of 2012 picture.

Digital photographs should either be emailed or sent on a CD to Ms. Kimberly Frank, UW Law School Room 2320, Madison, WI 53706 or email to [kafrank2@wisc.edu](mailto:kafrank2@wisc.edu).

Any photographs received after July 1, 2012, will be too late to be included in the Class of 2012 graduation picture for the Alumni Photo Collection.

### **Graduation Invitations**

We encourage you to celebrate these special graduation events with your family and friends. You are not limited to the number of guests you may invite to the Commencement events. Law School

invitations can be ordered online through the University Book Store website. There are three choices of vendors. Both C.B. Announcements and Herff Jones have the UW Law School Hooding Ceremony at the Monona Terrace as well as the UW Graduate and Professional Student Graduation at the Kohl Center on file.

### **Name Pronunciation**

If your name is commonly mispronounced or hard to pronounce, please contact Kimberly Frank at [kafrank2@wisc.edu](mailto:kafrank2@wisc.edu) with your name pronunciation. You will also be asked for the pronunciation of your name upon signing up for your exit/graduation photo. We use this information for the Honors and Awards Ceremony as well as the Law School Commencement Ceremony.

# Graduation Ceremony Information

## Two Graduation Ceremonies

### UW Law School Commencement and Hooding Ceremony

1:00 p.m., Friday, May 18, 2012

Monona Terrace Convention Center, Madison, WI

*Graduate Line up Time and Location: 12:30 p.m. SHARP*

*In Ballroom A of the Monona Terrace*

You will be lined up for the processional to your seats in the graduate seating section. **IT IS IMPORTANT THAT YOU ARRIVE ON TIME.** Hooding instructions will be announced during the graduate line-up.

Your family and friends should go straight to the EXHIBIT HALL to be seated for the ceremony.

**Hooding Ceremony:** 1:00 p.m. EXHIBIT HALL, Monona Terrace (This ceremony begins on time at exactly 1:00 p.m.) This event is only for the students graduating from the UW Law School. You will not need tickets for yourself or your guests for this ceremony. There is no limit to the number of guests.

Dean Raymond emcees the ceremony. Speakers will include two students from the graduating class and one graduate student, a member of the faculty selected by the third year class, and a keynote speaker. After the speeches, each student will be called to the stage to be “hooded” by a faculty member and congratulated by the Dean. A photographer will take a photo of each graduate shaking hands with the dean. Students receiving the Doctor of Juridical Science, Master of Laws and LLM-Legal Institutions graduate degrees will also be honored at this ceremony.

There will be a section of the EXHIBIT HALL reserved for your family and friends in wheelchairs. This section is in front and to the left of the stage.

At the conclusion of the ceremony, there will be a recessional. Graduates and family members are to remain seated until the dean and faculty exit the stage. The graduates will follow the faculty out of the EXHIBIT HALL and guests will exit at the end.

### Hooding Portion of the Ceremony

#### Post-Ceremony Refreshments

All graduates, their guests, and the attending Law School faculty are invited to the upper floor terrace of the Monona Terrace immediately following the ceremony for light refreshments and a cash bar. For information on the Monona Terrace Convention center, please visit <http://www.mononaterrace.com>.

# Additional Information Regarding the Law School Ceremony at the Monona Terrace on Friday, May 18, 2011

## Parking at Monona Terrace

It is recommended that you arrive early as there is a limited amount of parking at the Monona Terrace. The Monona Terrace features a 600-space, cashier-operated parking structure, which is accessible via East Wilson St. and the eastbound lanes of John Nolen Drive.

Monona Terrace parking map:



Monona Terrace parking ramp information and rates:

### **Parking Rates**

- Methods of payment: Cash, Visa, Mastercard. No Checks accepted.
- No in and out privileges.
- Overnight Parking: Cars parked longer than 48 hours need prior permission.

### **Monday - Friday: Entry before 5 PM**

- \$0.70/ 1/2 hour
- \$12 maximum/day per each ticket

### **Parking Meters**

- \$1.70/hour. Accepts quarters, dimes, & nickels.
- Meters enforced 24 hours/day, 7 days a week.

### **Additional Parking**

Additional parking for the Monona Terrace is available at the Public Parking Ramp located at 215 S. Pinckney Street (entrances for this ramp are located at 200 S. Pinckney St. and 100 E. Wilson Street.) You may also park at the Hilton Hotel, Block 89 (10 E. Doty Street), or on the streets around the Capital. Information on rates can be viewed online at:  
[http://www.mononaterraceparking.com/index.php?option=com\\_content&task=view&id=16&Itemid=32](http://www.mononaterraceparking.com/index.php?option=com_content&task=view&id=16&Itemid=32).

### **Seating for Graduates and Student Speakers**

Graduates will be seated in a designated area of the EXHIBIT HALL. Student speakers will be seated on stage with the keynote speaker and faculty. You will be seated following the processional. When you arrive at your seat, you should complete the name pronunciation and Career Services card (form and pencil will be on your chair). You must bring this card with you to the stage for your hooding.

### **Hooding of Graduates**

The three student speakers will be hooded first before their classmates and then return to their seats on the stage.

Ushers will stand by the rows to guide your row to the stage. When you arrive on stage, you will give your completed name card to the staff member collecting the cards. After your name is read, you should proceed across the stage to be hooded by a member of the faculty. After hooding, you shake hands with Dean Raymond, where a photographer will take your picture. You then proceed off the stage and an usher will direct you back to your seat. (It will be a long way around, to avoid the “log jam” back to the seats from previous ceremonies.)

- **How to be Hooded**

The following video shows correct hooding technique:

[www.youtube.com/watch?v=aH-q99JyjUo](http://www.youtube.com/watch?v=aH-q99JyjUo)

### **Photography at the Ceremony and Available DVDs**

There will be an area designated for taking photographs during the ceremony. Family members and friends are encouraged to use this area rather than the aisles to photograph their graduate.

The ceremony will also be taped for a DVD and available in early June. The cost of the DVD is \$10, checks should be made payable to WLAA. Please contact Kimberly Frank, [kafrank2@wisc.edu](mailto:kafrank2@wisc.edu) or 608-890-0140, to order a DVD.

## **Second Graduation Ceremony**

### **University of Wisconsin Graduate and Professional Student Commencement Ceremony**

**5:30 p.m., Friday, May 18, 2012**

**Kohl Center, 601 West Dayton Street, Madison, WI**

Law graduates are also encouraged to participate in this University graduation for graduate and professional students. This ceremony includes all professional schools and all students receiving masters and doctoral degrees. For more information see <http://secfac.wisc.edu/commence/generalinformation.htm>.

You do not need tickets for the UW graduation ceremony at the Kohl Center and may bring an unlimited number of guests. The Kohl Center is handicapped-accessible and has over 300 wheel chair and companion seats. However, disabled parking is very limited and people with mobility problems will need to be dropped off close to the doors of the Center. Please see the Kohl Center Accessibility guide at [www.badgers.com/facilities/kohl-center-accessibility.html](http://www.badgers.com/facilities/kohl-center-accessibility.html).

## Accommodations for Guests

There is a wide selection of hotels within two to six miles of the UW Campus. It is strongly recommended that you make reservations as soon as possible to guarantee rooms.

### DOWNTOWN

The Edgewater  
666 Wisconsin Avenue  
Madison, WI 53703  
608-256-9071  
[www.theedgewater.com](http://www.theedgewater.com)

The Madison Concourse  
One West Dayton Street  
Madison, WI 53703  
608-257-6000  
[www.concoursehotel.com](http://www.concoursehotel.com)

The Double Tree  
525 West Johnson Street  
Madison, WI 53703  
608-251-5511  
[www.doubletreemadison.com](http://www.doubletreemadison.com)

Hilton Hotel  
Monona Terrace  
9 East Wilson Street  
Madison, WI 53703  
(608) 255-5100  
[www.hiltonmadison.com](http://www.hiltonmadison.com)

Hotel Red  
1501 Monroe Street  
Madison, WI 53711  
(608) 819-8228  
[www.hotelred.com](http://www.hotelred.com)

Inn on the Park  
22 South Carroll  
Madison, WI 53703  
(608) 285-8000  
[www.innonthepark.net](http://www.innonthepark.net)

University Inn  
441 N. Frances Street  
Madison, WI 53703  
(608) 285-8040  
[www.universityinnmadison.com](http://www.universityinnmadison.com)

The Dahlmann Campus Inn  
601 Langdon St.  
Madison, WI 53703  
(800) 589-6285  
[www.thecampusinn.com](http://www.thecampusinn.com)

Hyatt Place  
333 W. Washington Ave.  
Madison, WI 53703  
(608) 257-2700  
[madisondowntown.place.hyatt.com](http://madisondowntown.place.hyatt.com)

### EAST SIDE

Comfort Inn and Suites Madison  
4822 E. Washington Ave.  
Madison, WI 53704  
(608) 244-6265  
[www.comfortinn.com/hotel/wi415?promo=locdl](http://www.comfortinn.com/hotel/wi415?promo=locdl)

Crowne Plaza Hotel Madison-East Towne  
4402 E. Washington Ave.  
Madison, WI 53704  
(608) 244-4703  
[www.crowneplaza.net](http://www.crowneplaza.net)

Howard Johnson - East  
3841 E. Washington  
Madison, WI 53704  
608-244-2481  
[www.hojo.com](http://www.hojo.com)

Hampton Inn Madison-East Towne Mall  
4820 Hayes Rd.  
Madison, WI 53704  
(608) 244-9400  
[www.hamptoninn.hilton.com](http://www.hamptoninn.hilton.com)

## WEST SIDE

Marriott Residence Inn  
8400 Market St.  
Middleton, WI 53562  
608-662-1100  
[www.marriott.com/hotels/travel/msnwm-residence-inn-madison-west-middleton](http://www.marriott.com/hotels/travel/msnwm-residence-inn-madison-west-middleton)

Comfort Suites  
1253 J.Q. Hammonds Dr.  
Middleton, WI 53562  
(608) 836-3033  
[wiscohotels.com/wiscocsmadison/index.php](http://wiscohotels.com/wiscocsmadison/index.php)

Quality Inn & Suites  
2969 Cahill Main  
Madison, WI 53711  
(608) 274-7200  
[www.qualitysuitesmadison.com](http://www.qualitysuitesmadison.com)

Super 8 Motel-Madison  
1602 W. Beltline Hwy  
Madison, WI 53713  
(608) 258-8882  
[www.super8madison.com](http://www.super8madison.com)

Hampton Inn & Suites Madison West  
483 Commerce Drive  
Madison, WI 53719  
(608) 271-0200  
[www.hamptoninn.hilton.com](http://www.hamptoninn.hilton.com)

Fairfield Inn & Suites By Marriott  
8212 Greenway Blvd.  
Middleton, WI 53562  
(608) 831-1400  
[www.marriott.com/hotels/travel/msnmw-fairfield-inn-and-suites-madison-west-middleton/](http://www.marriott.com/hotels/travel/msnmw-fairfield-inn-and-suites-madison-west-middleton/)

## SOUTH SIDE

Sheraton Madison  
706 John Nolen Dr.  
Madison, WI 53713  
(608) 251-2300  
[www.sheratonmadison.com](http://www.sheratonmadison.com)

Clarion Suites Central  
2110 Rimrock Road  
Madison, WI 53713  
(608) 284-1234  
[www.clarionhotel.com/hotel/wi103](http://www.clarionhotel.com/hotel/wi103)

Holiday Inn Express Madison  
722 John Nolen Dr  
Madison, WI 53713  
(608) 255-7400  
[www.hiexpress.com/h/d/ex/1/en/hotel/msnjin?&dp=true](http://www.hiexpress.com/h/d/ex/1/en/hotel/msnjin?&dp=true)

Days Inn  
4402 E. Broadway  
Madison, WI 53716  
608-223-1800  
[www.daysinn.com/DaysInn/control/home](http://www.daysinn.com/DaysInn/control/home)

Country Inn & Suites By Carlson  
400 River Pl  
Madison, WI 53716  
(608) 221-0055  
[www.countryinns.com/madisonwi\\_southeast](http://www.countryinns.com/madisonwi_southeast)

# Post-Graduation and Bar Information

## Diploma Information

The University of Wisconsin Office of the Registrar handles all diplomas. Its web site is: <http://registrar.wisc.edu/diploma.htm>

Diplomas for students graduating at the end of each semester will be mailed out approximately **12 - 14 weeks after graduation**. Diplomas will be mailed to the student's **HOME** address free of charge, with the exception of international addresses. Students should be sure that the **HOME** address is up-to-date through "[My-Info](#)" or "[My-UW](#)". Students wishing to have their diploma mailed outside of North America at no charge need to go into the "Student Center" via **MyUW** and need to check their home address. If they would like the diploma mailed to that address, update it as **Diploma Address**. Questions of any kind regarding diploma mailing can be sent to: [degreeaudit@em.wisc.edu](mailto:degreeaudit@em.wisc.edu).

Students who have "holds" placed on their records for any type of service will not receive their diplomas until those holds are cleared.

Questions of any kind regarding mailing of diplomas can be sent to: [degreeaudit@em.wisc.edu](mailto:degreeaudit@em.wisc.edu). Diplomas will not indicate honors status. Students who graduated with honors will receive a separate certificate in the mail from the UW Law School.

You will receive a red diploma cover when you walk across the stage at the **UW Graduate and Professional Student Graduation Ceremony** at the Kohl Center. Students who will not be attending the Kohl Center Commencement Ceremony can pick up a diploma cover from Transcripts & Certification at:

University of Wisconsin-Madison  
Office of the Registrar  
333 East Campus Mall #10101  
Madison, WI 53715-1384  
(608) 262-3811  
Hours: Monday thru Friday, 7:45 am - 4:30 pm

## Ordering Transcripts

Ordering transcripts is also done through the UW Office of the Registrar. Step-by-step instructions are online at <http://ordertranscript.wisc.edu/>.

## Bar Admission Information

Wisconsin Bar Admission via Diploma Privilege requires that the "Character and Fitness Form" be filed with the Wisconsin Board of Bar Examiners by July 2, 2012 for May graduates and October 1, 2012 for August graduate -- there are absolutely no exceptions to this rule. Students who have been cleared for Wisconsin Bar Admission via Diploma Privilege have up to one year from the date of graduation to be admitted. Again, there are no exceptions to this rule.

For more information on the Diploma Privilege, please refer to section 4.7 of the *Read This First! Handbook* at <http://law.wisc.edu/current/rtf/04.0.html> and to the emailed instructions sent by Dean Kelly.

Students who have been cleared for Wisconsin Bar Admission under the Diploma Privilege and for whom all grades (temporary or final) have been received may take part in the group Bar Admission Ceremonies.

Federal Bar Admission for the Western District of Wisconsin takes place on a staggered schedule with Wisconsin Bar Admission. A copy of the application form, along with supplemental information, will be put in student hang files around mid-semester. Students who will be practicing in Milwaukee will be in the Eastern District of Wisconsin. Eastern District admission is purely voluntary, and may be handled by mail at a later time.

### **Swearing-In Ceremonies**

The swearing-in ceremonies (admission to the Wisconsin & Federal Courts) are important events for graduates. They are sponsored by the courts and the State of Wisconsin and are held a few weeks after graduation. The courts set the date and notify graduates. These are formal ceremonies and professional business attire is required. There is a group swearing-in for May and December graduates. (December graduates are sometimes incorporated into the regular (January) monthly ceremony.) August graduates receive information about scheduling individual swearing-in ceremonies after submitting their applications to the Board of Bar Examiners.

### **Group Swearing-In for May Graduates**

The swearing-in ceremonies **are not** part of the graduation events and are not held on the same day as graduation. As noted above, these ceremonies are under the authority of the courts and are held a few weeks after graduation.

To participate in the group swearing-in ceremony, your application to the Wisconsin Board of Bar Examiners (BBE) for your Character and Fitness Certification is required to be filed according to a schedule set by the BBE (<http://www.wicourts.gov/courts/offices/bbe.htm>). If you are applying for admission after the deadline or plan to graduate in August or December, upon submitting your application to the BBE, you will receive information about how to schedule an individual swearing in.

- *Wisconsin State Courts.* Your swearing-in ceremony for the Wisconsin state courts takes place in the Wisconsin Supreme Court Chambers at the State Capitol, beginning at 8:30, 9:30, 10:30, or 11:30. The groups are alphabetical, and approximately 35 are in each group -- you can estimate your time, but the final group assignments are not set until the week before the ceremony. The Board of Bar Examiners will notify you as to the time. After you are sworn in at the Supreme Court, you must sign the Supreme Court's Roll of Attorneys, and turn in your completed enrollment form.

There is a reception for you, your family, and friends at the Monona Terrace, following the ceremony that is sponsored by the State Bar of Wisconsin.

If you are unable to make the group swearing in times (for the diploma privilege students for admission to practice law in Wisconsin), please contact April Stegmann with the Board of Bar Examiners at (608-266-9760 (main line)/608-261-2351 (direct line) or [April.Stegmann@wicourts.gov](mailto:April.Stegmann@wicourts.gov).

- *Federal District Court.* The swearing in for the Federal District Court for the Western District of Wisconsin is at the Federal Court House at 120 N. Henry Street is usually about 2 hours after the state court ceremony. You should go to the Federal Building and enter through the side door (next to the parking lot). Please arrive at least 15 minutes before the ceremony so that you will have time to go through the security check and get to the second floor.

If you do not plan to participate in the Federal District Court group swearing-in ceremony and wish to be admitted later, you may make arrangements by calling (608) 261-5711 for admission information into the Western District. If you wish to be admitted to the Eastern District, please contact that office in Milwaukee at (414) 297-3131.

More information on bar admission and swearing-in ceremonies can be found in section 4.7 of the UW Law School's *Read This First! Handbook* at <http://law.wisc.edu/current/rtf/04.0.html>.

# Career Services Information

## To Do List Prior To Graduation

1. If you have already secured employment, please send an email to Nilesh Patel ([nileshpatel@wisc.edu](mailto:nileshpatel@wisc.edu)) with the name of your employer, starting salary, and how you obtained the position.
2. If you have not secured employment, set up a counseling meeting with a Career Services advisor as soon as possible.
3. Inform the Career Services Office of a non-wisc.edu email account that you will be using after you graduate. Send an email to [nileshpatel@wisc.edu](mailto:nileshpatel@wisc.edu).

## Graduate Survey Form

Each year, the Career Services Office is required to track the Law School's graduates for purposes of submitting reports to the ABA and U.S. News and World Report. We gather this information through the Graduate Employment Survey which you can complete in a number of different ways:

1. Fill out the paper copy of the survey which will be placed in your hang file a month or two before you graduate, or pick up a blank copy of the Survey form from the Career Services Office;
2. Complete the Graduate Employment Survey on Symplicity (just click on the "Graduate Employment Survey" link under the term "quick links" on the Symplicity home page or fill out the form here. Please provide this information as soon as you can as it helps our Office advise other students on possible opportunities and starting salary data. Whether you are working full-time or part-time, in a legal, law-related, or non-legal position, please let us know what you are doing.

Please note that the Law School respects your privacy and does not release any personally identifying information that you provide in your Graduate Employment Survey.

## Career Services Resources Available to UW Law Alumni

- Free access to the Law School's job bank. Your email address must be updated to a non-wisc.edu account within six months of graduation in order for you to continue to have access.
- Access to the Career Services Office's library resources. The library includes books on resume and cover letter writing, interviewing skills, as well as directories of legal and non-legal organizations and employers.
- Free access to online resources such as the BYU Intercollegiate Job Bank, which lists job postings from law schools nationwide.

- Reciprocity can be requested at other law schools to allow graduates access to more job postings. Each school has its own policies about when it grants reciprocity and what services are accessible. Please refer to the online request form for more information: <http://law.wisc.edu/career/reciproc.html>
- Career related updates from the UW Law School Alumni List serve. From time to time, job postings and news are sent via this list serve for alumni who have subscribed. Subscribe at: [www.law.wisc.edu/career/alumni-job-list.html](http://www.law.wisc.edu/career/alumni-job-list.html).

# Financial Aid Information

Please also note that there is **no penalty for prepayment of most educational loans**. Prepaying will decrease the amount of interest that you pay over the life of the loan.

## I. Federal and Private Student Loan Programs

When you took out your Stafford loans, you either took them out through the Federal Family Education Loan Program (FFELP) or the Federal Direct Student Loan Program (“Direct Loans” or FDSLP), or you may have even had a combination of both. Understanding each program will assist you in learning about your repayment options.

The main difference between FFELP and FDSLP is that FFELP loans may be resold, and borrowers may be left wondering who their lender may be. With FDSLP you know that your lender is the Federal Government, and Direct Loans are more stable because the funds come from the U.S. Treasury. Through FDSLP, the U.S. Dept. of Education is hoping to make receiving, managing and repaying loans easier by providing more repayment options and reducing fees and interest rates. As a recent graduate, it’s possible that you took out your first year or two of loans through FFELP and the remainder through FDSLP, so it would be wise to consult your lenders and Master Promissory Note(s) to determine through which program you received your loans.

### 1. Federal Stafford Loans

- Repayment begins six months after graduation or when enrollment drops to less than half time (unless you have already used your grace period).
- Your repayment period is 10 years, unless you elect to consolidate.
- Subsidized Stafford Loan- Interest is paid by the federal government during deferment periods (e.g., in-school, 6-month grace period, etc.).
- Unsubsidized Stafford Loan- Interest accrues from the date of disbursement while you are in school and during grace/deferment periods. You may pay the interest on these Unsubsidized Stafford Loans while you are enrolled, or it can be deferred and capitalized at the time of repayment.
- For loans prior to July 1, 2006: These loans carry a variable interest rate that is reset annually on July 1. The formula for resetting these rates is as follows:
  - If the student is still in school: Average 91-day T-bill (Treasury Bill) rates + 1.7% up to a maximum of 8.25%
  - If the student has entered repayment: Average 91-day T-bill rates + 2.3% up to a maximum of 8.25%
  - On July 1, 2008, the variable rate was reset to 4.21% for loans in repayment. The rate that applies to Stafford loans during In-School, Grace or Deferment periods is 3.61%. These rates apply until June 30, 2009.
  - For loans made after July 1, 2006: These loans have a fixed interest rate of 6.8%

### 2. Federal Graduate PLUS Loans (GradPLUS)

- Payments are due 60 days after the loan has been fully disbursed.

- You may have deferred payments while you were in school, but interest will have accrued and capitalized during that time.
- There is no grace period, which means you will likely begin paying back these loans within 30 days of graduation.
- GradPLUS loans have a fixed interest rate of 8.5%.
- You have up to a 10-year repayment period.
- GradPLUS loans may be consolidated with Stafford loans.

### **3. Private Educational Loan Programs**

- These loans include Access Group, Sallie Mae and Law Loans Private Loans, among others.
- Interest on these loans is variable and may be adjusted periodically, depending on the loan program.
- Interest accrues from the time of loan disbursement, and deferred interest is capitalized.
- Repayment generally begins after a 6 or 9-month grace period, but this varies depending on the lender.
- The maximum repayment period may be 15, 20 or 25 years, depending on the lender.

## **II. Repayment Plans**

You are responsible for notifying your lender/servicer of any changes such as a change in name, address, telephone number, social security number, or graduation date. You must also contact your lender/servicer if you are requesting a forbearance or applying for a deferment, or if you have any difficulty making your payments. Monthly payments are mandatory, even if you do not receive a bill. Remember, failure to repay your student loans will have a negative impact on your credit and may lead to delinquency or default.

You should keep a file of all of your loan documents, payment receipts, and all correspondence between you and your lender/servicer. You should maintain communication with your lender/servicer at all times throughout the duration of your repayment term, and make sure to document everything, especially if you'll be seeking loan forgiveness.

### **Prepayment**

Paying all or part of your loan before the end of the repayment period will substantially decrease your total interest costs. Remember, there is no penalty for prepaying most educational loans. Consult your promissory note for information specific to your loan.

### **Advance Payment**

Advance payments are a lump sum payment used to cover future scheduled installment payments. Do not assume that sending extra money with your monthly payment will be applied to future payments! You should provide specific instructions to the lender or services instructing them that

the lump sum is an advance payment.

### **Loan Repayment Plans**

Many lenders/servicers that hold your loans will provide a variety of payment plans to make your loan repayment convenient and sometimes less expensive. You should contact your lender/servicer to see what they offer, but the following are typical loan repayment plans:

1. **Standard Repayment:** Equal monthly payments of principal and interest throughout the term of the loan. This is the most common and least expensive repayment plan.
2. **Graduated Repayment:** Under graduated repayment the borrower will have lower payments at the beginning of the repayment period and higher payments later in repayment period. Payment amount increases every two years, and the length of repayment is up to 10 years. No single payment will be more than three times greater than any other payment.
3. **Income-Sensitive Repayment:** ISR is available for FFELP loans only. Through ISR, qualifying borrowers make monthly payments based on percentage of monthly gross income. Repayment is adjusted annually, based on income verification. The maximum repayment term is 10 years, and this plan is for federal loans only.
4. **Income-Based Repayment:** This repayment plan was created in 2009 with the passage of the College Cost Reduction and Access Act. IBR applies to federal loans only, and you will need to establish partial financial hardship status to determine your eligibility. Under IBR, the monthly payment is capped at an amount that is intended to be affordable based on income and family size. You are eligible if the monthly payment amount under IBR is less than the monthly amount calculated under the 10-year Standard Repayment Plan. If you repay under IBR for 25 years, you may be eligible to have any outstanding loan balance canceled. The Public Service Loan Forgiveness (PSLF) program was created to encourage individuals to enter and continue to work full-time in public service positions. Under this program, you can qualify for forgiveness of the remaining balance due on your eligible federal student loans after you have made 120 monthly payments (payments do not need to be consecutive, but they must be on time) on loans under IBR, ICR or the Standard Repayment Plan while employed full-time by certain public service employers. Only non-defaulted loans made under the Direct Loan Program or consolidated into the Direct Loan Program (this includes your Stafford and GradPLUS loans) are eligible for PSLF. If you have loans that were made under another program, like FFELP, you must consolidate them into the Direct Consolidation program and make 120 monthly payments towards the consolidated loans. For more information, please visit the following websites: <http://studentaid.ed.gov/PORTALSWebApp/students/english/IBRPlan.jsp> and <http://studentaid.ed.gov/students/attachments/siteresources/LoanForgivenessv4.pdf>
5. **Extended Repayment:** This option is available only to borrowers whose first federal loan was borrowed after October 7, 1998, and applies to federal loans only. The borrower must have at least \$30,000 in federal student loan debt. The payment amounts can be either fixed annually or

graduated, and the maximum repayment term may be up to 25 years. Although your monthly payments will be lower than under the Standard Repayment Plan, you ultimately will pay more on your loans because interest will accrue for a longer period of time.

6. **Income Contingent Repayment (ICR):** ICR is available for Direct Loans only. Each year, your monthly payments will be calculated based on your adjusted gross income (AGI, plus your spouse's income if you are married), family size, and total amount of your Direct Loans. Under ICR you pay each month the lesser of:
  - a. The amount you would pay if you repaid your loans in 12 years multiplied by an income percentage factor that varies with your annual income, or
  - b. Twenty percent (20%) of your monthly discretionary income.

If your payments are not large enough to cover the interest that has accrued on your loans, the unpaid amount will be capitalized once each year. However, capitalization will not exceed 10 percent of the original amount you owed when you entered repayment. Interest will continue to accumulate but will no longer be capitalized. The maximum repayment plan is 25 years under ICR. If you haven't fully repaid your loans after 25 years (not including time spent in deferment or forbearance) under this plan, the unpaid portion will be discharged. You may, however, have to pay taxes on the amount that is discharged.

### **Loan Serialization**

Instead of consolidation, lenders/servicers may combine your loans to allow for a single repayment amount, but each loan will still be handled separately according to its terms. This does not extend the period of repayment, but is instead intended to be a more convenient repayment method than receiving separate bills for each loan each month. You should contact your lender/servicer to see if they provide this repayment option.

### **Deferment**

Deferment is a temporary suspension of loan payments for specific situations such as reenrollment in school, unemployment, or economic hardship. During deferment, interest does not accrue on subsidized loans, but will accrue on unsubsidized loans. You have to apply for deferment through your loan servicer (for the University of Wisconsin the loan servicer is Great Lakes) and you must continue to make payments until you have been notified that your deferment has been granted. Otherwise, you could become delinquent or go into default. Deferments are usually granted in 6-month intervals, for a total of 2 or 3 years.

### **Forbearance**

A forbearance is a temporary postponement or reduction of payments for a period of time because you are experiencing financial difficulty. You can receive forbearance if you're not eligible for a

deferment. Unlike deferment, interest accrues on both your subsidized and unsubsidized loans. Your loan holder can grant forbearance in intervals of up to 12 months at a time for up to three years. You have to apply to your loan servicer for forbearance, and you must continue to make payments on your loans until you have been notified that forbearance has been granted.

### **Repayment Incentives**

Lenders and servicers may offer repayment incentives on federal and/or private loans to encourage on-time repayment. These may include interest rate reductions to responsible borrowers who make a certain number of consecutive monthly payments, or who elect to have their payments automatically withdrawn from their checking or savings account.

### **Consequences for Delinquent or Defaulted Loans**

There are severe consequences if you do not make your loan payments on time or at all. Remember, you are responsible for contacting your lender/servicer immediately if you anticipate having any difficulty making payments. The potential consequences for failing to do so are listed below:

- Information is reported to local and national credit agencies
- Your credit could be affected for as long as seven years. This may affect your ability to obtain credit cards, mortgages, car loans, and most types of federal loans.
- The entire balance of your loan, including the interest, could become due and payable immediately.
- Your wages could be garnished and your assets seized.
- You may lose the ability to establish a payment schedule or the ability to qualify for a deferment and/or cancellation.
- Your loan(s) may be referred to a collection agency and you may be held liable for litigation and costs.
- Your professional licenses may not be granted or renewed.
- Your federal and state income tax refunds may be withheld by the government to be applied to the balance of your loan.

## **III. Repayment Assistance**

### **A. University of Wisconsin Law School Loan Repayment Assistance Program (LRAP)**

The University of Wisconsin Law School sponsors a Loan Repayment Assistance Program (LRAP), which provides small grants to students who accept permanent public interest jobs after graduation. Since its inception in 2002, the LRAP has generally provided anywhere from two to six months of loan repayment in the form of a lump sum payment upon acceptance of a “qualifying position.” “Qualifying position” means a legal position at a non-profit organization or government agency with a specified annual salary.

You do not need to have accepted a qualifying position at the time you apply for a grant through LRAP. Instead, in order to qualify for a grant, you must have accepted a qualifying position by April 1 of the year following your graduation.

In addition to UW LRAP grants, you may also be eligible for a state LRAP. Seventeen states

offer these grants, which are administered by bar associations, bar foundations, independent non-profit organizations and state education administrations. You should check out the ABA website for more information.

### **B. The College Cost Reduction and Access Act (CCRAA)**

The College Cost Reduction and Access Act (CCRAA) was passed in 2007, and is intended to reduce the financial pressure on college and university graduates, particularly those with current student loan burdens.

The CCRAA is mentioned above under IBR and Public Service Loan Forgiveness, but as a reminder, it may help you in one of two ways:

1. Lowers monthly student loan payments on federally guaranteed student loans (Income Based Repayment or Income Contingent Repayment, IBR and ICR, respectively).
2. Cancels remaining debt for public servants after 10 years of public service employment (Loan Forgiveness for Public Service) or for those with a low income to high debt ratio (IBR and ICR).

Only payments made on Federal Direct loans (including Federal Direct Consolidation loans) count toward the 120 payments required to qualify for Loan Forgiveness under the CCRAA.

## **IV. Bar Exams Loans**

Law students may get additional financing for bar examination registration and costs, exam-related preparatory materials, and associated living expenses. In general, you may apply for a bar loan if you are enrolled at least half time in your final year of study at an ABA-accredited law school, or have graduated from one within the last 12 months. You must also be sitting for the bar exam no later than 12 months after graduation. Lenders students have used in the past include Wells Fargo, Sallie Mae and GradLoans.com. Financial Aid and Repayment

### **Useful Contact Information**

#### **Financial Aid and Repayment:**

[www.fnaid.org](http://www.fnaid.org)

[www.fnaid.wisc.edu](http://www.fnaid.wisc.edu)

[www.ibrinfo.org](http://www.ibrinfo.org)

[www.equaljusticeworks.org](http://www.equaljusticeworks.org)

[www.glhec.org](http://www.glhec.org)

#### **Bar Loan Information:**

[www.wellsfargo.com](http://www.wellsfargo.com)

[www.salliemae.com](http://www.salliemae.com)

[www.gradloans.com](http://www.gradloans.com)

**University of Wisconsin Law School Admissions and Financial Aid Office:**

(608) 262-5914

[www.law.wisc.edu/finaid/CurrentStudents.htm](http://www.law.wisc.edu/finaid/CurrentStudents.htm)

**University of Wisconsin Office of Student Financial Aid:**

(608) 262-3060