

FALL 2009 GRADUATION APPLICATION & WORKSHEET INSTRUCTIONS & PROCEDURES

TO: FALL 2009 Graduates
FR: Stacy Shiroma
RE: Fall 2009 Course-load Exceptions, Graduation Application Procedures, Deadlines and Final Transcript and Rankings

Pre-congratulations, you are almost there!! To help make the graduation process smoother, please read this memo regarding important graduation application procedures and deadlines.

Course-load Exceptions

If you are registered for credits outside the course-load guidelines, you are required to get a course-load exception approval from Dean Durand. You must attain approval from Dean Durand <frank.durand@unlv.edu> if one of the following situations pertains to you:

- You are a full time student and are taking less than 12 credits or more than 16 credits during the semester
- You are a part time student and are taking less than 8 credits or more than 11 credits during the semester

Submit your Graduation Application & Worksheet to the BSL Registrar's Office

The deadline to submit the Fall 2009 graduation application is **August 7, 2009**. All applications are to be submitted to the BSL Student Services office. A complete application includes the following components:

- Fall 2009 Graduation Application
- Graduation Application Worksheet
- Unofficial or official transcript

You can get a copy of your unofficial transcript through the UNLV Registration page or an official transcript through the UNLV Registrar's Office. After we review your graduation application, we will send an email on the admin-msgs list serve informing you that your grad app is ready for pick-up in your student mailbox. Please expect your graduation application in about 3 weeks from the August 7 deadline.

Pick-Up your Approved Graduation Application

Once you receive notification that the graduation application has been returned to your student mailbox, please review graduation application and read the attached graduation checklist from the registrar alerting you of possible outstanding graduation requirements.

If you make changes to your last semester schedule, you must

- Make handwritten changes on your graduation application
- Initial the changes
- Return your grad app with a note notifying the BSL Registrar of the changes

Double-check to make sure that you have the required number of credits to graduate. You are ultimately responsible for making sure that you meet all of the graduation requirements.

Pay your Diploma Fee

To pay your diploma fee, you can either pay online or take your graduation application to the Cashier's Office (located in the Donald Reynolds Student Services Center) to make payment.

➤ **September 11, 2009**

Final date to pay the \$50.00 graduation diploma fee without a late charge.

➤ **September 25, 2009:**

Final date to pay the \$50.00 graduation diploma fee with a \$20.00 late charge. No grad apps will be accepted for review after this date.

To pay online:

- Go the UNLV online registration site and login,
- Select LAW Fall 2009
- Click on the SEMESTER CHARGES button to view your charges
- Click on PAY BY CREDIT CARD and make payment
- Print receipt and keep for your records

If you receive financial aid, there is a possibility that your financial aid will pay the graduation application fee as part of your semester. This depends on when you submit your graduation application and when the graduation application fee is added to your account. You can verify this information by contacting the BSL Registrar's Office.

What's Next?

If you have submitted your completed grad app and no further action is required, there will be no further contact with you until final grades are recorded for the semester. When degrees are posted, we will send an admin-msgs email informing you that your Juris Doctor degree has been posted on your transcript. You may request an official transcript for submission to the Bar Examiners through the main UNLV Registrar's office. The UNLV Registrar's Office will mail your diploma after all grades have been recorded for the semester in which you graduate. It usually takes about 1.5 months after grades are recorded for diplomas to be mailed.

Certificate of Graduation Writing Requirement

Outstanding Writing Requirement Certifications must be completed and approved by your supervising professor by **January 6, 2010**. If you do not make this deadline, you will not graduate in Fall 2009. Please keep in mind that this is not the date that you submit your paper to your professor for review but rather the deadline when your certification form must be submitted to the BSL Registrar. Check with your supervising professor to see how much time he/she will need to review your work and to submit a grade by the January 6, 2010 deadline. It is your responsibility to get the Certification of Graduation Writing Requirement form signed and delivered to the BSL Registrar's office by the deadline. If we do not have your writing requirement documentation on file, we will be contacting you.

Incomplete Grades

It is your responsibility to keep track of your incomplete grades. To graduate in Fall 2009, your professor must submit your grade to the BSL Registrar's office by **January 6, 2010**.

Rankings and Graduation Honors

BSL ranks students (top third) once a year after all SPRING 2010 grades are posted. We will notify you via email when honors and rankings will be posted on your transcripts.

Enjoy your final semester.... You are almost there!!