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A Message from Student Affairs

Dear Class of 2019,

Congratulations on reaching this milestone! After what seems a short amount of time, you’ve finally made it to the day you’ve been waiting for since Orientation—Graduation. There are two events you and your family are invited to attend. The first is our Graduation Reception, on May 16th at 5:00pm here at CUNY School of Law. The second is the Commencement Ceremony held on Friday, May 17, 2019 at 11:00 AM at Kupferberg Center at Queens College.

As you prepare for graduation, use this handbook to guide you through the process of getting ready for the big day. Be mindful of upcoming deadlines as they are fast approaching and can affect your attendance/participation in graduation.

We look forward to cheering you on with your family and friends at this year’s commencement ceremony!

Office of Student Affairs

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Graduation Checklist

- **3/22** — Deadline: Submit measurements for regalia. There is no opportunity to order regalia after this date.
- **3/31** — Deadline: Complete and submit Graduation Survey. (If you do not complete this survey by the deadline, we will assume you do not intend to walk at graduation.)
- **4/1** — Pick up Graduation invitations from Student Affairs
- **4/11** — Deadline: Apply for Graduation via CUNYFirst and submit Diploma Form to the Registrar’s Office.
- **4/24** — Graduation Rehearsal at 1:30pm in the Auditorium
- **4/30** — Pick up regalia at Career Planning
- **5/16** — Last day to pick up regalia
- **5/16** — Reception at 5pm
- **5/17** — Graduation at Kupferberg Center, Queens College
Graduation Ceremony and Reception

The Law School's Graduation Ceremony will be held Friday, May 17, 2019 at 11:00 AM at Kupferberg Center at Queens College (on the corner of Kissena Boulevard and the Long Island Expressway, I-495). The ceremony begins promptly at 11:00 AM and will last until approximately 1:00 PM. Graduates are asked to gather at the Colden Center at 10:00 AM for the class photo and instructions. The doors will open to your families and guests at 10:30 AM.

On May 16th at 5:00pm, we invite your family and friends to join us for a Graduation Reception in your honor here at CUNY Law. The Graduation Reception will run till 7:00pm. This is a great opportunity for your family and friends to meet the CUNY School of Law community.

Apply for Graduation

Students anticipated to graduate at the end of the semester are required to apply for graduation in CUNYfirst. After this step, you must then complete a Diploma Form at the Registrar's Office where you will also complete diploma application. The deadline to apply for Graduation is April 11. Please see page 11 for more information.

In addition, you'll need to complete and submit the 2019 Graduation Survey by March 31st. Submitting this survey lets our office know that you intend to walk at this year's ceremony. If you do not complete this survey on time, we will assume you do not intend to walk at graduation.

Regalia

Order your graduation regalia online by Friday, March 22, 2019. Your regalia is paid for by your materials fees, but you must order it online before this deadline. There is no opportunity to order regalia after March 22.

Click here to order your regalia!
Or go to https://collegegrad.herffjones.com/.

Please note: There is a gold tassel included with your regalia with the graduation date attached. This tassel will be used on graduation day and is yours to keep. The Cardinal Silver Souvenir Tassel for sale at $9.25 and the diploma frame for sale at $155 must be paid for separately by you if you choose to order it.

You can pick up your regalia in the Career Planning Office, Room 4/108 starting on April 30th. Unfortunately, we cannot take any regalia with us on graduation day, so please pick up your regalia no later than Thursday, May 16th at noon. Your gown and hood must be returned immediately following the graduation ceremony. We will have a drop-off station outside Colden Auditorium immediately following the ceremony. The cap and tassel are yours to keep.
Invitations

There are no tickets to either ceremony. Instead, each graduate can receive up to ten invitations. These invitations are not required for entry. If you would like invitations, you may request them through the Graduation Survey.

Children at Graduation

We would like to invite those of you with children to have them participate in the Law School Graduation. As in previous years, students with children will have the option of registering with us before the ceremony, so that their child/children can be included in the ceremony. If you would like to have your child/children participate in the ceremony, please submit your information in your Graduation Survey. Submitting your information does not create any obligation to participate; if you decide that you do not want to include your child/children at a later date, just let Student Affairs know.

Guest Hooders

Each year graduates are hooded after crossing the stage by two faculty members of the class’s choosing. However, if you do not wish to have one of the selected faculty hood you, you may have any faculty member or an attorney of your choice instead. If you would like to have an attorney of your choice to hood you instead of the elected faculty members, please indicate that person’s name in the Graduation Survey. If you choose this option you will receive instructions during the Graduation Rehearsal on April 18 at 1:30pm in the Auditorium and will be responsible for making arrangements with this individual.

Guest Information

Information for family and guests including hotel information can be found at our graduation website (http://www.law.cuny.edu/students/commencement.html). Each graduate who requested invitations to distribute to guests via the Graduation Survey will receive them by mid-March. Invitations will be distributed at the Student Affairs Office.

We have reserved a block of rooms at the Holiday Inn Manhattan View, Aloft Hotel, Hilton Garden Inn, and Hyatt Place for guests to book. Rooms are blocked for our Graduation from May 16-19. Pricing for rooms range from $155-$229. These prices do not include additional tax. Rooms must be booked no later than April 16th at Hyatt Place, Holiday Inn, and Aloft Hotel or by April 12th at Hilton Garden Inn.

To book your room at the Holiday Inn, call 718-707-3700 and mention the “CUNY Law School” room block or click here to book online. To book your room at Aloft Hotel, call 718-433-9305 and mention the “CUNY Law School” room block or click here to book online. To book your room at Hilton Garden Inn, call 718-786-6001 and mention the group code “CUNY” or click here to book online. To book your room at Hyatt Place, call 888-591-1234 and mention the “CUNY Law School Graduation” room block.
Commencement Photography

Island Photography will again be providing photo coverage of our commencement ceremony. Every graduate will be photographed twice as they cross the stage, are greeted by the Dean, and return to their seat. There will also be a class photograph taken prior to the start of the ceremony.

There is absolutely no obligation to purchase! Everyone will be photographed, but if you want to receive the proofs you must register. Within 48 hours after the ceremony, complimentary color proofs will be emailed and mailed to every graduate. This service guarantees each student a unique keepsake of this memorable achievement (color proofs are complimentary).

The pricing is quite reasonable with packages starting at only $7.95, but you are under no obligation to purchase photos. When you register to receive complimentary proofs, Island Photography will request your address and email information in order to deliver your color proofs. This is the only way they will be able to communicate with you. The school is not responsible for delivering proofs or furnishing your information. If you choose to purchase photos you may do so directly through Island Photography by going to the Commencement website (http://www.law.cuny.edu/students/commencement.html) or by entering your information in the Graduation Survey.
Dear Graduate,

We hoped that you had an excellent educational experience: learning, growing, and sharing. Financing your legal education is a serious business and an investment that will pay great dividends for years to come. We hope that the time you spent at CUNY Law was rewarding for your personal development as well as your future career as a lawyer.

Over the past three years, you determined how much money you needed to satisfy your educational expenses for each academic year for which you were enrolled. We recognize that because of its unique mission, many CUNY School of Law graduates will elect to work in public interest organizations, with the understanding that you may not have the same earning potential as graduates from other law schools. Our responsibility is to make sure you are prepared for life after law school by providing you with the tools and resources to repay your educational debt. Take a quick moment from your studies to review this graduation supplement or save it for after the Bar exam, but definitely do not discard this document until you have reviewed every page.

Thank you!
Dr. Angela M. Joseph
Director of Financial Aid
How To Pay off your Student Loan Debt
Exit Counseling

All students who are graduating and have borrowed from the Federal Direct and/ or Federal Graduate PLUS Loan program must complete a Student-Loan Exit Counseling session (https://studentloans.gov/myDirectLoan/index.action). This is an opportunity to remind yourself of your rights and responsibilities as a student loan borrower. In turn, you must provide the Department of Education with certain information about your plans after you leave school (for example, your current address, your expected employer, two personal references, etc.).

During the exit counseling session you will receive information about:

- Repayment plans, deferment, and loan forgiveness programs
- Your lenders and servicers
- Your total indebtedness
- Interest and budget calculators
- Your rights and responsibilities

Completing the Exit counseling requirement is only one step in keeping your loans in good standing. Remember that student loan indebtedness is reported to credit agencies. Until your loan is paid in full, you should continue to communicate with your lender regarding any changes in your address, school enrollment status or questions about making repayment. **Please stop by the Office of Financial Aid after April 1, 2019 to obtain a complete copy of your student loan debt and to learn about loan repayment strategies.** You can schedule a counseling session at 718-340-4284 or financialaidoffice@law.cun.edu.

If you do not know what type of loans you borrowed while in attendance at CUNY Law, visit the National Student Loan Data System (NSLDS) website at https://www.nslds.ed.gov/npas/index.htm. You may also call the NSLDS Customer Service Center at (800) 4-FED-AID (1-800-433-3243). TTY users (for the hearing impaired) can call (1-800-730-8913).

Here are a few tools to provide you with sound financial habits and information to manage your financial responsibilities that will help you after graduation.

**The Road to Zero: A Strategic Approach to Student Loan Repayment**
https://www.youtube.com/watch?v=reh1J7d05rc

The Road to Zero video presentation outlines the features of each of the student loan repayment plans that are available to borrowers and discusses methods to manage your loans like the Public Service Loan Forgiveness (PSLF), consolidation, deferment, and forbearance.
You have choices. And those choices are yours alone. Setting yourself up for success on the road to zero - the path you'll take to pay your student loans down to zero - will take strategy and planning. The Road to Zero booklet is available in our office. We will add to your exit packet.

ACCESSCONNEX BY ACCESSLEX - A FREE STUDENT LOAN HELPLINE

The first service of its kind to provide on-demand, one-on-one loan repayment and other financial education information to graduate and professional students, AccessConnex is a free helpline that delivers personal, accurate counseling by phone, live chat or email.

By phone, live chat, or email, you can get clear, unbiased information that will set you on a sound financial path. No personal information (SSN, DOB, etc.) requested or required.

Monday to Friday - 8:30 a.m. to 5:30 p.m. ET

1-844-755-HELP

AccessLex Student Loan Calculator
https://www.accesslex.org/student-loan-calculator/

Understanding the financial realities of your law degree is the first step to making wise decisions about your student loans. AccessLex student loan calculator is a free and easy way to do just that! Click on to the “Law School Graduate” estimate calculator to look at your complete picture of your student loan commitment, repayment plans that are available to you and examine how you will fit payments into your household budget.

Public Service Loan Forgiveness Video
https://www.youtube.com/watch?time_continue=15&v=Xdyx4axV_0c

The goal of the PSLF program is to encourage individuals to enter public service fields, create incentives that promote a long-term commitment to public service and increase vital services to individuals, states, and the nation. Under this program, federal student loan borrowers may receive forgiveness of the remaining balance of their federal Direct Loans after making 120 payments while employed full-time by qualified public service employers. A repeal or cap on forgiveness would create additional financial stress and hardship for graduate and professional students serving the public interest.
Bar Study Loan

Graduating students may apply for a Bar Study Loan in the final year of law school study. Bar Study Loans are credit-qualified private loans intended to help cover expenses incurred after graduation while you prepare for the Bar exam. You can borrow from only one lender and can obtain only one Bar loan. The covered expenses include living costs, study materials, a Bar review course, and the fee for sitting for the Bar examination. You should refer to the “Borrower Certification” section of the application for clarification about the purpose of the Bar Study Loan funds.

Bar Study Loan applications must be certified by the Office of Financial Aid. The lending institution mails the check directly to you. A Bar Study Loan application should be submitted to a lender prior to graduation. A few lenders may accept applications after graduation, and some lenders require a prior relationship.

The maximum limit of the loan varies for each lender. The minimum limit is $500.00. The maximum limit is $15,000. To be eligible for the loan, you must have a satisfactory credit history and must be a U.S. citizen or a permanent resident. Repayment begins six months after graduation.

You can visit the Law School website at http://www.law.cuny.edu/financial-aid/bar-study-loans.html to review the lenders that can provide you with the necessary funds to cover the cost related to the Bar examination. CUNY School of Law is not responsible for changes made by lenders and we do not have any agreement with any lenders.

Please note that new federal regulations require a waiting period before loan proceeds can disburse to student borrowers. This may delay the disbursement of your loan. If you have any questions about Bar Study Loans, please contact the Office of Financial Aid at 718-340-4284 or financialaidoffice@law.cuny.edu.

Read How to Manage Your Student Debt While Pursuing a Public Interest Legal Career E-Book by Equal Justice Works

Repaying Your Federal Student Loans

Your student loans represent both an important investment in your future and a serious financial commitment that must be repaid. The terms and conditions of each loan and your rights and responsibilities as a borrower should be stated clearly in the promissory note for the loan. Default occurs when you fail to meet the terms of the promissory note.

Your federal student loans have benefits that allow you to lower your payment amount, postpone your payments, or, in certain cases, have your loans forgiven. These options give you flexibility to change how you repay your loans as your life changes. This can be especially helpful if you’re ever faced with unemployment or a health or financial crisis.
Keep In Mind

- Once you’ve chosen a repayment plan, you’re not locked in. If at any time you become unemployed, get a promotion or your financial circumstances change, you can apply for a different plan that’s a better fit for your situation.
- There’s no penalty for overpayment! Making payments on the interest that’s accruing, even when you’re not required to make payments, will save you money in the long run.

Helpful Resources

- AccessLex
  https://www.accesslex.org/

- Repayment Plans
  http://www.direct.ed.gov/RepayCalc/dlindex2.html

- Income-Based Repayment Plan Fact Sheet

- Public Service Loan Forgiveness Program Fact Sheet

- Pay As You Earn Repayment Plan for the Direct Loan Program
  https://studentaid.ed.gov/repay-loans/understand/plans/income-driven

- Loan Repayment Calculator and Interest Rates
  http://www.direct.ed.gov/calc.html

- Cancellation and Consolidation
  http://www.direct.ed.gov/cancellation.html

CUNY School of Law
Office of Financial Aid, Rm 4/109
2 Court Square
Long Island City, NY 11101
718-340-4284
Financialaidoffice@law.cuny.edu
http://www.law.cuny.edu/financial-aid.html

Office Hours Beginning March 4, 2019 to June 7, 2019
   Monday, Wednesday, Friday 9 a.m. to 5 p.m.
   Tuesday and Thursday 9 a.m. to 7 p.m.

Financial aid at CUNY School of Law is administered without discrimination as to age, sex, race, creed, national origin, physical or mental disability, sexual orientation, marital status or veteran status.
A Message from the Office of Registration & Student Records

Dear 3Ls,

If you are eligible to graduate this June, you are required to apply for graduation in CUNYfirst. Please see pages 13-15 for information on how to do that.

The Diploma Request Form, found on page 12, must be submitted for your diploma to be ordered. Please complete and return the form to the Registration Office no later than Thursday, April 11. It is expected that June graduates’ diplomas will be available in late August.

Congratulations!

Thank you!

Office of the Registration & Student Records
Class of June 2019

Diploma Request Form

Congratulations on your anticipated graduation!

Please fill out the information below and bring it to the Office of Registration & Student Records Management (Room 4-109). **Submission Deadline: Thursday, April 11, 2019**

*Without submission of the form no diploma will be ordered.*

**The name on your diploma will be printed exactly as it appears on record.** If you would like to have a name on your diploma that differs from what is on record, please submit a Change of Name Form with legal documentation as proof of your new name (original or certified copies of a court order, marriage license, divorce decree).

Please print clearly (indicate uppercase and lowercase letters, hyphens, accents, periods).

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After grades are posted and your graduation has been certified, your diploma will be ordered with a degree conferral date of June 6, 2019. You can expect to receive your diploma approximately three months after graduation. The Law School will mail your diploma to the address you indicate on the form, via the United States Postal Service, at no charge to you. If your address is a P.O. Box, you will have to come to the Law School to pick up your diploma (you will be e-mailed when it is available).

Address: __________________________________________________________

____________________________________________________________________

Or Email: (For pickup only) ________________________________________

**Please Note:** We will take reasonable care in mailing your diploma. However, if your diploma is received in a damaged condition or is lost, the Law School will not assume responsibility. You are always welcome to pick up your diploma in lieu of having it mailed. If you are picking up the diploma please provide an email address.

Note: Your diploma will only be released if you have fulfilled all financial and other obligations to the Law School.
Apply for Graduation

Student can use self-service to apply for graduation online. Students should apply for graduation in the term prior to the term from which you intend to graduate.

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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Student Center |
| 3.   | In the Academics section from the other Academic dropdown box, select Transcript: View Unofficial and then click the Go icon. |
| 4.   | Navigate to: Self Service > Degree Progress/Graduation > Apply for Graduation |
5. Select the academic program for which you wish to apply for graduation by clicking on the description under the **Select an Academic Program** section.

   *Note: Only those students who are eligible to graduate by the selected term will be able to continue with their graduation application.*

6. Select the **Expected Graduation Term** from the dropdown box.

7. Click the **CONTINUE** button.
8. On the **Verify Graduation Data** page, click the **Submit Application** button.

9. The **Submit Confirmation** page displays.

   **Submit Confirmation**

   - You have successfully applied for graduation.