

Rummel, Erin

From: Dean Smith, Office of Student Services <e.smith@law.umaryland.edu>
Sent: Wednesday, April 9, 2025 12:24 PM
To: Rummel, Erin
Subject: [TEST] Graduation & Bar Updates (April Edition)

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UNIVERSITY *of* MARYLAND
FRANCIS KING CAREY
SCHOOL OF LAW



April 2025

All July 2024 Graduates, December 2024 Graduates, and May 2025 Candidates are invited to participate in the May 2025 Graduation festivities!

Ceremonies to mark the conclusion of our graduates' time in law school will begin with a **Champagne Toast on Tuesday, May 20 at 5:30 pm** and will conclude with the conferral of degrees at the **Maryland Carey Law Hooding Ceremony on Friday, May 23 at 11:30 am**. Additional celebratory events will take place in between. Please visit the law school's [graduation page](#) to access the complete schedule.

Each month leading up to graduation, you will receive this Graduation and Admission to the Bar Updates Newsletter. In it, you will find tasks you must complete in anticipation of graduation, important information regarding celebratory events, bar admission updates, and more.



To accomplish great things, we must not only act, but also dream, not only plan, but also believe.

Dean Smith

Erica Smith, J.D., LL.M. (she/her/hers)
Associate Dean for Student Services
University of Maryland Francis King Carey School of Law

[Book a time to meet with Dean Smith](#)



GRADUATION TASKS YOU MUST COMPLETE

During the month of **April**, you should focus on completing the following tasks:

Graduation Program

If you have marked your name, major, attendance, degree and/or institution as confidential in the Directory Options in SURFS, the law school will be unable to share your name, degree, and other information in any Graduation programs/publications. Furthermore, if you leave this information as confidential after you depart the university, we will not be able to verify your credentials, attendance or graduation date with any employers, educational programs and/or agencies unless you provide written consent.

If you wish to [change your directory settings](#), please do so by **12:00 pm on Friday, April 4**. Once you login to SURFS, click "Personal Information then click "Update Directory Options."

Graduate Survey

Regardless of whether you plan to attend the Hooding Ceremony, you must fill out the relevant Graduate Survey below on or before **Friday, April 11**. The survey requests information about your post-graduation employment status and your plans regarding bar exams. CDO requests employment information to meet our reporting obligations to our accrediting agency (the ABA Section of Legal Education) and to prospective students. Please be assured that all individual data is kept confidential; only aggregate data is published.

Near the end of the Graduate Survey, there are several questions related to graduation events and Hooding Ceremony tickets. Please respond to those questions to let us know whether you and your guests will attend the listed events and to request the tickets you will need for the Hooding Ceremony.

- [JD Graduate Survey](#)
- [LLM Graduate Survey](#)
- [MSL Graduate Survey](#)



Graduation Cords

If you would like the Office of Student Affairs to order Graduation Cords for your student organizations and/or co-curricular team, you must complete the survey [here](#) on or before **Friday, April 11**. Surveys received after this date may not be included in the cords order. Only one form should be submitted per organization/team. Please check your budget with SBA for cord purchase prior to filling out the survey. For questions, please email osa@law.umaryland.edu.



Order Your Regalia

All graduates participating in the Hooding Ceremony must wear approved academic regalia. Academic regalia consists of a gown, tassel, tam, and hood.

Academic regalia is available to be purchased [here](#). LLM's and MSL's should order the "Master Package - Ship to Your Residence" and JD's should order the "Doctor Package Ship to Home."

To guarantee the appropriate size and timely arrival, all regalia orders must be placed no later than **Wednesday, April 23**. Regalia will be directly shipped to your shipping address. Please note that regalia cannot be rented, but it may be borrowed from previous graduates.

Upon receiving your regalia, you should open the package to ensure that your order is complete.

[Purchase Regalia](#)

Name Pronunciation for Hooding Ceremony

During the Hooding Ceremony, your name will be announced as it appears on your Application for Diploma when you walk onto the stage. Please [setup your name pronunciation in Blackboard](#). You should add text guidance **and** an audio recording of your name. You can find instructions on how to setup your name pronunciation [here](#).

Tickets for the Hooding Ceremony

Tickets for the Hooding Ceremony can be picked up from Suite 280 starting **Monday, April 28 until Monday, May 12**. Please be aware that we cannot release tickets to you until all library books have been returned, all fees and monetary obligations are paid to Student Accounts, and (where appropriate) a financial aid exit interview has been completed. If you cannot pick up your tickets in person during the pick-up window, you may designate someone else to pick up tickets on your behalf. You must notify [Ms. Marilyn Jones](#) in the Office of Student Services whom you have given permission to pick up your tickets in advance of the pick-up window.

Law School Diploma

The name on your diploma will be your official name as it appears on university records. You can view this detail in your SURFS account. If you would like to request a name on your diploma that is different from what appears on the University records, you can submit a [Request to Change Personal information](#). Deadline to request a change is **Friday, May 2**. You will incur additional fees for any diploma/certificate name change requests received by the UMB Office of the Registrar after **Thursday, May 22**.

It is recommended that the diploma name match your official legal name, however, preferred name changes can be made. You can request a preferred first name/middle name [here](#). Enter your preferred first and/or middle name (last name will not be changed). Preferred name request can be made until the close of business on **Friday, May 2**.

You should expect to receive your diploma approximately 4-8 weeks after graduation.

Invitation Letter for US Visa

Are you in need of an invitation letter for a family member/friend coming from overseas to attend your graduation? If so, please request a letter or letters from [Ms. Amanda Barnes](#), Office Manager for Student Services, and provide the following information about your guests:

- The names of each guest and their relationship to you (parent, aunt, uncle, other family member, friend)
- The date guests are expected to arrive in the US and the date of their expected departure.
- The address where each guest will be residing while in the US.
- Name and address of the embassy to which the letter(s) should be addressed.

Procedure for Disclosing Additional Character & Fitness Issues

If you need to supplement your law school application because you failed to disclose matters that should have been disclosed when you applied, OR if you need to disclose events that occurred after you submitted your application and/or after you enrolled, please follow the instructions [here](#).

Dual Degree Candidates

During the Hooding Ceremony, the graduation announcer will indicate that you are receiving an additional degree along with your law degree. Please send the following information to [Ms. Amanda Barnes](#), Office Manager for Student Services:

- What additional degree will you be earning? (e.g., MBA, MPA, MPH)
- What school is granting the degree? (e.g., University of Maryland College Park, Smith School of Business; Johns Hopkins University, Bloomberg School of Public Health)
- Will you bring both the hood representing your law degree and the hood representing your additional degree to the law school's Hooding Ceremony? During the Hooding Ceremony, you have the option of presenting both hoods to the faculty members who will hood you. Please let us know if you plan to bring both or just the hood representing your law degree.



5 Tips for Bar Exam Success

 **Date:** Tuesday, April 15

 **Time:** 12:00 pm

 **Location:** Online

Stressed about your upcoming bar exam? Have questions about what the bar exam experience will be like? Join our team of licensed attorneys as they share some of their best tips, answer your questions, and help set you up for success.

[Registration](#)

Navigating Bar Licensure

 **Date:** Tuesday, April 29

 **Time:** 4:00 pm

 **Location:** Online

Becoming a licensed attorney goes beyond graduating with your J.D. This session will walk you through the steps to licensure and help you find the information you'll need to meet all of the requirements for your specific jurisdiction.

[Registration](#)



BAR ADMISSION UPDATES

D.C. Bar Character and Fitness Application Questions

Bar admission can be a challenging and stressful process, but the Lawyer Assistance Program is here to help you navigate it successfully. They are offering one-on-one consultations and gathering questions for the D.C. Court of Appeals Committee on Admissions (COA) to answer. Click [here](#) to submit your questions about C&F as it relates to mental health and/or addiction. Your submissions are confidential and will be anonymous when submitted to the COA.

Bar Admissions Reference Guide

Check out this [Quick Reference Guide](#) for popular UMB jurisdictions. If you have questions about this guide, please reach out to [Professor Yarbrough](#), Director of Bar Programs and Academic Achievement.



QUESTIONS AND CONTACTS



**GOT
QUESTIONS?**



Whom to Contact

Law School's [Office of Registration and Enrollment](#)

- Eligibility for Graduation

UMB's [Office of the Registrar](#)

- Graduation Application
- Name Changes/Updates

[Office of Student Affairs](#)

- General Graduation Inquiries

[Professor Micah Yarbrough](#)

- Bar Admission Inquiries

If there is something missing from the Weekly Student Services Newsletter that you would like to see added, [please let us know](#).



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