



**Duke Law School
Graduation 2012**



February 6, 2012

Dear Members of the Class of 2012,

It's hard to believe your time here at Duke Law School is growing short! To commemorate your transition from student to alum, we have planned four days of graduation festivities. Graduation can be exciting, overwhelming and exhilarating. To help you keep track of all the events, deadlines, details, etc., we have created this handbook, a comprehensive guide to Graduation 2012.

Nearly a week of graduation events requires the collaboration of many different offices both within the Law School and across the University. In each section of this handbook, the department responsible for a particular event or task is designated by a gray box. Contact information is provided on page 6 in order to help you get in touch with the appropriate department for any questions you may have.

Stay tuned to the *Duke Law Daily* for information and reminders of important deadlines.

Congratulations to you and your classmates and best wishes for a happy and fulfilling future! We look forward to hearing about your successes as alumni.

Sincerely,

The Office of Student Affairs

Table of Contents

Quick Reference

Important Dates.....	4
Schedule of Events Overview.....	5
Graduation Contacts.....	6
Map of Campus.....	7

Planning for May

Hotels.....	9
Restaurants.....	9
Invitations & Announcements.....	9
Regalia.....	9
Pre-Graduation Fair.....	11
Class Picture.....	12
Academics/Diplomas.....	12
Justin Miller Awards.....	12
LLM Award for Leadership & Community Participation.....	13

Graduation Week

Registering for Law School Events.....	16
Graduation Gala.....	16
Family Barbeque.....	16
Candlelight Dinner.....	17
Baccalaureate Services.....	17
Hooding Ceremony.....	17
Champagne Farewell.....	18
Continental Breakfast/Student Line-Up.....	18
University Graduation Exercises.....	19
Regalia Return/Diploma Pick-Up.....	19

Post-Graduation

Update Your Address.....	21
Alumni Directory/E-Mail Account.....	21
Duke Law E-Mail/Server Access.....	21
Hooding Ceremony Pictures.....	21
Hooding Ceremony DVDs.....	22



Quick Reference

Important Dates

Date	Task	More info
ASAP	Make hotel reservations for your family and dinner reservations for after the Hooding Ceremony	p. 9
February 7	Deadline to submit name as it is to appear on diploma, in ACES.	p. 12
Early March	Online registration for Duke Law events opens	p. 16
February 29	Pre-Graduation Fair (Star Commons, 10:00 a.m. – 3:00 p.m.)	p. 11
March 19	Last day to place regalia orders	p. 10
March 28	Class Picture (Front Lawn, 12-1:15 p.m.)	p. 12
March 29	Class Picture Rain Date (Front Lawn, 12-1:15 p.m.)	p. 12
April 6	Nominations for Justin Miller Awards due	p. 12
April 6	Nominations for LLM Award due	p. 13
April 13	Deadline to notify Dawn Blalock if a Duke Law alum family member will participate in the Hooding Ceremony	p. 18
April 30 – May 12	Pick up apparel from the Duke University Store <i>April 30-May 11, 9:00 a.m.–4:30 p.m.; May 12, 9:00 a.m.-12:00 p.m.</i>	p. 10
TBA	Last day to register online for Duke Law events	p. 16
May 1	Deadline to notify Registrar’s Office if you will NOT be attending the Hooding Ceremony	p. 18
May 4	All spring semester work must be completed and turned in to professors	p. 12
May 4	Deadline to resolve incompletes, missing grades, etc.	p. 12

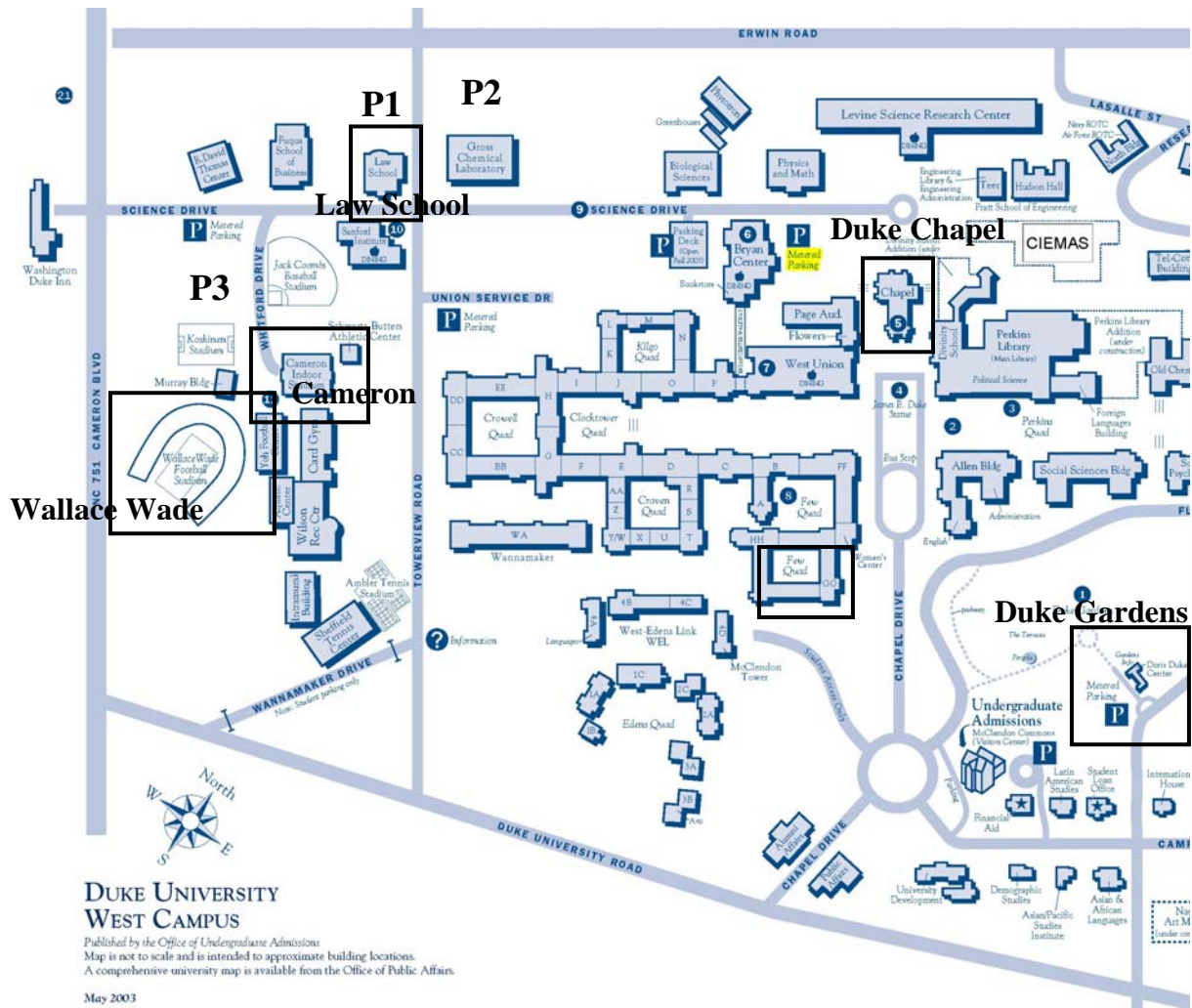
Schedule of Events Overview

Date	Time	Event	Location	Dress	Sponsor	More info
Thurs., May 10	7:00 p.m. – 11:00 p.m.	Graduation Gala	Law School, Star Commons	Semi-formal	Law School	p. 16
Fri., May 11	5:00 p.m. – 7:00 p.m.	Family BBQ	Doris Duke Center at the Sarah P. Duke Gardens	Casual	Law School	p. 16
Fri., May 11	7:00 p.m. – 11:00 p.m.	Candlelight Dinner (International Students and Guests)	Law School, Star Commons	Business to semi-formal	Law School	p. 17
Sat., May 12	4:30 p.m. Line Up 5:15 p.m. Ceremony	Hooding Ceremony	Cameron Indoor Stadium	Regalia	Law School	p. 17
Sat., May 12	Immediately following Hooding Ceremony	Champagne Farewell (no formal program)	Law School, Star Commons	Business	Law School	p. 18
Sun., May 13	8:00 a.m.	Continental Breakfast	Law School, Star Commons	Business	Law School	p. 18
Sun., May 13	8:45 a.m. Line Up leaves Law School 9:30 a.m. Procession 10:00 a.m. Ceremony	University Graduation Exercises	Wallace Wade Stadium	Regalia	University	p. 19
Sun., May 13	11:30 a.m. – 1:00 p.m.	Regalia Return & Diploma Pick-Up	Law School, Blue Lounge	Business	Law School	p. 19

Graduation Contacts

<p>Office of Student Affairs & Office of Events Law School, Rooms 2007 & 2011 613-7007 or 613-8548</p> <p><i>Responsible for:</i></p> <ul style="list-style-type: none"> • Pre-Graduation Fair • Class Photo • Justin Miller Awards • Registration and invitations for Law School events • Logistics for Law School events (except Candlelight Dinner) • DVDs of Hooding Ceremony 	<p>Registrar's Office Law School, Room 2027 613-7027</p> <p><i>Responsible for:</i></p> <ul style="list-style-type: none"> • Graduation certification • Ordering & distribution of diplomas (including appearance of names on diplomas) • Maintaining list of students attending Hooding Ceremony
<p>Alumni & Development Office Law School, Rooms 1001 613-7017</p> <p><i>Responsible for:</i></p> <ul style="list-style-type: none"> • Class Gift • Alumni hooding 	<p>International Studies Office Law School, Room 4062 613-7033</p> <p><i>Responsible for:</i></p> <ul style="list-style-type: none"> • Candlelight Dinner • LLM Award for Leadership and Community Participation
<p>University Marshal's Office Allen Building, Room 215 660-1555</p> <p><i>Responsible for:</i></p> <ul style="list-style-type: none"> • Baccalaureate services & tickets • Graduation exercises in Wallace Wade Stadium 	<p>Duke University Store Bryan Center 684-2344</p> <p><i>Contact for:</i></p> <ul style="list-style-type: none"> • Ordering regalia • Ordering class rings or customized invitations/announcements
<p>Conference Services Bryan Center, Room 66 660-1760</p> <p><i>Responsible for:</i></p> <ul style="list-style-type: none"> • Online registration for Law School events 	<p>Photo Specialties 800-722-7033 www.photospecialties.com</p> <p><i>Contact for:</i></p> <ul style="list-style-type: none"> • Class photos • Individual Hooding Ceremony photos

Map of Campus



- P1** – Law School parking lot. Access available on Friday evening and all day Sunday with student’s parking pass.
- P2** – Chemistry lot. Available for overflow parking on Sunday (no pass required).
- P3** – Whitford lot. Available for parking during Hooding Ceremony on Saturday. Tell attendant you are with the Law School.



Planning for May

Hotels

- Have your family book their hotel rooms as early as possible
- The following list of local hotels (sorted by distance from Law School) can be found online at <http://www.law.duke.edu/alumni/reunion/accommodations>.

Restaurants

Many families choose to make dinner reservations for Saturday evening following the Hooding Ceremony. As the Hooding Ceremony begins at 5:30 p.m., it is recommended you make your reservations no earlier than 8:00 p.m. For a comprehensive list of restaurants in the area, visit <http://www.durham-nc.com/dining/eat/index.php>.

Invitations & Announcements

Office of Student Affairs
Duke University Store

- The Law School provides each student with four complimentary invitations to the Hooding Ceremony (although there is no limit to the number of people who may attend). You may pick up these invitations at the Pre-Graduation Fair. After the Pre-Graduation Fair, invitations will be available in the Office of Student Affairs (Room 2007).
- Custom graduation announcements and/or class rings may be ordered through the Duke University Store in the Bryan Center.

Regalia

Duke University Store

The academic dress for recipients of law degrees consists of a black gown with purple velvet on the front (signifying the law degree), a black tam, a purple tassel, and a hood. The hood is a type of elongated scarf worn over the shoulders. The border is purple velvet—again, to signify the law degree—and the lining is blue and white satin, representing Duke University.

How to Order

- Regalia for all graduating students, including JD, International LLM, and LLMLE students may be ordered online at <http://web.duke.edu/commencement/students/apparel.php>.
- Graduating **JD students** will wear rental apparel. The rental fee is \$50, plus tax, which includes the gown, tam, tassel, and hood.
- Graduating **International LLM students** and **LLMLE students** must purchase their apparel and must wear a mortarboard. The purchase price is \$53, plus tax, which includes the gown, mortarboard, tassel, and hood.
- **All students** must place their regalia orders by **Monday, March 19th**. You must fill out this online form **even if you will not attend graduation**. There is a place to indicate you will not be attending and no apparel will be ordered for you.

- You will also need to provide your height, in feet and inches, when making your order. Tams are one size fits all.

Pick Up & Payment

- All students may pick up their regalia at the Duke University Store in the Bryan Center beginning **Monday, April 30** between **9:00 a.m. and 4:30 p.m.** and **9:00 a.m. until noon** on **Saturday, May 12.**
- If you are unable to pick up your apparel at the designated time, you can arrange for someone to do so for you, but they must have your payment and sizes to be certain the apparel is correct. *Please do not call the Office of the University Marshal or the University Store to request special arrangements for apparel.*
- You will pay the rental charge or the purchase price when you pick up the regalia. However, the packet you receive from the Bryan Center does not contain the hood; it contains a gown, mortarboard (tam, if applicable) and tassel. You will receive your hood at the Hooding Ceremony.
- **EXCEPTION for JD's– if you purchase your hood, you will pick up your purchased hood with your regalia.**
- **JD students** must keep the yellow receipt! You will need this when you turn in your regalia.
- If you are a **JD student** and will be purchasing your hood, you must bring your purchased hood with you to the Hooding ceremony if you want to be hooded with your purchased hood. **You may NOT keep the rental hood if you are hooded with the rental hood.**

If you have any questions about purchasing regalia, please contact Patti Silver, University Bookstore, 919-684-2344.

Wearing

- *Underneath the gown:* Business casual dress is recommended. Men should wear shirts and ties. **Be careful with your choice of shoes!** You have to walk up and down stairs at Cameron when you line up, to get on stage at the Hooding Ceremony and there are stadium stairs at the University Graduation Exercises.
- *Mortarboard or Tam:* The mortarboard or tam should be worn flat (with the square parallel to the ground) so that the tassel can fall straight down the side of the face. (See picture with mortarboard example.) The tassel should be worn to the right side before you receive your degree, after which time it can be moved to the left. (Degrees are not officially conferred until the University Graduation Exercises.)
- *Hood:* The hood will be placed on you at the Hooding Ceremony. When you wear it again for the University Graduation Exercises, the hood is put on over the head with the tapered end in front and the velvet side up. The string loop may be fastened to a shirt/blouse button to eliminate the velvet from rubbing uncomfortably on the neck, and to keep the hood from sliding off of the shoulders. Turn the lining colors out in the back



Correct position of mortarboard. (Courtesy Herff Jones, Inc.)

of the hood. The back of the hood has a cord and button to prevent the hood from slipping off the shoulders.

- *If you're receiving a second, non-law degree* (e.g. MD, PhD, MBA): It is improper to wear two hoods at the same time. At the Hooding Ceremony, you should wear your law gown and tassel. If you so choose, you may drape the hood for your other degree over your left arm. For the University Graduation Exercises, you should wear the full academic apparel (gown, hood, and tassel) of the degree with which you choose to sit. You may drape the hood for the other degree over your left arm and stand a second time when that degree is called during the ceremony.

Returning (for JD students ONLY)

- Rented regalia and hoods for JD students must be returned on **Sunday, May 13** between **11:30 a.m. and 1:00 p.m.** to the regalia/hood return table in the Blue Lounge. Bring your yellow receipt. If you leave your regalia lying somewhere in the building, you will be charged for the purchase price.
- If you do not return your regalia to the Law School on May 13, you must return it directly to the Duke Store in the Bryan Center.
- You may keep your tassel.

Purchasing (for JD students ONLY)

- The gowns, caps and hoods worn during Graduation are rented and must be returned. However, if you'd like to purchase any piece of the graduation regalia to keep, contact the Duke University Store to order unused items.

Pre-Graduation Fair

Office of Student Affairs

The Pre-Graduation Fair is a great opportunity to ask graduation-related questions and check several items off your graduation “to do” list. All graduating students should attend. Representatives from the Offices of Student Affairs, Registrar, Public Interest & Pro Bono, the Career and Professional Development Center, and University Stores will be present. The Fair will be held **Wednesday, February 29** from **10:00 a.m. – 3:00 p.m.** in the Star Commons. At the Pre-Graduation Fair, you will be able to:

- Get information about regalia
- Pick up your complimentary invitations for the Hooding Ceremony
- Verify with the Registrar’s Office if you will be attending the Hooding Ceremony and how you want your name to appear on your diploma
- Order customized announcements and/or rings from an outside vendor
- Receive information on Justin Miller Awards & LLM Awards for Leadership & Community Participation
- Receive information on graduation week events
- Inform the Career and Professional Development Center where you will be working next year
- Pick up an order envelope for the class picture

Class Picture

Office of Student Affairs

- The Class Photo will be taken on **Wednesday, March 28** (rain date: **March 29**) at **12 p.m.** on the front lawn. Smaller group shots will also be taken of JD, International LLM, and LLMLL students. Please wear a dark suit for the shoot.
- *Ordering Photos:* Envelopes/order forms will be distributed at the pre-graduation fair. Please fill out the envelope, enclose payment, and bring it to the shoot. Within a month of the shoot, Photo Specialties will set up a day and time to distribute the photos at the Law School (to be announced in the Duke Law Daily). Any photos not picked up at the specified time will be available in the Office of Student Affairs (Room 2007). To order pictures at a later date, contact Photo Specialties directly (800-722-7033).

Academics/Diplomas

Registrar's Office

- You must confirm in ACES, the way in which you want your name to appear on your diploma. This must be done by **February 7**.
- All incompletes, missing grades and other issues relating to your graduation requirements must be resolved by **May 4**. It is your responsibility to work with the relevant faculty, the Office of Student Affairs, or the Registrar's Office to resolve any outstanding issues before March 5 to prevent your graduation from being delayed until September 2012.
- All spring semester coursework must be complete and turned in to your professors no later than **May 4**.
- You may pick up your diploma(s) at the Law School on **Sunday, May 13** between 11:30 a.m. and 1:00 p.m. If you do not receive your diploma on Sunday, it may be picked up in the Registrar's Office during normal business hours the following week. Any diplomas not distributed by **Friday, May 18** will be mailed to the address on file in ACES.

Justin Miller Awards

Office of Student Affairs

The Office of Student Affairs is pleased to announce the Justin Miller Awards for graduating Duke Law students. Justin Miller served as Law School Dean from 1930-34. Among other accomplishments, he is credited with bringing national attention to the Law School and instilling the qualities that continue to make Duke Law an exceptional place to study. As today's Duke Law Blueprint attests, the principles Dean Miller espoused some 70 years ago remain a part of the foundation of this Law School. In honor of Dean Miller and in the spirit of his words, we present the following awards:

- *Award for Leadership* – The recipient is someone who has been especially active in the Law School and/or the greater Durham community, who demonstrates initiative and leads by example. He or she takes responsibility for his or her actions and encourages others to do the same.
- *Award for Integrity* – The recipient is a courageous person with strong principles, a solid character, and a true sense of altruism. Demonstrating an appreciation for honesty and justice, he or she instills these same qualities in others.
- *Award for Citizenship* – A genuine enthusiasm for the Duke Law School community distinguishes this recipient as someone who brings people together in constructive ways. With a spirit of optimism, he or she looks beyond individual differences to find common ground in mentoring relationships with others.
- *Award for Intellectual Curiosity* – Not necessarily the student with the highest grades or the most academic honors, the recipient is a person who truly enjoys learning. He or she has an intellectual hunger and passion for the law and consistently shares this with and encourages it in others.

Eligibility and Selection Process:

Nominees must be 3L students. Nominations will be accepted from students only, and students from *any class* may offer nomination(s). Nominations will be reviewed by a committee of students, faculty, and administrators, and the recipients will be announced at the Graduation Gala on **Thursday, May 10**. For more information and to submit a nomination, please visit: <http://www.law.duke.edu/studentaffairs/millerawards>. Nominations must be submitted online by **Friday, April 6, at 5 p.m.**

Awards:

Each recipient will receive a gift, and a book in the Law Library will be dedicated on his or her behalf. Plaques with the names of the winners will be displayed next to the portrait of Dean Justin Miller.

LLM Award for Leadership and Community Participation

Office of International Studies

Starting in 2005, the Law School began the tradition of recognizing LLM students during graduation activities who have exhibited outstanding Community Service and Leadership.

The person selected distinguishes him or herself by demonstrating the following attributes:

1. Engagement with the whole Law School community in addition to showing leadership among the LLM students
2. Showing a display of concern for the well-being of LLM students at the Law School and at the University
3. Making effective efforts to promote integration of LLM and JD students
4. Participating in Law School organizations and activities
5. Devoting attention to academic performance in Law School courses

Eligibility and Selection Process:

LLM students are asked to submit a one-page nomination, including reasons and examples, if applicable, of the person nominated. Please submit to the International Studies Office by **Friday, April 6**. The contents of the nomination will not be revealed (but may be summarized at the award ceremony) and should be submitted in an envelope. The recipient will be announced at the Graduation Gala on **Thursday, May 10**.

Awards:

Each recipient will receive a gift, and a book in the Law Library will be dedicated on his or her behalf. A plaque with the names of the winners will be displayed in the International Studies suite.



Graduation Week

Registering for Law School Events

Office of Events

Registration and/or payment for all Law School events (Gala, BBQ, Candlelight Dinner, Hooding Ceremony, etc.) must be completed online. A link to the registration page will be sent to you in **early March**. Registration must be completed by **Thursday, May 5**.

Technical questions regarding the registration website should be directed to Conference Services at 660-1760. Event-specific questions not answered below, may be directed to the Office of Events at 613-8548.

Graduation Gala

Office of Events

Date:	Thursday, May 10
Time:	7:00 p.m. – 11:00 p.m.
Description:	Celebrate with your classmates, faculty, and administrators at this semi-formal reception and dance. This event will feature a slide show and the presentation of the Class Gift, Justin Miller Graduation Awards and LLM Award. Festivities begin with hors d'oeuvres and beer/wine, followed by dancing.
Who's Invited:	All graduating students and students' spouses/significant other
Cost:	Free for graduating students; \$30 for guest(s)
Dress:	Semi-formal
Location:	Law School, Star Commons
Parking:	Students can use their IDs to enter the Law Lot

Family Barbeque

Office of Events

Date:	Friday, May 11
Time:	5:00 p.m. – 7:00 p.m.
Description:	Don't miss your last chance to indulge in pulled pork, barbecued chicken, coleslaw, and banana pudding (vegetarian option also provided). Bring your whole family.
Who's Invited:	All graduating students and guests
Cost:	\$15 per person, free for children under the age of 5
Dress:	Casual
Location:	Doris Duke Center, Sarah P. Duke Gardens
Directions/Parking:	<ul style="list-style-type: none">• Leaving the Law School parking lot, take a right onto Towerview.• When Towerview dead ends, turn left onto Duke University Road.• Turn left onto Anderson Street.• Turn left into the Gardens entrance. The Doris Duke Center will be on the right.• There are two parking lots (one on the left, one past the Doris Duke Center on the right). Although there are parking pay stations, <i>you are not required to pay for parking after 5:00 p.m.</i>
Handicap Access:	

- There is a drop-off area in front of the Doris Duke Center for unloading passengers.

Candlelight Dinner

Office of International Studies

Date:	Friday, May 11
Time:	7:00 p.m. – 11:00 p.m.
Description:	This event proves to be one of the most special of the year, as the families and friends of international and LLM students travel from around the world to share in graduation.
Who's Invited:	International students and guests
Cost:	Free
Dress:	Business casual to semi-formal
Location:	Law School, Star Commons
Parking:	Students can use their IDs to enter the Law School lot.

Baccalaureate Services

University Marshal's Office

Date/Time:	For more information, visit: http://web.duke.edu/commencement/students/Baccalaureate.php
Cost:	Free, tickets required
Dress:	Regalia
Location:	Duke Chapel (students), Page Auditorium (guests)
Parking:	See "Hooding Ceremony" below

Hooding Ceremony

Office of Events

Date:	Saturday, May 12
Time:	4:30 p.m. Student Line-Up. All students MUST report to the Towerview side of Cameron Indoor Stadium at 4:30 p.m. to line up in alphabetical order. 5:15 – 7:15 p.m. Ceremony. Doors to Cameron will not open for family members until 4:45 p.m.
Description:	The graduation ceremony is solely for the Law School. Graduating students will have their names individually read and will be presented with their law hoods on stage. DVDs of the ceremony as well as individual student pictures will be available for purchase (see "Post-Graduation" section).
Who's Invited:	All graduating students and guests
Cost:	Free to all, no tickets required
Dress:	Regalia
Location:	Cameron Indoor Stadium
Directions/Parking:	

- Students will not be allowed to park in the Law Lot. This lot will be reserved for faculty and staff.
- Parking will be available in the Whitford lot next to Cameron. From Science Drive, turn onto Whitford Drive (across from the entrance to Fuqua) and go up the hill. The parking lot is on the right. Tell the parking attendant you are with the Law School.

Handicap Access:

- Passengers may be dropped off at the circle in front of Cameron, if needed.
- Handicap seating will be available on the ground level of Cameron. Staff will be available to assist.

Special Deadlines:

- If you will NOT be attending the Hooding Ceremony, you must let the Registrar's Office know by **Monday, May 1**.
- If an immediate family member or spouse is a Duke Law alum, he or she may hood you (come on stage and place the hood over your head) at the Hooding Ceremony. If you wish to take advantage of this opportunity, you must inform Dawn Blalock (Room 1001, blalock@law.duke.edu) no later than **Friday, April 13**.

Champagne Farewell

Office of Events

Date: Saturday, May 12
Time: Immediately following Hooding Ceremony
Description: A chance to take family photos and group shots with other classmates before heading out for dinner.
Who's Invited: All graduating students and guests
Cost: Free to all, no tickets required
Dress: Regalia/business
Location: Law School, Star Commons
Directions/Parking: See "Hooding Ceremony" above

Continental Breakfast/Student Line-Up

Office of Events

Date: Sunday, May 13
Time: 8:00 a.m. – Breakfast
 8:45 a.m. sharp – Line up leaves Law School
Description: Breakfast will be served prior to students lining up to proceed to Wallace Wade Stadium for the University Graduation Exercises
Who's Invited: All graduating students and guests
Cost: Free to all, no tickets required
Dress: Business; bring Regalia with you! (Bring an umbrella if rain is in the forecast.)
Location: Law School, Star Commons
Directions/Parking:

- Students can use their IDs to enter the Law School lot.
- Should the Law lot fill up, the Chemistry lot across the street (on Circuit Drive) will be open and available for all guests.

University Graduation Exercises

University Marshal's Office

Date:	Sunday, May 15
Time:	8:45 a.m. sharp – Student line-up leaves Law School. If you're late, go directly to the East Gate of Wallace Wade Stadium (the side closest to campus) 9:30 a.m. – Procession of all degree candidates into the stadium 10:00 a.m. – Ceremony begins
Description:	The graduation ceremony is for the entire University; the event will feature a keynote speaker, student speakers and conferral of degrees by President Richard H. Brodhead. You have not officially graduated until this ceremony is complete.
Who's Invited:	All graduating students and guests
Cost:	Free to all, no tickets required
Dress:	Regalia
Location:	Wallace Wade Stadium
Directions/Parking:	See "Coffee" above
Handicap Access:	The University is unable to offer reserved or handicapped parking. However, guests who are unable to walk from designated parking areas may be driven to the entrance of each venue, but cars must be parked elsewhere. Reservations or advance notice are not necessary; simply check with the officer at each event for instructions. Golf carts are available at the Graduation Exercises for transport to seating. No advance notice or reservations are necessary; simply check with student marshals at each event for instructions.

Regalia Return & Diploma Pick-Up

Office of Events

Date:	Sunday, May 15
Time:	11:30 a.m. – 1:00 p.m.
Description:	Stop by the Law School after the Graduation Exercises to return your regalia and pick up your diploma.
Who's Invited:	All graduating students and guests
Cost:	Free to all, no tickets required
Location:	Law School, Blue Lounge
Directions/Parking:	See "Breakfast" above
Special Instructions:	Students, be sure to: <ul style="list-style-type: none"> • Turn in your regalia (bring your yellow receipt!). You may keep your tassel. • Give us your forwarding address, if you have not done so already. • Pick up your diploma(s).



Post-Graduation

Address Updates

Office of Alumni & Development

It is important for us to have your current address. As an alum, you'll receive copies of *Duke Law Magazine*, periodic updates from the Dean and invitations to alumni events, but you won't get them unless we have the correct address. You can update your address by visiting <http://www.law.duke.edu/alumni/alumdir/update.html>, e-mailing alumni_office@law.duke.edu, or visiting the Duke Alumni Association Directory (see below).

Alumni Directory/E-Mail Account

Duke Alumni Association

Around **July 1, 2012** you will have access to the Duke Alumni Association Directory. This directory allows you to 1) search all Duke alums (not just Law alums); and 2) see and update your contact information. You will need to create your own user name and password. Go to www.dukealumni.com and click on "Alumni Directory."

Around this time, you will also be able to sign up for a lifetime alumni e-mail address (ending in @alumni.duke.edu). This is not a fully-functioning account; it is an address that will forward to another account of your choice (yahoo, hotmail, etc.). Go to www.dukealumni.com, click on "Member Services" and follow the links from there.

Duke Law E-Mail/Server Access

Academic Technologies

You will continue to have your Duke-issued NetID, including access to your Duke e-mail and Duke file storage (through <https://webfiles.duke.edu>) until **May 2013**. At that time, all access will end and any messages and files will be deleted and will NOT be recoverable. Messages addressed to your Duke mailbox on and after that date will be returned to the sender as undeliverable. Therefore, it is important that we have a non-Duke Law e-mail address on file for you. We recommend that you get a lifetime e-mail forwarding address through the Duke Alumni Association. Academic Technologies is currently exploring an option for a lifetime e-mail forwarding address with LAW.DUKE.EDU. You will receive more specific information regarding these dates and services directly from Academic Technologies.

Hooding Ceremony Pictures

Photo Specialties

Proofs of your individual Hooding Ceremony pictures will be e-mailed to you directly from the photographer (Photo Specialties) within one week of the event and mailed within two weeks. Instructions on how to order will be included.

Hooding Ceremony DVDs

Office of Student Affairs

The complete Hooding Ceremony will be available for purchase on DVD. The purchase price is \$15. You may order the DVD online when you register for the Law School events. If you do not decide until after graduation that you would like to purchase a DVD, please contact the Office of Student Affairs at 613-7007.

DVDs will be available for pick-up in the Office of Student Affairs (Room 2007) beginning on **Thursday, May 17**. DVDs will be held for one week (until **May 24**) and then shipped to the address on file.