Applying for Graduation


From the MyUB Homepage, click the Student Center link, located on the upper left corner of the screen.

From your student center, use the drop down menu under the Academics section and select “Apply for Graduation.”
From the “Apply for Graduation” screen, select the program of which you are pursuing a degree, as indicated by the blue, underlined font.

**Apply for Graduation**

**Select Program and Degree**

Select the academic program in which you wish to apply for graduation by clicking on its description.

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Undergraduate Degree</th>
<th>Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science</td>
<td>Undergraduate</td>
<td></td>
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</table>

Next, select the term you wish to graduate in from the drop down box titled “Expected Graduation Term.”

If the term you wish to graduate in is not available as an option, the timeline for applying in that term may not have passed yet.

Graduation instructions will appear upon selecting your term. Review the graduation instructions, and select “Continue,” which is located towards the end of the page.

1. Is the time to tie and that you will likely meet all requirements in the semester selected.
2. If you do not meet all requirements for the degree within 60 days of the last day of classes in the semester requested you must apply again and pay another fee.
You will now be taken to a screen in which to verify that your graduation data is correct. You may go back and change the program and/or the graduation term by selecting “Select different program” or “Select different term” located at the bottom of the page.

If this information is accurate, click “Submit Application,” also located at the bottom of the page. If your application has processed successfully, you will see a pop-up message that reads “Email has been sent.” Click “Ok.”

Click the link titled “pay your graduation fee” in order to pay your graduation fee. NOTE: Students enrolled in Law or Advanced Professional Degree careers do NOT have to pay a graduation fee. (At this step, LAW and APD students do not need to progress further)

Select payment method. If you are selecting “Electronic Check,” click this option. If you are paying by credit card, select “Credit card.” Select “Misc. Fees” under the section asking what you will be paying. Then, select the graduation fee which applies to you. The undergraduate graduation fee is $30, and the graduate fee is $40.
You will now be taken to a payment screen.

Be sure to check “Please accept agreement” once you have reviewed the Terms and Conditions.

Under the Payment Method and Account Information, select your method of payment, and enter the corresponding information as needed.

At the bottom of the page, type the characters you see in the image in the box below the image.

Hit “Submit.”
CHECK YOUR GRADUATION STATUS

Confirmation of your graduation will be sent to you in an email after your application is completed. Instructions for checking your graduation status will be included in the email.

Your application for graduation has been received, and will be forwarded to your academic adviser/program director for review. Please confirm the accuracy of the above information as this is your official record at the University of Baltimore. Instructions to make necessary changes can be found at www.ubalt.edu/records.

The status of your application can be monitored online at MyUB Student Center, My Academics tab, View My Graduation status:

Application Status:
Applied: Application submitted
In Review: Eligibility to graduate under review by Academic Adviser
Conditionally Approved: Approved contingent on final semester grades and/or outstanding documentation
Denied: Not approved to graduate. Please contact your adviser for additional information
Awarded: Degree has been awarded

Degrees are conferred four to six weeks after the final grades are posted, and diplomas are mailed to your local address approximately three weeks later.

Future communications from the Office of Records and Registration will be sent to your UB e-mail account.

Commencement Ceremony information for undergraduate and graduate students can be found at http://www.ubalt.edu/graduation and for law students at http://law.ubalt.edu/academics/law_commencement/index.cfm

Best Regards,
Office of Records and Registration