General Fall Graduate Instructions

Please be aware that the information below provides general guidelines for fall commencement ceremonies. You will receive an email to your University of Baltimore account with the specific instructions for your ceremony two to three weeks prior to your specific ceremony.

- **All students participating in the Commencement ceremony must present their Bee Card or photo ID when they arrive at the graduate organizing area to line up.** Individuals who do not have their Bee Card or photo ID will not be permitted into the Lyric. Any graduate who leaves the venue will not be permitted to reenter.
- Please inform your guests that no guest will be permitted reentry after passing through the security check and entering the venue.
- A photographer will be available on the day of commencement. He will be taking pictures of you at several points before and after you are on stage, as well as when you accept your degree from the dean. Don’t forget to smile! You will receive notification of how to view and purchase pictures within 48 hours of the ceremony.
- The ceremony will last approximately two hours. Doors of the Lyric will open approximately an hour before the ceremony.
- Parking will be available at the Fitzgerald and Maryland Ave. garages for $7. No special parking passes are needed. Guests will be asked to pay as they enter the garage. Shuttles will be available from the Maryland Ave. garage. Street parking is available, but do take note of parking policies and procedures, including time restrictions. Cars may be towed if you or your guest do not follow posted regulations.
- Graduates should carry as little as possible during the ceremony. There will be no place to store items such as purses, jackets, etc. Please leave them in your vehicle or with family or guests. Remember, graduates are responsible for bringing a Bee Card or photo ID.
- Please remember that all guests MUST have a ticket to enter the Lyric or the LiveStream broadcast in the Law Center Moot Court Room on the day of the ceremony. The ushers will not allow anyone into the building without a ticket – **this includes children and infants of all ages.**

Some final reminders:

- A reception will immediately follow the ceremony (approximately 3pm, or immediately following the ceremony) in the Angelos Law Center. This is sponsored by the Alumni Association. All guests and graduates are welcome.
- To prevent confusion, graduates and their guests should determine in advance a place to meet after the ceremony.
- Turn off cell phones or have them in airplane mode throughout the ceremony. Please refrain from checking cell phones during the ceremony.
- Prohibited items: The items listed below are prohibited for use during all commencement activities by any event attendees. Attendees who arrive with these items will not be
allowed to enter the Lyric. In addition, all attendees must adhere to any rules or regulations imposed by the event venue (Modell Performing Arts Center at the Lyric).

<table>
<thead>
<tr>
<th>Noisemaking devices</th>
<th>Bluetooth speakers</th>
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<tbody>
<tr>
<td>air horns</td>
<td>cigarettes, vapes, and flame or smoke producing item</td>
</tr>
<tr>
<td>alcohol, food or beverages</td>
<td>containers, coolers, flasks or baskets</td>
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<tr>
<td>animals (with the exception of service animals)</td>
<td>fireworks</td>
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<tr>
<td>any other noise amplification device</td>
<td>signage of any kind</td>
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<tr>
<td>bags/purses larger than 22&quot;x12&quot;x8&quot;</td>
<td>umbrellas</td>
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<tr>
<td>balloons</td>
<td>weapons (common examples include, but are not limited to aerosol cans, mace, pepper spray, firearms, including CCW permit holders, pocket knives, knives, spiked bracelets, brass knuckles, martial arts weapons, stun guns and chains)</td>
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<tr>
<td>bikes, hoverboards, roller blades or scooters</td>
<td></td>
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</tbody>
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- Guests who have received overflow tickets should proceed directly to their overflow room location. They will then be able to meet graduates and family following the ceremony at the reception occurring in the in the Angelos Law Center.
- **Note to all students, their families and guests:** Please know that every effort is made to ensure that names are pronounced properly at commencement. Students who have names that may be difficult to pronounce are offered an opportunity to spell their name phonetically for the readers and are also able to share the proper pronunciation just prior to the announcement being made.

When you arrive:

- **MOST OF ALL BE ON TIME!** Those participating in the ceremony must report by 11:30am.
- All graduates must report to the Maryland Ave. entrance to the Lyric Opera House (Maryland Ave. between Mt. Royal Ave. and Oliver Street – the entrance immediately across the street from Gordon Plaza). At the entrance, graduates will present their Bee Card or photo ID, and be directed to their graduate organizing area.
- While you are being organized, you will receive a name card. **KEEP THIS CARD!** Undergraduates who are eligible for honors will have this classification noted on their card (cum laude, magna cum laude, and summa cum laude). Helen P. Denit honors grads are also designated. No other notifications will be read. Please be advised that graduate students are not eligible to receive Latin honors. If you have a name that may be difficult to pronounce, please write your name on the card above your name, phonetically, in order to help the readers.
• The commencement staff will then assist graduates with getting into line according to the number on their cards. Please see www.ubalt.edu/academics if you are unsure of your college or school.

• It may take some time to get your group of graduates organized. Please be as helpful as you can and be patient if your groups get organized more quickly. Seating will be provided for those who requested accommodations.

• At about 12:50 p.m., graduates will be led up to the main lobby of the Lyric, and will join the processional into the theater which will begin promptly at 1 p.m. Graduates will remain standing until the full procession has entered the Lyric and faculty and guests are seated on the stage. Watch the marshals and commencement staff for instructions.

• At the presentation of the graduates, the student marshals will signal the graduates to rise for the conferring of the degrees. Each school will have their degrees conferred separately. You will hear you school announced and be asked to stand. As the graduates stand by their seats, President Schmoke will come forward to pronounce, “By the authority vested in me by the Board of Regents of the State of Maryland, I confer upon you the degree of…” Students will then be directed to begin moving to the stage.

• Students reaching the stage will hand their name card to the reader and wait until their name is read. Graduates are to accept their degree with the left hand while extending the right hand to the Dean. After shaking hands with the Dean, proceed across the stage to shake hands with the President and any other guests that are standing.

• Doctorate and Master’s recipients will then proceed to a position to the left of the stage for the placing of the hood. Please take your place in front of each faculty hoder as space opens.

• At the corner of the stage, before stepping down, you will stop between the U.S. and Maryland flags for a photo.

• You may take your seat once you step down from the stage. All graduates and guests should remain in the auditorium until the ceremony is complete.

• At the end of the ceremony, once the music of the recessional has started, the faculty will march from the stage. On the signal of student marshals, graduates will then follow, beginning with the front row.
  o If you have any questions about the flow, we encourage you to review one of the previous ceremonies which can be found at www.ubalt.edu/commencement.

• Ceremony participants who leave the Lyric Auditorium at any time will not be guaranteed reentry into the venue.

• We ask all participants to be respectful of others throughout the ceremony to allow everyone in the venue to enjoy this special day.