

Dear UB Graduate:

December is here and the planning process for student graduation and commencement is almost complete. Noted below is information you need, whether or not you plan to attend the University of Baltimore Commencement ceremony. **The message below contains important information, so please make sure to review it carefully and make sure to share these details with your guests as well.**

For all students - attending the ceremony or not:

- Make sure your accounts are cleared – pay any outstanding bills through the Bursar, return books to the library, if transcripts are required from other school at which you took a class, make sure they get to the Office of Records and Registration.
- Double check your address on the MyUB portal. Once final grades are posted, classes are reviewed, honors determined, accounts checked, etc., through the Office of Records and Registration, your degree will be ordered and sent directly to the local address as noted on MyUB. This process usually takes between six and eight weeks.
- After the ceremony, extra programs are available. Please e-mail transitions@ubalt.edu to obtain a copy of the program.
- You have access to the MyUB Portal for two semesters after your last date of enrollment. Network services access (e-mail, labs, etc.) is also maintained for two semesters after your last date of enrollment. Visit the [Student Account Expiration and Deletion policy](#) for more details.

For all students attending the ceremony:

- **Because of additional security measures, 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. Please plan additional time for security and bag check upon entering the Lyric. Any graduate who leaves the venue after going through security and bag check will not be permitted to reenter the venue.**
 - **Please inform your guests that no guest will be permitted reentry after passing through the security check and entering the venue.**
- For those who need it, limited academic garb is available at the UB Bookstore. Bookstore hours are Monday - Thursday, 9am – 8 pm, Friday 9am – 5 pm, and Saturday 10am – 3 pm. For specific questions, please call them at 410.837.5604.
 - Undergraduate students should have a black robe, optional stole, black cap, and tassel.
 - Graduate students should have a black robe, black cap, tassel and a hood that corresponds with the appropriate program.
- 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 at 11:30 a.m. for guests.
- The webcast for commencement will be available via this [website](#) approximately a half hour prior to the ceremony.
- A video of the commencement ceremony will be available to be viewed through the commencement website at www.ubalt.edu/commencement within 2-3 days of 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 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).
 - noisemaking devices
 - air horns
 - Bluetooth speakers
 - signage of any kind
 - any other noise amplification device
 - alcohol, food or beverages
 - animals (with the exception of service animals)
 - bags/purses larger than 22" x 12" x 8"
 - balloons
 - fireworks
 - bikes, hover boards, roller blades, or scooters.
 - umbrellas
 - cigarettes, vapes, and any flame or smoke producing item.
 - containers, coolers, flasks, or baskets.
 - 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)
- **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 11am.
- 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 go through security check, 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!** Honors designations are not used for graduate students. 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 your 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 hooder 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.
- 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.

CONGRATULATIONS! We are looking forward to an exciting day. Should you have any questions after reviewing this email, please contact the Office of Transitions and Community Engagement at 410.837.5230 or by email at Transitions@ubalt.edu.

Sincerely,

Office of Transitions and Community Engagement