



## Undergraduate and Graduate Commencement Checklist

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](mailto: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, Office365, etc.) is also maintained for two semesters after your last date of enrollment. Visit the [Student Account Expiration and Deletion policy](#) for more details.

### Step 1. Complete Your Graduation Application

[How to Apply](#)

Complete by: April 13, 2018

### Step 2. Purchase Your Commencement Garb

- at the Grad Fest
- at the [UB Bookstore](#)
- online through [ub.shopoakhalli.com](http://ub.shopoakhalli.com)

Complete by: April 16, 2018

### Step 3. Claim Your Tickets Online Beginning March 12

[Online Ticket Portal](#)

Complete by: April 16, 2018

\*Tickets are not guaranteed after this date.

### Step 4. Request Any Disability Seating Accommodations

[Seating Accommodation Form](#)

Complete by: April 16, 2018

### Step 5. Confirm Honor Society Membership or Veteran Status

[Honor Society Recognition Form](#)

[Military Service Recognition Form](#)

Complete by: April 1, 2018

### Step 6. Apply to be a Student Speaker

[Student Speaker Application Form](#)

Complete by: March 20, 2018

### Step 7. Smile You're on Camera

[Photo Information](#)

Spring 2018 Commencement Ceremony

### Spring Commencement Ceremony

Wednesday, May 23, 2017, 1:00PM, Modell Performing

Arts Center at the Lyric

Graduate Ceremony 10:30AM

Undergraduate 2:00PM

For more information about any of these steps,  
please visit [www.ubalt.edu/commencement](http://www.ubalt.edu/commencement)