



**Undergraduate and
Graduate
Commencement
Checklist
Fall 2018**

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, 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](#) (ubalt.edu/records)

Complete by: **November 9, 2018**

Step 2. Purchase Your Commencement Garb

- at the Grad Fest
- at The Hive (Student Center First Floor)
- online through ub.shopoakhalli.com

Complete by: **November 16, 2018**

**Step 3. Claim Your Tickets and Online and enter the
Extra ticket lottery**

Beginning October 8 at

ubalt.edu/commencement

Complete by: **November 16, 2018**

*Tickets are not guaranteed after this date.

Step 4. Request Any Disability Seating Accommodations

[Seating Accommodation Form](#)

Complete by: **November 16, 2018**

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

[Honor Society Recognition Form](#)

[Military Service Recognition Form](#)

Complete by: **November 1, 2018**

Step 6. Apply to be a Student Speaker

[Student Speaker Application Form](#)

Complete by: **October 20, 2018**

Step 7. Smile You're on Camera

[Photo Information](#)

Fall 2018 Commencement Ceremony

Fall Commencement Ceremony

Monday, December 17, 2018

1:00p.m. Modell Performing Arts Center at the Lyric

Graduates arrive on campus by 11:30a.m.

**For more information about any of these steps,
including links to all forms, please visit**

www.ubalt.edu/commencement.