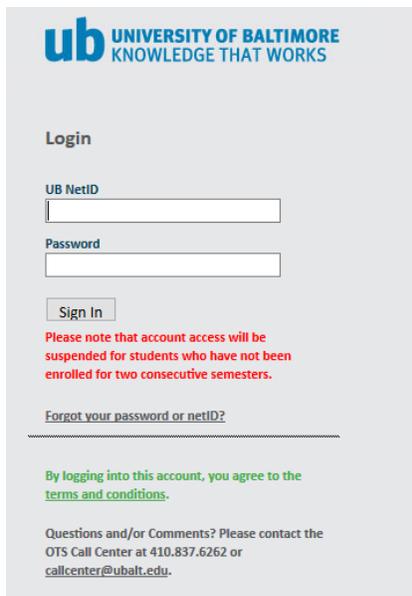


Applying for Graduation

Visit our website at <https://myub.ubalt.edu>. Log in using your network ID and password.



ub UNIVERSITY OF BALTIMORE
KNOWLEDGE THAT WORKS

Login

UB NetID

Password

Sign In

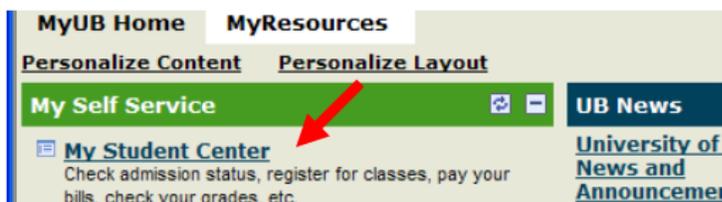
Please note that account access will be suspended for students who have not been enrolled for two consecutive semesters.

[Forgot your password or netID?](#)

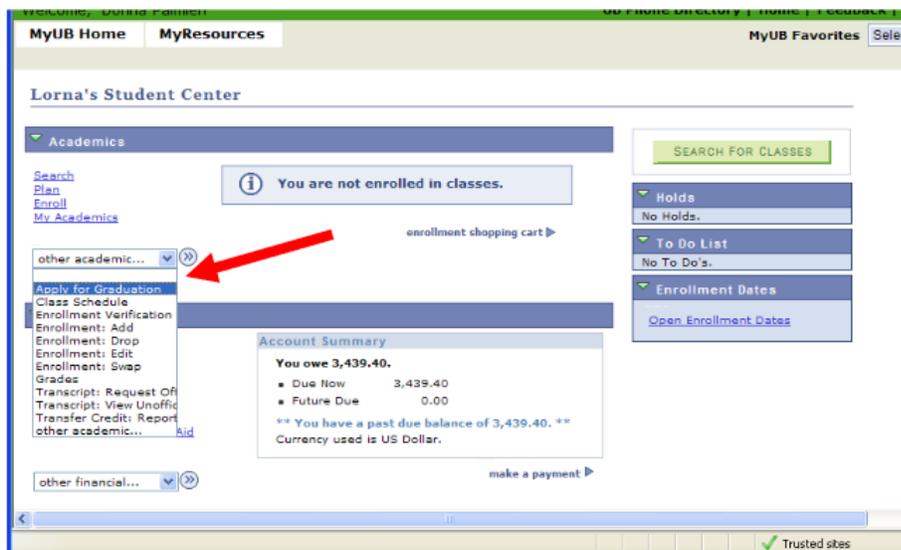
By logging into this account, you agree to the [terms and conditions](#).

Questions and/or Comments? Please contact the OTS Call Center at 410.837.6262 or callcenter@ubalt.edu.

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.



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.

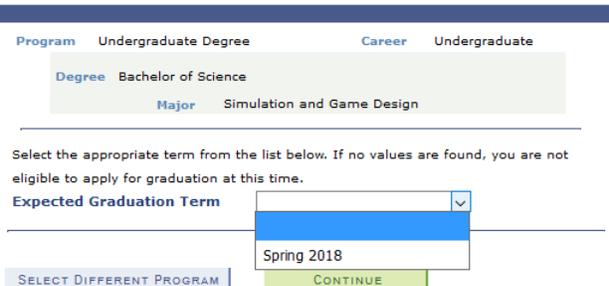


Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.



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

is the time to file and that you will likely meet all requirements in the semester selected.

10. 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.”

10. 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.

SELECT DIFFERENT PROGRAM	SUBMIT APPLICATION
SELECT DIFFERENT TERM	

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)

Tiffany Meekins go to ... ▾ ⌵

Search	Plan	Enroll	My Academics
my academics	request enrollment verification	apply for graduation	advising notes

Apply for Graduation

Submit Confirmation

You have successfully applied for graduation.
Applications will not be processed until the graduation fee is paid (excluding LAW and APD).
[pay your graduation fee ▶](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)
[My Academics](#) [Request Enrollment Verification](#) [Apply For Graduation](#) [Advising Notes](#)

go to ... ▾ ⌵

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.

How will you be paying?

(Note that all ACH transactions are free, however, if the ACH transaction is returned for any reason, your student account will be charged a \$50.00 return fee. For some credit card transactions (e.g. Tuition), a 2.75% convenience fee will be assessed. Visa, MasterCard, Discover, and American Express are accepted.)

- Electronic Check** **Credit Card**

What will you be paying?

- Tuition/Fees** OR **Misc. Fees** (Select all payment events for which you are paying.)
- Parking Fines**
 - Undergrad Graduation Fee (\$30)**
 - Graduate Graduation Fee (\$40)**

Clicking "Submit" will open the Payment Page in a new window or tab. When you are finished you can close that window to return here and continue navigating.

You will now be taken to a payment screen.

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



Terms and Conditions

TERMS AND CONDITIONS

These terms and conditions are designed to provide you information on the services we provide and outline i payment service is provided by Higher One, Inc.. and various third party vendors. It is subject to the consum

Please accept agreement*

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

Payment Method & Account Information

Please provide your payment type and payment account information.

Effective Payment Date 10/25/2017

E-mail Address* jreisig@ubalt.edu

Credit Card



Payment Amount \$ 40.00

Card Type* Visa

Account Number*

Expiration Date* 10 2017

Name on Card*

CVV2*

Checking Account (US Banks only)

Savings Account (US Banks only)

A payment confirmation email will be sent to the email address entered.

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

Hit "Submit."

Type the characters you see in the image.



YPX8S

Letters are case-sensitive.

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:

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

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