



## Undergraduate and Graduate Commencement Checklist Spring 2020

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.

Complete Your Graduation Application  
[How to Apply](#) ([ubalt.edu/records](http://ubalt.edu/records))  
Complete by: **April 6, 2020**  
(Apply by Feb. 3 to avoid a late fee)

Purchase Your Commencement Regalia (starting March 9)  
• at the Grad Fest  
• at The Hive (Student Center First Floor)  
• online through [ub.shopoakhalli.com](http://ub.shopoakhalli.com) (starting March 11)  
**Complete by: April 17, 2020**

Claim Your Tickets and Online and enter the Extra ticket lottery  
Beginning March 9 at  
[ubalt.edu/commencement](http://ubalt.edu/commencement)  
**Complete by: April 17, 2020\***  
\*Tickets are not guaranteed after this date.

Request Seating Accommodations  
[Seating Accommodation Form](#)  
**Complete by: April 17, 2020**

Complete the Commencement Information Form to notify us of name spelling, honor society status, and/or veteran status  
[Commencement Information Form](#)  
**Complete by: April 6, 2020**

Apply to be a Student Speaker  
[Student Speaker Application Form](#)  
**Complete by: March 20, 2020**

Smile You're on Camera  
Photos and Headshots March 9/10 at Grad Fest  
[andrew@afimages.com](mailto:andrew@afimages.com)

Spring Commencement Ceremony  
Thursday, May 21, 2020  
Modell Performing Arts Center at the Lyric  
10:30 a.m.—Graduate Ceremony  
**Graduates arrive on campus by 9:30 a.m.**  
2 p.m.—Undergraduate Ceremony  
**Graduates arrive on campus by 12:30 p.m.**

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