



UNIVERSITY OF BALTIMORE

Please see below for important commencement events and deadlines for Spring 23.

Note: These deadlines apply to students taking part in the commencement ceremony on Wednesday, May 24, 2023. Graduate Ceremony is at 10 a.m. and Undergraduate Ceremony is at 2 p.m. For additional information, please visit www.ubalt.edu/commencement.

CONGRATULATIONS! Commencement is right around the corner! We are very excited to celebrate you and your fellow students next Wednesday, May 24. Please read this email in full as it talks about ceremony details and answers many questions.

Commencement Important Information

- **Regalia Information**
 - Regalia that was purchased online from Oak Hall is being sent Next Day Air this week. **Graduates who purchased their regalia online should expect to receive their regalia between now through May-22. We are sorry for the inconvenience this has caused.**
 - Graduates will receive an email with the tracking number once shipped, and Oak Hall has said that graduates should then receive it within 24 hours.
 - However, if graduates do not receive their regalia by May 23, if you are able to we would suggest that you purchase regalia from the Hive and submit the gown to Oak Hall for a refund once they receive it in the mail.
 - If you are unable to do this, please email Elizabeth Purswani at epurswani@ubalt.edu.
 - Limited regalia to purchase is available at the Hive- Student Center first floor.
 - **The Hive's hours from now through Tuesday, May 23 are**
 - **Monday - Thursday, 12-5:30 p.m.**
 - **Friday 10 a.m.-1 p.m.**

- **The Hive will be open on Wednesday, May 24 from 9 a.m.-5 p.m. for any last-minute needs, while supplies last.**
- [Commencement Attire Guidelines](#)
 - 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.
 - Graduate students will be carrying their hoods (they should not yet be wearing them). Hoods should be worn on the graduates LEFT arm until such time as they are hooded on stage.
 - **Cords and stoles for student or national organizations are handled by the individual honors organizations.**
 - Caps- Prohibited Decorations:
 - Bows, ribbons or tulle
 - Three dimensional objects
 - Flowers or flower crowns
 - Lighted objects
- Class rings, frames, and announcements can be ordered through [Herff Jones](#).
- [Accommodations and Invitations Letters](#)
 - Students who submitted the seating accommodations request have been emailed with confirmation and instructions for commencement. Please review that email to follow instructions.
 - Students who missed the deadline can instruct their guests to talk to an usher once in the theater to see if there are any box seats open for people with disabilities.
 - To assist international guests with their B-2 Visitor visa applications and travel arrangements to attend the commencement ceremony, the university provides letters of invitation to commencement.
 - Please download this attached letter [here](#).
- [Commencement Tickets Information](#)
 - Graduates were given a total of 9 tickets each. To access your tickets, please login to Marching Order- <https://ubalt.marchingorder.com> to claim.
- **Wednesday, May 24- Spring 2023 Commencement Ceremonies**
 - 10 a.m. Graduate Ceremony (Doctoral, Masters and Master Certificate Students)
 - Graduates are to arrive between 8-8:30 a.m. at The Lyric Baltimore, Maryland Ave. entrance
 - 2 p.m. Undergraduate Ceremony (Bachelors and Bachelor Certificate Graduates)
 - Graduates are to arrive between 12-12:30 p.m. at The Lyric, Baltimore Maryland Ave. entrance
- **Wednesday, May 24- Alumni Celebration for All Graduates and Guests**
 - A reception celebration will immediately follow the ceremony (approximately 3:30pm, or immediately following the ceremony) in the Angelos Law Center. This is sponsored by the Office of Alumni Relations. All guests and graduates are welcome.

Important Information for all students attending the ceremony:

- **COVID-19 Safety**
 - KN95 masks will be made available to all guests, Faculty, Staff, and graduates at each entrance.

- As UBalt's commencement is indoors, we strongly encourage you to wear a KN95 or N95 mask.
- **Day of Family and Guest Information**
 - Guests will not be able to enter The Lyric until staff open the doors, which will be no more than 1 hour before the ceremony.
 - Please remember that all guests **MUST** have a ticket to enter The Lyric on the day of the ceremony. The ushers will not allow anyone into the building without a ticket – **this includes children of all ages.**
 - Please inform your guests that no guest will be permitted reentry after entering the venue.
 - The Lyric utilizes metal detectors at each entrance. Please ask that your guests be prompt to avoid delays at check-in.
- **Graduate Check in and Line Organization Information**
 - Students must arrive between 8-8:30 a.m. for the Graduate Ceremony, and 12-12:30 p.m. for the Undergraduate Ceremony to The Lyric Maryland Ave. entrance (Maryland Ave. between Mt. Royal Ave. and Oliver Street – the entrance immediately across the street from Gordon Plaza). There will be staff and directional signage.
 - Please arrive on time for a smooth check-in process.
 - Graduates do not need a ticket for themselves.
 - All students participating in the Commencement ceremony must present their Bee Card or photo ID when they arrive. Individuals who do not have their Bee Card or photo ID will not be permitted into the Lyric.
 - 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.
 - While you are being organized, you will receive a name card. **KEEP THIS CARD!** Honors designations are listed/read for undergraduate students but not used for graduate students (Cum Laude, Summa Cum Laude, Magna Cum Laude and Helen P. Denit Honors only), No other honors are read, but are listed within the program. Dissertation titles are read for Doctorate students.
 - If you have a name that may be difficult to pronounce, please write your name on the card above your name phonetically, to help the readers. Staff will have pens on hand.
 - The commencement staff will then assist graduates with getting into line according to the number on their cards. **Please DO NOT crumple your card but keep it safe while you are in line.**
 - 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.
 - **For the morning ceremony at about 9:45 a.m. and for the afternoon ceremony at about 1:45 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 10 a.m. for the morning and 2 p.m. for the afternoon.** 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.
- **Ceremony Information**
 - At the presentation of the graduates, the 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.
- **FOR THE MORNING CEREMONY ONLY---** 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 member who is hooding as space opens.
- At the corner of the stage, before stepping down, you will stop 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.
- We ask all participants to be respectful of others throughout the ceremony to allow everyone in the venue to enjoy this special day.
- **Additional Ceremony Information**
 - Each ceremony will last approximately two hours. To prevent confusion, graduates and their guests should determine in advance a place to meet after the ceremony outside of The Lyric.
 - Turn off cell phones or have them in airplane mode throughout the ceremony. Please refrain from checking cell phones during the ceremony.
 - A photographer will be available on the day of commencement. They will be taking pictures of you at several points before and after you are on stage, as well as when you accept your degree. You will receive notification of how to view and purchase pictures within a month following the ceremony.
 - A live stream of the ceremony will begin on the [The University of Baltimore Home](#) Page and [The University of Baltimore Webcasts](#) page one hour prior to the start of each ceremony. The live stream is compatible with all platforms, and best viewed with a strong mobile phone or Wi-Fi signal.
 - A video of the commencement ceremony will be available to be viewed through the commencement website at www.ubalt.edu/commencement within a week of the ceremony.
 - Parking will be available at the Fitzgerald garage for \$7. No special parking passes are needed. 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.
- **Additional Information**
 - **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.
 - 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.
 - cigarettes, vapes, and any flame or smoke producing item.

- containers, coolers, flasks, or baskets.
- all signage (including “fatheads”)
- 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.

Important Reminders for Graduates:

- **Make sure your accounts are cleared – pay any outstanding bills through the Bursar-**
<http://www.ubalt.edu/about-ub/offices-and-services/bursar/index.cfm>.
- **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. Visit www.ubalt.edu/commencement to request a copy after May 24.**
- **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 Accounts page (<http://www.ubalt.edu/about-ub/offices-and-services/technology-services/faqs/computer-accounts/accounts-info.cfm>) for more details.**

CONGRATULATIONS! We are looking forward to an exciting day. Should you have any questions after reviewing this email, please contact the Rosenberg Center for Student Involvement at 410.837.5417 or by email at engagement@ubalt.edu.

The Rosenberg Center for Student Engagement and Inclusion creates a welcoming environment for lifelong learning through active participation in events, activities, and student-led organizations. The center also equips students to transition to college life, serve their community, create inclusive spaces, and celebrate their academic journey. Visit <http://www.ubalt.edu/engagement> or e-mail engagement@ubalt.edu to learn more.

