



# Graduate Checklist

**Spring 2025**

## **Apply to speak at Commencement**

Make your mark! Tell your story about what your UBalt education means to you. There will be a student speaker chosen for each ceremony. Apply between Jan. 1-Mar. 14 at <https://bit.ly/SpeakAtUBaltCommencement>

## **Commencement Programs**

Your name will appear in the program as it does in your MyUBalt Portal. Email [engagement@ubalt.edu](mailto:engagement@ubalt.edu) by Apr. 4 if you would like to request a different name for the program. Any requests received after this date will not be updated in the program due to the printing timeline. Honor society and military status will be confirmed with the appropriate staff on campus for the program by Apr. 4.

## **Claim your Commencement Tickets on Marching Order**

Tickets will become available starting Mar. 11 via email with a specific link to register.

Tickets must be claimed online from Marching Order between Mar. 11-May 11. There will be an initial allotment of tickets and an extra ticket disbursement is not guaranteed.

## **Purchase your regalia**

Regalia will be available for purchase at The Hive (UBalt Bookstore) Mar. 12-Apr. 19. Doctoral students must purchase their regalia in-store by Friday, Apr. 5. The Hive may maintain a small supply of regalia after this date. Please contact the bookstore at [sm557@bncollege.com](mailto:sm557@bncollege.com) with any questions. Regalia will be available for purchase online through <http://ub.shopoakhalli.com> Mar. 12-Apr. 21. If you purchase regalia online, it will not be mailed to you until 5-10 days before the ceremony. Therefore, please plan accordingly. Cords and stoles for student or national organizations are handled by the individual honors organizations.

## **Request accommodations for persons with disabilities**

We're happy to make arrangements for you or a guest; if you or a guest is in need of special seating, simply fill out the Commencement Accommodations Request between Jan. 1-Apr. 25. We'll do our best to reserve seats so guests can sit together, but are unable to provide seat location information in advance. If the form was not completed by the due date, guests are instructed to talk to an usher or commencement staff member upon their arrival.

<https://bit.ly/UBaltCommencementAccomodationsRequest>



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## Instructions for Families and Guests at Commencement

All guest information can be found online at <https://bit.ly/UBaltGradGuest>.

For information on the Commencement Invitation Letter for international guests to assist with their B-2 Visitor visa applications and travel arrangements to attend the commencement ceremony, please visit <https://bit.ly/UBaltCommencementInvitationLetter>. There is a PDF copy available for use.

## Campus Bills

Make sure your accounts are cleared – pay any outstanding bills through the Bursar- [ubalt.edu/bursar](http://ubalt.edu/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.

## Certificates and Diplomas

Double check your address on the MyUBalt 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.

## MyUBalt Portal

You have access to the MyUBalt 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- <https://bit.ly/UBaltStudentAccounts>, for more details.

## Extra Program Request

Programs will be given to all graduates and guests at Commencement. However, if you are unable to attend Commencement or are requesting additional programs, please fill out this request form for programs to be mailed to you after the ceremony.

<https://bit.ly/UBaltCommencementProgramRequest>

**See you at Commencement on Wednesday, May 21 at The Lyric Baltimore. The Graduate ceremony is at 10 a.m., and participating students must arrive by 8:30 a.m. The Undergraduate ceremony is at 2 p.m., and participating students must arrive by 12:30 p.m. Arrival is at the Lyric basement entrance on Maryland Ave. UBalt Bee Card or other ID is needed for check-in.**