

## Spring 2020 Commencement Checklist

### Take Note

- Make sure your accounts are cleared – pay any outstanding bills through the Bursar; return books to the library; if transcripts are required from another 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. Your diploma will be ordered and sent directly to the local address as noted on MyUB. This process usually takes between six and eight weeks.
- Honors designations in the spring Commencement program are based on your grade point average from the fall semester. Honors are actually conferred based on your final transcript.
- You will have access to the MyUB Portal for two semesters after your last date of enrollment. Network services access (email, 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. We strongly recommend that you transition to a personal email account as soon as possible.

### Step 1. Complete Your Graduation Application

[How to Apply](#)

Required to put you in the queue.  
The application is simple and short!

**Due by February 1**

### Step 2. Order Your Commencement Garb

[Order here](#)

**Order deadline is April 1.**(no charge)

After April 1 -\$30 late fee

### Step 3. Claim Your Tickets

Order your tickets online- [Link live by April 6](#)

Each student may claim up to 7 tickets

Share electronically or print

Extra tickets – lottery early May

### Step 4. Request Disability Seating

**Accommodations by May 1**

[Link live by April 6](#)

### Step 5. Meet with the LCDO

Complete your Graduate Employment Survey  
and required class of 2020 Spring Exit  
meeting with the LCDO

*Must complete before cap & gown can be picked up*

### Step 6. Pick up your Cap and Gown

Pick up your tam, tassel and gown at the campus store.

The tam and tassel are yours to keep!

*Date TBD*

[First Floor UB Student Center](#)

### Step 7. Commencement Ceremony!

JD and LLM *instructions for graduates* –

[Link by May 1](#)

**Monday, May 18 - 1:00 pm, [The Lyric](#)**

Reception following ceremony [Angelos Law Center](#)