

## UMB COMMENCEMENT INFORMATION

### BASICS FOR THE MAY 21, 2010 UMB EVENT:

May graduates will receive information in the mail from the Office of the Registrar regarding the University-wide Commencement.

There are no tickets required for the UMB Commencement Ceremony at 1st Mariner Arena.

Graduates taking part in the UMB Commencement are to arrive no later than 2:15 p.m. Doors open at 1 p.m.

UMB Commencement Exercise begins promptly at 3 p.m. at 1st Mariner Arena, 201 W. Baltimore Street in downtown Baltimore. Maryland Governor Martin O'Malley will be the Keynote Speaker.

The main entrance to the Arena is located at Baltimore Street and Hopkins Plaza; the handicap entrance is located on Howard Street near Baltimore Street.

No sealed packages or containers of any type are allowed into the Arena unless they have been searched (e.g., coolers, boxes, bottles, wrapped gifts, etc.). Spot searches may be randomly performed by 1st Mariner security personnel.

UMB Commencement Web site:  
[www.umaryland.edu/commencement](http://www.umaryland.edu/commencement)

### LGSW LICENSING INFORMATION

Information on Licensure can be found in the School's student handbook:  
<http://tinyurl.com/umbssw-student-handbook>

Information on Licensure Workshops can be found on the School's web site:  
<http://www.ssw.umaryland.edu/cpe>

LGSW License Application can be found via Maryland Board of Social Work Examiners web site:  
<http://www.dhmf.state.md.us/bswe>

### DIPLOMAS

UMB diplomas will be presented to May graduates at the UMB-wide Commencement.

Graduating students not planning to attend the afternoon exercise should notify the SSW's Office of Registration in writing by May 7. This notification must include: name, mailing address, and whether you intend to pick up your diploma at a later date (see below) or prefer the University to mail it.

Submit this request to:

Email: [sswregistration@ssw.umaryland.edu](mailto:sswregistration@ssw.umaryland.edu)  
or  
Faculty Mailbox #194

Diplomas will be held for pick-up in the UMB Office of the Registrar located at 601 West Lombard Street (HS/HSL Second Floor). All remaining diplomas will be mailed beginning June 1.

Diplomas for July (Summer) graduates are mailed in late August.

# school of social work MSW graduation guide

### SCHEDULE:

FRIDAY, MAY 21 • SSW CONVOCATION @ Hilton Baltimore - Ceremony begins at 8:00 a.m.

FRIDAY, MAY 21 • UMB COMMENCEMENT @ 1st Mariner Arena - Ceremony begins at 3 p.m.

### IMPORTANT INFORMATION FOR MAY (SPRING) AND JULY (SUMMER) GRADUATES

#### MAY (SPRING) GRADUATES

Deadline to file an Application for Diploma is Friday, February 13, 2010.

**PLEASE NOTE:** *If you are enrolled in an extended field placement you're considered a July (Summer) graduate.*

#### JULY (SUMMER) GRADUATES

You **MUST** select "Summer" on your Application for Diploma as your expected date of graduation. If you plan to participate in the May ceremonies you must apply by April 2.

July graduates may participate in both the SSW Convocation and UMB Commencement ceremonies. July graduates ARE listed in the SSW Convocation program but are NOT listed in the UMB Commencement program as you will not receive your diploma until after you complete your studies in July.

Filing an Application for Diploma is mandatory and can be submitted online through SURFS (instructions are sent to all students via their campus e-mail account).  
[www.simsweb.umaryland.edu/umbhtml/diplomaapp.html](http://www.simsweb.umaryland.edu/umbhtml/diplomaapp.html)

### INFORMATION IN THIS GUIDE INCLUDES:

General Information

Graduation Ticket Info

Cap, Gown & Invitation Information

Convocation Photography

Specialization Certificates

Commencement Protocols at 1st Mariner Arena

Nominating a Student for the SGA Exemplary Student Service Award

Nominating a Faculty Member for the SGA Exemplary Faculty Award

UMB Commencement Information

## WHAT'S THE PLAN?

Graduation is a two-part process involving the School of Social Work Convocation at the Hilton Baltimore and the UMB Commencement Exercise at 1st Mariner Arena in downtown Baltimore.

This guide serves to provide graduates with all the information they will need for both events. Graduates will also receive information in the mail from the Office of Registrar regarding the University-wide Commencement and info from the UMB Bookstore regarding caps and gowns.

## SSW CONVOCATION INFORMATION

The School of Social Work Convocation is held Friday, May 21 at the Hilton Baltimore (401 West Pratt Street, Baltimore, MD 21201). Parking is available at the hotel and nearby for a fee.

Graduates must report to the Hilton at 7:00 a.m.

A continental breakfast is provided for family, guests, and graduates.

The convocation ceremony begins promptly at 8:00 a.m. and concludes at 10 a.m. The School of Medicine's Convocation immediately follows ours so graduates and guests will be asked to leave the ballroom immediately following the ceremony.

### Attire/Protocol:

Traditional academic regalia (cap, gown, tassel and robe/hood) is required.

Graduates are required to drape their hood across their right arm when proceeding into the ceremony hall and when crossing the stage.

Once on stage, a faculty member places the hood on the graduate then the graduate is honored by Dean Barth. Full academic regalia is also worn at the UMB Commencement.

## SSW CONVOCATION PHOTOGRAPHY

A photographer from GradTrak Images will be at the ceremony to take a candid photo of each graduate as they receive their diploma.

Graduates will receive a free digital proof of this photo on an order card within 5 to 7 days following the ceremony. Graduates will also be sent an email link to their photo.

Following the ceremony, graduates can order online at [www.gradtrak.com](http://www.gradtrak.com).

## SSW CONVOCATION ANNOUNCEMENT & TICKET DISTRIBUTION SCHEDULE (4 Tickets Per Student)

The schedule for announcement and ticket distribution is announced later in the spring semester.

Be sure to check [www.ssw.umaryland.edu/commencement/](http://www.ssw.umaryland.edu/commencement/) for updates.

Students needing additional tickets should send their requests via e-mail beginning May 1 to [studentservices@ssw.umaryland.edu](mailto:studentservices@ssw.umaryland.edu) no later than Monday, May 10. If you are notified that extra tickets are available, they will need to be picked up between Noon and 2 p.m. on Friday, May 14 from the Office of Student Affairs, Room 2W14.

## SPECIALIZATION CERTIFICATES

Certificates are mailed to each graduate by August.

## CAP & GOWN INFORMATION

Packets for ordering academic regalia and personalized invitations for the May SSW Convocation can be ordered through the UMB Bookstore directly. A Grad Fair will also be held on February 15 & 16 in the campus bookstore to order items.

Check [www.ssw.umaryland.edu/commencement](http://www.ssw.umaryland.edu/commencement) or [umb.bncollege.com](http://umb.bncollege.com) for updates.

## CONTACT NAMES, NUMBERS & WEB LINKS

**UMB SSW Registration Office**  
410.706.6102  
[sswregistration@ssw.umaryland.edu](mailto:sswregistration@ssw.umaryland.edu)

**UMB SSW Office of Student Affairs**  
410.706.5100  
[studentaffairs@ssw.umaryland.edu](mailto:studentaffairs@ssw.umaryland.edu)  
[www.ssw.umaryland.edu/ssw\\_students/student\\_affairs](http://www.ssw.umaryland.edu/ssw_students/student_affairs)

**UMB Office of the Registrar**  
410.706.7480  
[orr@umaryland.edu](mailto:orr@umaryland.edu)  
[www.umaryland.edu/orr](http://www.umaryland.edu/orr)

**UMB Bookstore**  
410.328-7788  
[umb.bkstore.com/](http://umb.bkstore.com/)

**UMB SSW Convocation Web Page**  
[www.ssw.umaryland.edu/commencement](http://www.ssw.umaryland.edu/commencement)

**UMB Commencement Web Page**  
[www.umaryland.edu/commencement](http://www.umaryland.edu/commencement)

**SSW Convocation Photographer**  
check [www.umaryland.edu/commencement](http://www.umaryland.edu/commencement) for the latest info.

## SGA EXEMPLARY STUDENT AWARDS

Each year, the UMB School of Social Work's Student Government Association honors two students for outstanding achievement within the School and community. If you know an outstanding student visit [www.ssw.umaryland.edu/commencement](http://www.ssw.umaryland.edu/commencement) to learn more and submit a nomination.

## SGA EXEMPLARY FACULTY OF THE YEAR AWARD

The Student Government Association, in collaboration with the SSW Graduation Planning Committee, is asking that graduates nominate an outstanding professor for the SGA Exemplary Faculty of the Year Award. Visit [www.ssw.umaryland.edu/commencement](http://www.ssw.umaryland.edu/commencement) to learn more.

## UMB GRAD FAIR FEBRUARY 15 & 16

The UMB Bookstore has brought everything you will need for graduation to one place -- the 2010 Grad Fair -- the perfect place for you to take care of all your graduation needs.

Location:  
UMB Bookstore  
222 N. Pine Street

Monday, February 15  
11 a.m. - 6 p.m.

Tuesday, February 16  
11 a.m. - 6 p.m.