

CJC GRADUATION CHECKLIST

1. Check that you have the message below at the top of your degree audit:
- ONE.UF --> Academics --> Degree Audit
 - Contact your advisor ASAP if you do not see this message:

***** ALL REQUIREMENTS HAVE BEEN MET *****
PENDING COMPLETION OF CURRENT REGISTRATION - IP COURSE

2. Check your transcript for “I” grades (Incompletes). If you see any, please address it with your instructor.
3. Apply for graduation by the deadline. (Dates and deadlines are here: <https://catalog.ufl.edu/UGRD/dates-deadlines/2020-2021/>)
- ONE.UF → Academics → Degree/Certificate Application → +Start a New Application

The screenshot shows the 'ONE.UF | DEGREE APPLICATION' interface. It includes an 'Application Summary' section with an important notice about commencement page review. Below that is the 'Current Application' section for 'Fall 2019 Application - December Graduation'. It lists 'DEGREES' as 'Journalism and Communications' and 'Bachelor of Science in Public Relations'. It also shows 'Public Relations' as a minor and 'Undergraduate' as the level. There are links for 'Application Received', 'Last Updated 08/27/2019', and 'CANCEL APPLICATION'. At the bottom, there are fields for 'Name to Print on Diploma' and 'Consent to Publish Name in Commencement: Yes'.

NOTE: DO NOT apply for graduation if you are walking out-of-term. You MUST apply for the semester in which you are completing degree requirements.

4. If you qualify for high/highest honors, please check <https://www.jou.ufl.edu/current-students/current-undergraduate/current-academics/honorsguidelines/>. *Applications will not be accepted after the deadline.*
5. All commencement info can be found at <https://commencement.ufl.edu> (dates, graduation checklist, regalia info, etc.)
- Order your cap and gown on the Gator1 Central website. <https://www.bsd.ufl.edu/G1C/bookstore/graduation.asp>
 - Cap and gown questions? Contact the UF Bookstore at the Reitz Union (352-392-0194).
6. ***NEW***: Complete the “Senior Examination”- a 50 multiple-choice question test which assesses your breadth of general knowledge in your chosen major.
- The exam does not count for a grade, but it is mandatory to receive your diploma.
 - Same 35 questions for all CJC students, 15 that are specific to your major.
 - It should take about 40 mins to complete.
 - You have two weeks to complete it.
 - Spring available date: March 22-April 5 (10pm).

7. One week before graduation: complete the graduation survey to receive your diploma!
Complete **REQUIRED** surveys:
- One week before graduation: complete the UF graduation survey to receive your diploma!
 - i. ONE.UF → access Action Items → holds
 - ii. Click on the Graduation Survey link within the hold and follow the instructions
 - College of Journalism and Communications Survey:
 - i. Link will be sent to your UFL email a few weeks before the semester ends.
 - ii. Complete the survey thoroughly, as the last questions will be used to remove your hold.
 - Exit counseling survey: required of any student who received a student loan(s) and/or Federal TEACH grant while attending UF: <http://www.fa.ufl.edu/directives/exit-counseling/>

Congratulations! Go Gators!