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:

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. https://catalog.ufl.edu/UGRD/dates-deadlines/2021-2022/#fall21text

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, UF 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* (spring and fall graduates only): Complete the “Senior Examination” - a multiple-choice test which assesses your breadth of general knowledge in your chosen major. It should take about 40 minutes to complete.
   - The exam does not count for a grade but is required for accreditation purposes. Failure to complete the exam will result in a hold on your student record.
   - Same 35 questions for all CJC students plus 15 that are specific to your major.
   - You have a couple of weeks to complete it (not applicable as noted above for summer graduates).
   - Shortly after the start of the semester, we will announce the date when the exam becomes available.

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!