How to Update Commencement Information

The following instructions demonstrate how a student can update commencement information in ONE.UF.

Navigation
Log into one.uf.edu

Update Commencement Information
1. From the top left navigation panel, click Academics drop-down arrow.

2. Next, click Degree/Certificate Application.

3. Click the RSVP button to answer Commencement RSVP questions.
4. Now answer the question(s) about attending the **Commencement and/or Recognition Ceremony(ies)**.

5. If you selected yes, a **guest count** will need to be entered.

   - **University Wide Ceremony**
     - **Do you intend to participate in the university-wide commencement ceremony at Ben Hill Griffin Stadium?** *
       - Yes
       - No
     - **How many guests do you plan to invite?** *
       - **Guest Count** *

6. You now have the option to provide the **phonetic spelling** of your name.

7. Enter **guest email** address if you would like UF to send information regarding the ceremonies. To add more than one, click the **+ Add Another**.
8. Note: If a pencil icon is available, you can update the information during the term.

ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
Office of the University Registrar
(352) 392-1374
https://commencement.ufl.edu/