

ONE.UF: STUDENT VIEW OF GRADUATION CHECKLIST

This instruction guide will walk you through the process a student goes through to access the graduation checklist in ONE.UF.

NAVIGATION

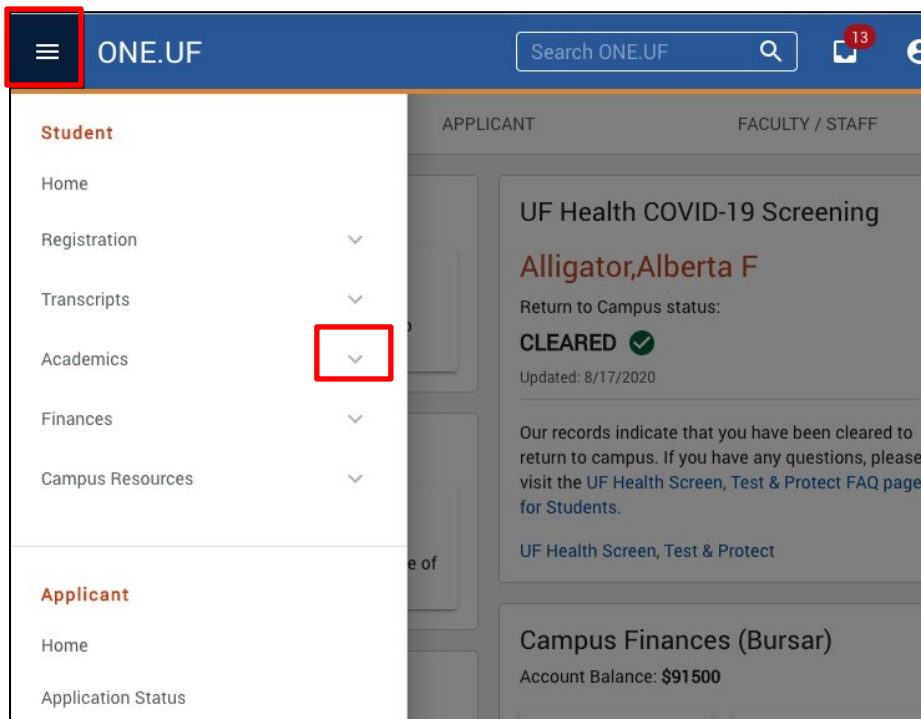
Students will use the following navigation to log into ONE.UF:

1. Go to web address one.uf.edu
2. Click **LOG IN**
3. Click **log in with Gatorlink**
4. Enter **Gatorlink Username and Password**
5. Click the **LOG IN** button

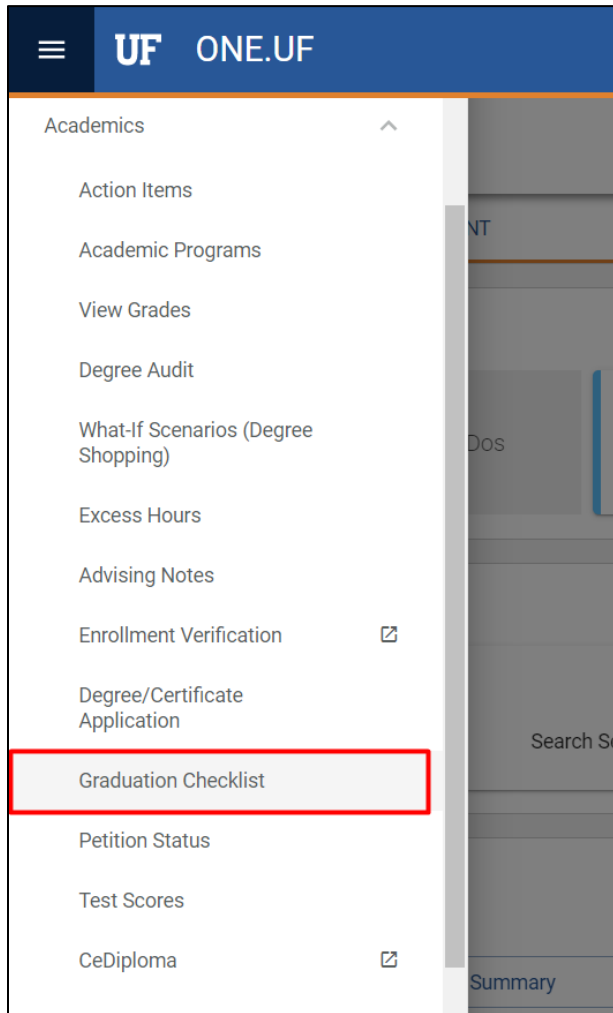
PROCESS

Students will use the following steps to complete the checklist.

1. From the **Menu Icon**, click the Academic drop-down arrow.



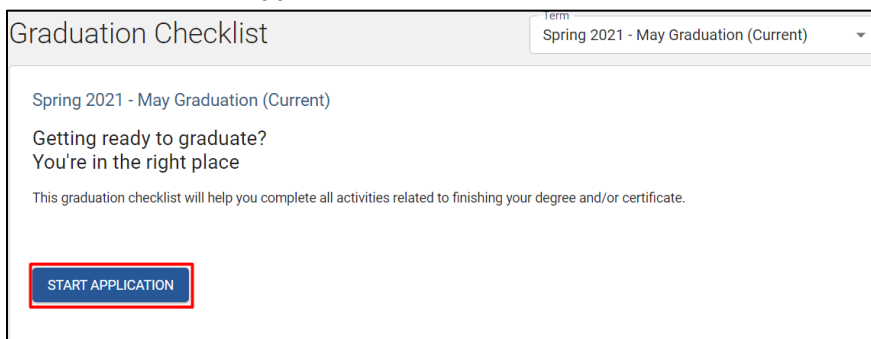
2. Click **Graduation Checklist**.



NOTE: If you have not completed a certificate application, you must do so now.

NEW APPLICATION

1. Click **Start Application** button.



For detail information, click the [Apply for a Certificate](#) instructional guide.

2. Once the application is submitted, a status of Application Received date is viewable. From there, go back to checklist by clicking **View Graduation Checklist**. ** Status must be received before the checklist will display the information. **

Spring 2021 Application - May Graduation

CERTIFICATES

Application Received Last Updated 02/09/2021 [CANCEL APPLICATION](#)

Liberal Arts and Sciences

Graduate Certificate Liberal Arts and Sciences Graduate Certificate - Latin American Studies Certificate

3. The checklist displays the application for current term.

Graduation Checklist Spring 2021 - May Graduation (Current)

Spring 2021 - May Graduation (Current)

Follow the graduation checklist below to help you complete all activities related to finishing your degree and/or certificate.

Application EXPAND ALL

| | | | |
|----------------------------|---|-------------------|---|
| Degree Application Summary | Spring 2021 - May Graduation (Current) Alberta F Alligator | Undergraduate (1) | ▼ |
|----------------------------|---|-------------------|---|

Things to Monitor

| | | |
|-------------------------------|-----------------------------------|---|
| Status of Degree/Certificate | Application Received (1) | ▼ |
| Monitor Degree Requirements | VIEW DEGREE AUDIT | ▼ |
| Complete Action Items | Holds (0) | ▼ |
| Satisfy Financial Obligations | \$19,983.08 - Balance Due | ▼ |

Delivery & Contact Info

| | | | |
|-------------------------------|---|-------------------------------------|---|
| Diploma | Mail To: 101 N MAIN ST, GAINESVILLE, FL 32601-5321 USA | ▼ | |
| Update Your Directory Profile | 85 SW 10TH LANE Gainesville, FL 32608 | 1 352 555 1211 albie@example.com | ▼ |

- Click **down arrow** to view the full summary of the application for the term.

- To edit your name, click the **Edit** button.

ITEMS TO MONITOR

- Click the **down arrow** next to each section to review outstanding items.

2. If you need help with any outstanding items, click on the **View List** button.

Monitor Degree Requirements ^

Verify completion of all degree requirements with your adviser and college dean's office.
[VIEW DEGREE AUDIT](#)

Review your transcript to verify it is accurate and complete. Make sure any pending, incomplete, or missing grades are resolved.
[VIEW UNOFFICIAL TRANSCRIPT](#)

Help:
Contact your college for assistance.
[View List](#)

3. Notice the **Red!** on **Satisfy Financial Obligations**. Click the arrow to view.

Satisfy Financial Obligations ^

Balance Due
\$19,983.08

Questions?
[Contact Bursar](#)

Satisfy all financial obligations (fines, tickets, fees, etc) with the University Bursar in 113 Criser Hall.

Certain loans require students to complete an online exit interview. For more details about the different types of loans and to see if you need to complete an online exit interview, refer to the University Bursar.

[Make Payment](#) [View My Account](#)

4. Ensure address to mail the certificate is correct. Click **down arrow** to view.

Delivery & Contact Info

Diploma Mail To:
101 N MAIN ST, GAINESVILLE, FL 32601-5321 USA v

Update Your Directory Profile 85 SW 10TH LANE
Gainesville, FL 32608 1 352 555 1211
albie@example.com v

5. Click **Edit** button to change address.

Diploma ^


Your certificate and/or diploma will be mailed to the address below. During your final term, make sure the address will be good for up to 8 weeks after graduation.

Also clear holds to guarantee your certificate and/or diploma are ordered without delay.

Mail to
101 N MAIN ST
GAINESVILLE, FL 32601-5321
USA

Edit

CeDiploma
A CeDiploma is an Electronic Version of your University diploma. Students awarded degrees will receive an email with information when their CeDiploma is available.

For more information:
[CeDiploma Info](#) 

Questions?
degrees@registrar.ufl.edu

ADDITIONAL HELP

Technical Issues

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

Policies and Directives

Office of the University Registrar
352-392-1374
registrar.ufl.edu