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.
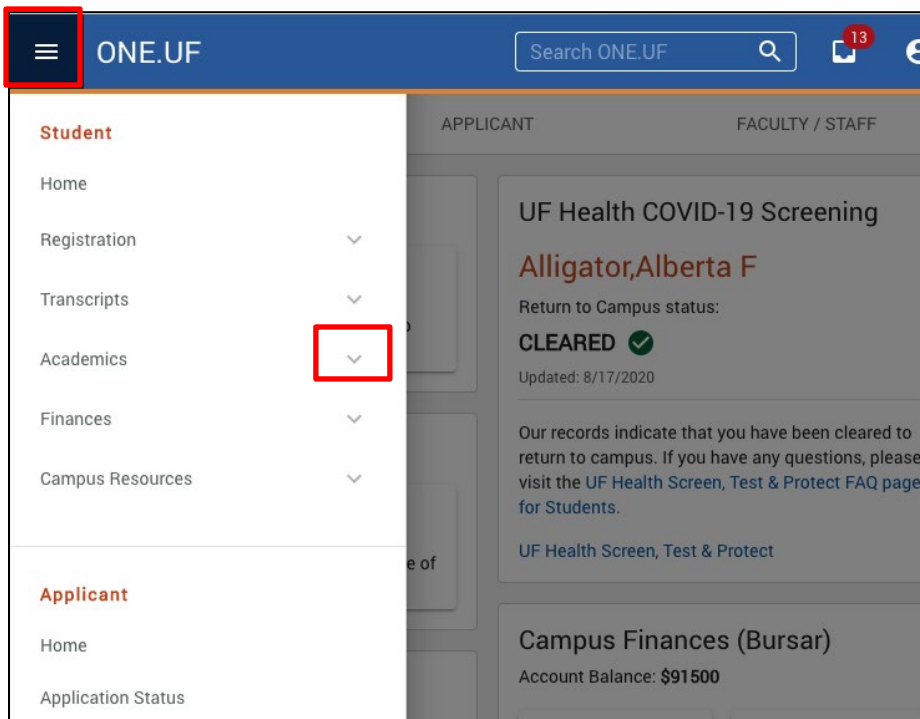
NAVIGATION

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**
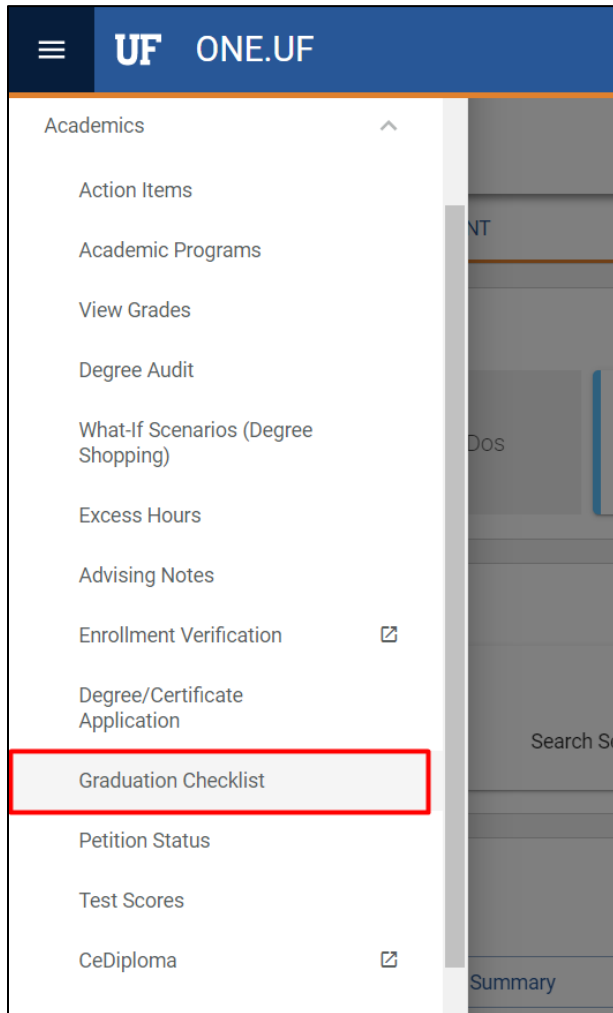5. Click the **LOG IN** button

PROCESS

Students will use the following steps to complete the checklist.

1. From the **Menu Icon**, click the Academic drop-down arrow.
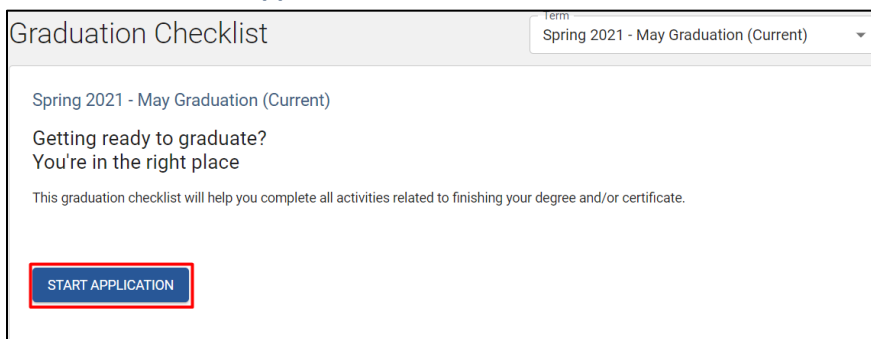
2. Click **Graduation Checklist**.

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

NEW APPLICATION

1. Click **Start Application** button.

For detail information, click the Apply for a Degree 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

🎓
View Graduation Checklist

DEGREES

Application Received   Last Updated 02/09/2021   CANCEL APPLICATION

Agricultural and Life Sciences

Bachelor of Science (Emphasis: Animal Biology)	Animal Sciences Major	Undergraduate
	Sociology Minor	Undergraduate

3. The checklist displays the application for current term.

Graduation Checklist

Term
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 (2)	⌄

Things to Monitor

Status of Degree/Certificate	Application Received (2)	⌄
Monitor Degree Requirements	VIEW DEGREE AUDIT	⌄
Complete Action Items	Holds (0)	⌄

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

Graduation Checklist

Term
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 (2)	⌄

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

Application   EXPAND ALL ∨

Degree Application Summary   ∧

Term
Spring 2021 - May Graduation (Current)

Degrees
Undergraduate
Agricultural and Life Sciences | Major - Animal Sciences - Bachelor of Science (Emphasis: Animal Biology)

Undergraduate
Agricultural and Life Sciences | Minor - Sociology

Name as it will appear on the Diploma
Alberta F Alligator

Help:
Trouble submitting RSVP? Contact Registrar
✉ degrees@registrar.ufl.edu

Have ceremony questions? Contact UF
✉ commencement@ad.ufl.edu

Questions about mailing address?
✉ help@registrar.ufl.edu

Edit

ITEMS TO MONITOR

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

Things to Monitor

Status of Degree/Certificate	Application Received (2)	∨
Monitor Degree Requirements	VIEW DEGREE AUDIT	∨
Complete Action Items	Holds (0)	∨
Satisfy Financial Obligations	$19,983.08 - Balance Due ❗	∨

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   **Questions?**
$19,983.08   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]

ADDITIONAL HELP

Technical Issues   **Policies and Directives**
The UF Computing Help Desk   Office of the University Registrar
352-392-HELP   352-392-1374
helpdesk.ufl.edu   registrar.ufl.edu