



Graduation Checklist



CONGRATULATIONS! It's almost time to celebrate your academic achievement, so first let's check off a few administrative items:

REVIEW YOUR PROGRAM PROGRESS VIA STUDENT PLANNING

- ☐ Check that all sections on your degree plan have a green checkmark with "Completed" on the right of the progress tab.
- ☐ Check your "Progress" bar for your completion rate.
- ☐ Check the "Total Credits for this School" bar for all credits completed at UB.
- ☐ Check your "Cumulative GPA" for the minimum.
- ☐ Check that your degree, major, and minor are correctly listed.
- ☐ Check that your "Anticipated Completion Date" is correct.
- ☐ Check the "Other Courses" section for alternate courses that can be taken to satisfy an un-met requirement.
- ☐ Verify your mailing address, as this will be used to mail your diploma upon your completion.

MEET WITH YOUR FACULTY ADVISOR

- ☐ Discuss your academic transcript, program requirements and grades, alternate courses taken for any necessary course substitutions, forms, or outstanding course waivers.
- ☐ Inquire about your pre-certification status.
- ☐ If confirmed by your advisor, complete the [Graduation Application](#) at "Commencement Overview".

COMPLETE EXIT INTERVIEW

- ☐ All students who received Federal Direct Loans MUST complete an Exit Interview. This interview must be completed by April 13th. The Federal Direct Loan Exit Interview is available online [here](#).
- ☐ Check for any outstanding balances, as they must be satisfied before your diploma can be released.
- ☐ You may contact Student Financial Services with questions at (203) 576 - 4568 or via email at sfs@bridgeport.edu.

RETURN BOOKS TO LIBRARY

- ☐ Check in with the Wahlstrom Library to ensure that all borrowed books have been returned.

UB CAMPUS BOOKSTORE

- ☐ The UB Campus Bookstore is located on the Garden Level of Wahlstrom Library.
- ☐ **Feel free to call the Bookstore at (203) 576 - 4804 for information about regalia.**
- ☐ ***ORDERS MUST BE PLACED BY MARCH 10TH!!!!***
- ☐ The Regalia Order Form is available directly from Jostens [here](#). You can have your orders shipped to your home address or to the UB Bookstore for pickup.
- ☐ **Be on the lookout for an email from Jostens about your regalia!**

SPRING COMMENCEMENT VISITOR VISA INVITATION

- ☐ Invitations will be made available on or after the date your graduation approval is submitted by your pre-certifier. You must be eligible for May 2025 graduation in order to access the Visa letter, which can be found [here](#).

SPRING COMMENCEMENT UPDATES

- ☐ Visit the Spring Commencement website for updates [here](#).
- ☐ You may find the answer to most of your questions on the Spring Commencement [FAQ page](#)!

YOUR UBNET ACCOUNT

- ☐ Make sure to log-in to your UBNET Account regularly to maintain the account as "Active", as UB will continue to communicate via your UB-issued email address.

SAVE THE DATE

- ☐ Graduation Photographs - TBD
- ☐ UB Grad Fair - Tuesday, April 22, 2025
Wheeler Recreation Center
400 University Avenue, Bridgeport, CT 06604
- ☐ Spring Commencement Ceremonies: Saturday, May 3, 2025
Hartford HealthCare Amphitheater
500 Broad Street, Bridgeport, CT 06604