

College Graduation Checklist

A checklist for graduating college, from confirming credits to launching your career.

Confirm requirements

- Meet with your advisor to review your degree audit.
Do this early so any missing course can still be added.
- Confirm all required credits and courses are complete.
- Verify your major, minor and elective requirements.
- Check that your GPA meets graduation standards.
- Resolve any incomplete grades or pending courses.
- Confirm any thesis, capstone or internship is finished.

Apply to graduate

- File the application or petition to graduate.
- Meet the application deadline for your term.
- Confirm your name spelling for the diploma.
- Verify your degree, major and honors will be listed correctly.
- Update your mailing address for the diploma.
- Track the status of your graduation application.

Clear accounts and holds

- Pay any outstanding tuition, fees or fines.
- Return library books and borrowed equipment.
- Resolve any registration or financial holds.
- Complete student loan exit counseling if required.
Exit counseling is often mandatory before your loans enter repayment.
- Move out of campus housing if applicable.
- Confirm you have full graduation clearance.

Ceremony preparation

- Order your cap, gown, hood and any honor cords.
- Confirm the ceremony date, time and venue.
- Find out your guest ticket allotment.
- Arrange travel and lodging for your guests.
- Attend any rehearsal or check-in session.
- Plan photos and a meeting spot for family.

Career transition

- Update your resume and online professional profile.
- Visit career services for reviews and job leads.
- Apply to jobs or graduate programs early.
- Line up references and request recommendation letters.
- Network with professors, alumni and mentors.
- Prepare for interviews and practice your pitch.

After graduation

- Request official transcripts for employers or grad school.
- Confirm when your diploma will arrive.
- Switch your student email to a personal address.
- Plan for student loan repayment timelines.
- Join the alumni network to stay connected.
- Set goals for your first months after college.