



Graduation Checklist



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

REVIEWED YOUR PROGRAM PROGRESS VIA STUDENT PLANNING

- Check that all the sections on your degree plan have a green checkmark with "Completed" to the right on the progress tab
- Check your "Progress" bar for completion rate
- Check the "Total Credits" bar for the total number of credits completed
- Check the "Total Credits for this school" bar for credits completed at UB
- Check your "Cumulative GPA" for minimum requirement
- 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 taken that can be used to satisfy an unmet requirement
- Verify your mailing address as this will be used to mail your diploma upon completion.

MEET WITH YOUR FACULTY ADVISOR

- Discuss your academic transcript, program requirements and grades, alternate courses taken for any necessary course substitution forms or outstanding course waivers
- Inquire about your pre-certification status

COMPLETE EXIT INTERVIEW

- All students who received Federal Direct Loans MUST complete the Exit Interview. The Exit Interview must be completed by November 30, 2024. The Federal Direct Loan Exit Interview is available online at studentaid.gov/dashboard
- Check for any outstanding balance as this must be satisfied before the 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

BOOKSTORE:

REGALIA – CAPS & GOWNS

- Undergraduate and Graduate academic regalia can be purchased directly from the UB Campus Bookstore, located in the Garden level of Wahlstrom Library. **Please call the Bookstore at 203-576-4804 before picking up your regalia**
- Doctoral and faculty/staff academic regalia must be ordered in advance
- Be sure to return any rented textbooks

SPRING COMMENCEMENT VISITOR VISA INVITATION

- Will be made available on/or after March 10, 2025. You must be approved for May 2025 graduation for access to the letter

SPRING COMMENCEMENT UPDATES

- Visit the Spring Commencement website for updates [Important Updates for Graduates | University of Bridgeport](#)
- You may find the answer to most questions on the Spring Commencement FAQ [Commencement FAQ | University of Bridgeport](#)

YOUR UBNET ACCOUNT

- Make sure to log-in to your UBNet account regularly to maintain the account active as UB will continue to communicate via your UB issued email address

SAVE THE DATE

- Spring Commencement Fair - TBA
- Saturday, May 3, 2025 – Spring Commencement Ceremony: Time - TBA for Undergraduates and TBA for Graduates