

Graduation Checklist



Consult Your Advisor

Monitor your progress on your advising worksheet in your My.JohnsonU.edu account. Contact your academic advisor for any needed updates and to be sure you meet all graduation requirements.

Review Your Contact and Privacy Information

Be sure to login to your My.JohnsonU.edu account and go to Personal Info to make any necessary changes, including address and phone number updates.

Submit the Intent to Graduate Form on the Portal

Make sure this is on file for your intended term of graduation. Make sure your name and mailing address are correct for accurate processing of your diploma. Observe all deadlines for filling out the Intent to Graduate Form.

Help us Order Your Regalia

Make sure your height and weight information is correct on the Intent to Graduate before submitting.

Pay the Graduation Fee

All students are required to pay a graduation fee regardless of whether or not they participate in the ceremony. **No Exceptions.** The fee will be added to your student account upon completion of the Intent to Graduate Form.

Submit a Diploma Pick Up/Mailing Plan

Check your Johnson email for details on how to submit a diploma pick up/ mailing plan.

Clear All Holds

Make sure all holds such as overdue library books or fines or outstanding obligations to the University are cleared. While a hold will not prevent participation in the ceremony or awarding of the degree, it will prevent release of diploma and/or transcript.

Complete Exit Counseling

Students with any federal loans are required by law to complete exit counseling at studentloans.gov. Contact Student Financial Services for more information on loan exit counseling.

Learn More About Alumni Relations

Contact Alumni Relations to find out more about the Alva Ross Brown Society and

other Alumni opportunities. You may also find [more information here](#).

Apply for Graduate School!

Continue your education with JU! Contact the Office of Admissions for more information.

Check Out of Student Housing

Make sure you have completed this process before heading home. Contact your RA or the Head Resident for more information.