



November 24, 2014

Dear Prospective December 2014 Graduate:

Congratulations on your candidacy for graduation! Commencement exercises will be held **Saturday, December 13, at 9 a.m.** in the McDougald-McLendon Gymnasium. Paying close attention to the following checklist should help to prepare you for a happy and memorable event:

1. **Consult your academic advisor now** to be certain of your graduation status.
2. Contact your department chairperson for any questions you may have concerning completion of your degree requirements.
3. Pay the Graduation Processing Fee (\$10 for undergraduates, \$12 for graduate and professional students) and any other charges on your student account. Please make all payments to the Bursar's Office, (919) 530-6209. Download [Instructions to View Balance and Pay Account Online](#). **You will not be allowed to participate in Commencement, nor will you receive your diploma, if you have an outstanding balance on your account.**
4. **If you have received any form of student loan or financial aid, you must be cleared by the Office of Scholarship and Student Aid and the Federal Loan Office by December 8.**
 - **If you have received a 'Perkins' Loan**, you must contact the Federal Loan Office at **(919) 530-7122**, to schedule an appointment for your exit interview.
 - **If you have received a 'Stafford' or 'Plus' Loan**, you must complete your exit counseling online at www.studentloans.gov. Contact the Office of Scholarship and Student Aid, at **(919) 530-6180** for assistance.
5. If you have not already done so, order the prescribed **Academic Regalia, which are required** to march in graduation exercises. Place your order online at [Jostens, Inc.](#) Contact the NCCU Bookstore at (919) 530-6445 for assistance.
6. **Undergraduates are required to complete the *Graduating Senior Survey*** which is administered by the Office of Research & Evaluation, (919) 530-7774. You will receive instructions and a password directly from that office for access to the online survey.
7. Complete the community service hours required for undergraduate students. Contact the Office of Community Engagement and Service at (919) 530-7076 to be certain of your graduation clearance.

8. Pick up your Graduation Permit-to-March card in the B.N. Duke Auditorium **on Thursday, December 11** from **8 a.m. to 5 p.m.** Your Permit indicates completion of all degree requirements and is required for admission to the 'Line of March' at Commencement. You will also receive your Honor Cord(s) if you are graduating with distinction.
9. Pick up admission tickets for your guests on **Thursday, December 11** in the B.N. Duke Auditorium. Admission to the McDougald-McLendon Gymnasium is by ticket only. Each graduate will receive **three** tickets. Admittance to the overflow venues will not require a ticket.
10. **All** students who intend to participate in Commencement Exercises must participate in **Graduation Rehearsal** which will begin promptly at **11 a.m., Friday, December 12**, in the McDougald-McLendon Gymnasium. Candidates for master's degrees should bring your graduation hood to rehearsal.
11. Please plan to attend the **Chancellor's Reception for you and your family**, at the Alfonso Elder Student Union on **Friday, December 12, at 6 p.m.**
12. If you are not participating in the Commencement exercises and wish to have your diploma mailed to you, please [download this form](#) and submit to the Office of the Registrar along with **your complete mailing address** and **\$10 check or money order** to cover the cost of certified mailing. Payment may also be made by phone to the Bursar's Office, (919) 530-6209.
13. Please stop by the Office of the Registrar to make sure that your permanent address is updated.

Again, you are to be congratulated on your great accomplishment and we will look forward to celebrating with you on December 13!

Remember...Failure to successfully address the following matters, on or before December 8, can interfere with your participation in the Commencement ceremony. Take personal responsibility to insure the completion of your degree requirements:

- Pay the graduation processing fee (\$10 – undergraduate, \$12 – graduate and professional) to the Bursar's Office
- Complete the required senior survey
- Complete the required community service hours
- Schedule and complete the loan exit interview, if applicable
- Clear your student account by paying all outstanding balances by December 8
- Obtain a permit to march.

Sincerely,

Jerome Goodwin

Jerome Goodwin, Ed.D.
University Registrar