Office of the University Registrar

March 23, 2016

Dear Prospective May 2016 Graduate:

Congratulations on your candidacy for graduation! Commencement exercises for graduate and professional candidates will be held Friday, May 13, at 3 p.m. in the McDougald-McLendon Arena. For undergraduates, the ceremony will be on Saturday, May 14, at 8 a.m., in the O'Kelly-Riddick Stadium**.** Here is a checklist to help you prepare for a happy and memorable event:

1. Consult your academic advisor now to be certain of your graduation status.

2. Contact your department chair 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 May 9.**

   - **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. The online ordering deadline is April 7 for graduate regalia and April 21 for undergraduate regalia. 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 and Planning, (919) 530-6367. An e-mail with the survey password, link and instructions will be sent to you directly from that department**.**

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, May 12, from 8 a.m. to 6 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 if you are graduating with distinction.

9. **All** students who intend to participate in Commencement exercises must take part in graduation rehearsal. Rehearsal for graduate and professional candidates is on Thursday, May 12, at 6 p.m. in the McDougald-McLendon Arena. Undergraduate candidates will rehearse on Friday, May 13, at 10 a.m. in the Annie Day Shepard Bowl.

10. **All** students who intend to participate in Commencement exercises must receive, read, and sign the *North Carolina Central University Commencement Decorum Agreement*. This document will be discussed and distributed at the upcoming Graduation Readiness Meetings (April 5 and April 19) and the Commencement rehearsals.

11. Please plan to attend the **Chancellor's Reception for you and your family** at the Brant Street Plaza on **Friday, May 13, 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 look forward to celebrating with you!

**Remember: Failure to successfully address the following matters, on or before May 9, 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 to the Bursar's Office
- Complete the required senior survey (**undergraduates only**)
- Complete the required community service hours (**undergraduates only**)
- Schedule and complete the loan exit interview, if applicable
- Clear your student account by paying all outstanding balances by May 9
- Read and sign the ***NCCU Commencement Decorum Agreement***
- Obtain a permit to march.

Sincerely,

*Jerome Goodwin*

Jerome Goodwin, Ed.D.
University Registrar