North Carolina Central University  
Office of the University Registrar  
Graduation Readiness Checklist – Fall 2017

- **Make an appointment with your academic advisor!!**

- **Critical Dates**
  - September 11-15 – *Josten’s Inc.* at the University Bookstore selling graduation caps and gowns. Pick up your regalia the same day you buy them.
  - September 27-29 – Makeup days – *Josten’s Inc.* at the University Bookstore
  - **September 29** – Deadline to apply for graduation. (Please note that late applications will not be accepted) Application for Graduation Form (Undergraduate), Application for Graduation Form (Grad/Prof/Doc)
  - October 6 – Last day for students to withdraw from a class with a WC grade
  - October 13 – Deadline for graduating students to clear ‘I’ grades
  - November 27 – Last day of classes for graduating students
  - November 28 – Reading day for all graduating & non-graduating students
  - November 29-30 – Final examinations for graduating students
  - December 1 – Final grades for graduating students due in Banner by 5 p.m.
  - **December 4** – Deadline for final graduation clearance – student accounts, community service, exit interviews
  - December 7 – Pick up Permit-to-March Cards, 8 a.m.-6 p.m. BN Duke Auditorium
  - December 8 – Commencement Rehearsal, 11 a.m. McDougald-McLendon Arena
  - December 8– Chancellor’s Reception for graduating students and their families, 6 p.m. A. E. Student Union
  - **December 9** – Commencement Exercises, 9 a.m. McDougald-McLendon Arena

- **Issues/Items to Remember**
  - Consult your academic advisor **NOW** to be certain of your graduation status and to apply for graduation. Submit your Application for Graduation directly to your academic department. Your department will submit all signed/approved graduation paperwork to the Registrar’s Office on or before our September 29 deadline.
  - **OR** Click on Apply to Graduate for instructions on how to apply for graduation online. Please do not apply online if you have submitted a paper Application for Graduation form to your academic department.
  - Pay the **$55 Graduation Fee** to the Bursar’s Office (919-530-6209 or 919-530-6234) by December 4. The $55 Graduation Fee will be applied to your account when your graduation application (paper OR online) has been processed in the Registrar’s Office.
  - Check on transfer credits, substitutions, waivers, etc., if applicable.
  - **Official** transcripts of courses taken this semester at another college/university must be in the Registrar’s Office by 5 p.m. on December 1.
  - Clear up outstanding “I” grades if needed for degree completion by October 13. (Outstanding “I” grades will automatically turn to “F” by December 1 if not cleared)
  - Go to the University Bookstore to buy your academic regalia (cap and gown) and invitations, September 11-15.
  - Clear account balance by December 4. Make all payments to Bursar’s Office (919-530-6209 or 919-530-6234) or click payment instructions.
  - Complete financial exit interviews (Stafford Loans: online https://studentloans.gov/myDirectLoan/index.action or Perkins Loans: by appointment only 919-530-7122) by December 4.
  - Complete required community service hours (undergraduates only) by December 4. Check your hours online at Get Connected. For assistance contact tarts@nccu.edu or 919-530-7076.
  - Use this form to notify Registrar’s Office in writing if you are not planning to participate in Commencement and pay $10 postage fee if you want your diploma mailed.
  - Complete mandatory Graduating Senior Survey (undergraduates only). Survey user name and password will be e-mailed to your NCCU e-mail by the Office of Research, Evaluation, and Planning after the September 29 graduation application deadline.
  - Click transcript ordering options to order your official degree-dated NCCU transcript. Allow two weeks after graduation for degree posting and processing. Indicate “hold for degree” when placing your order.