

North Carolina Central University

Office of the University Registrar

Graduation Readiness Checklist – Fall 2018

- **Make an appointment with your academic advisor!!**
- **Critical Dates**
 - **September 24-28** – *Josten's Inc.* at the University Bookstore selling graduation caps and gowns. Pick up your regalia the same day you buy them. Order class ring and invitations.
 - **October 5** – **EXTENDED 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 5 – Last day for students to withdraw from a class with a WC grade
 - October 15 – Deadline for graduating students to clear 'I' grades
 - **November 7** – **Graduation Readiness Meeting, 7 p.m. BN Duke Auditorium**
 - November 27 – Last day of classes for graduating students
 - November 28-29 – Final examinations for graduating students
 - November 30 – Final grades for graduating students due in Banner by 5 p.m.
 - **December 3** – **Deadline for final graduation clearance – student accounts, community service, exit interviews**
 - **December 6**– **Pick up Permit-to-March Cards, 8 a.m.-6 p.m. BN Duke Auditorium**
 - **December 7** – **Commencement Rehearsal, 11 a.m. McDougald-McLendon Arena**
 - **December 7**– **Chancellor's Reception for graduating students and their families, 6 p.m. A. E. Student Union**
 - **December 8** – **Commencement, 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 EXTENDED October 5 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 3**. 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 November 30.**
 - Clear up outstanding "I" grades if needed for degree completion by **October 15**. (Outstanding "I" grades will automatically turn to "F" by November 30 if **not** cleared)
 - Go to the University Bookstore to buy your academic regalia (cap and gown) and invitations, **September 24-28.**
 - Clear account balance by **December 3**. 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 3**.
 - Complete required community service hours (**undergraduates only**) by **December 3**. Check your hours online at [Get Connected](#). For assistance contact tartis@nccu.edu or 919-530-7076.
 - **AFTER** you have applied for graduation submit the [NCCU Commencement Decorum Agreement](#) which is required to participate in the December Commencement on December 8.
 - Download [Request for Diploma Mailing](#) to notify Registrar's Office in writing **if** you are **not** planning to participate in Commencement and pay the \$10 postage fee if you want your diploma mailed to you.
 - Complete the 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 **EXTENDED October 5 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.