

**North Carolina Central University
Office of the University Registrar
Graduation Readiness Checklist – Spring 2015**

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

- **Critical Dates**
 - **February 20 – Deadline to apply for graduation.** (Please note that late applications will **not** be accepted).
[Application for Graduation \(Undergraduate\)](#) or [Application for Graduation \(Graduate & Professional\)](#)
 - February 21 – Foreign Language Examinations for master’s degree candidates
 - March 4 – Last day to withdraw from class with a **WC** grade
 - **March 5 – Graduation Readiness Meeting, 10:40 a.m., AE Student Union**
 - March 13 – Deadline for graduating students to clear outstanding ‘**I**’ grades needed for graduation
 - March 16 – Last day for master’s degree candidates to file Application for Admission to Candidacy
 - March 28 – Written examinations for master’s degree candidates
 - **April 9 – Graduation Readiness Meeting, 10:40 a.m., AE Student Union**
 - April 23 – Last day of classes for law students
 - April 28 – Reading day for graduating students
 - April 29-April 30 – Final examinations for graduating students
 - May 1 – Final grades for graduating students due in Banner by 5 p.m.
 - **May 4 – Deadline for clearance – student accounts, community service, exit interviews**
 - **May 7 – Pick up Permit-to-March Cards, 8 a.m. – 6 p.m. BN Duke Auditorium**
 - **May 7 – Graduate/Professional Rehearsal, 6 p.m., McDougald-McLendon Gym**
 - **May 8 – Undergraduate Rehearsal, 10 a.m., Annie Day Shepard Bowl**
 - **May 8 – Graduate/Professional Commencement Ceremony, 3 p.m., McDougald-McLendon Gym**
 - **May 8 – Chancellor’s Reception for all graduating students and their families, 6 p.m., Brant Street Plaza**
 - **May 9 – Undergraduate Commencement Ceremony, 8 a.m., O’Kelly-Riddick Stadium**

- **Issues/Items to Remember**
 - Consult your academic advisor **NOW** to be certain of your graduation status and to apply for graduation. **Do not** submit your *Application for Graduation* to the Registrar’s Office **without all signatures and the Academic Approval for Graduation form.** (See your academic advisor for the *Academic Approval for Graduation* form).
 - Attend a **Graduation Readiness Meeting** on **March 5 or April 9.** 10:40 a.m., AE Student Union
 - Pay the graduation processing fee (\$10.00 for undergraduates, \$12.00 for graduate/professional students) to the Bursar’s Office (919-530-6209 or 919-530-6234) by **May 4.** (This fee will be applied to your account when your graduation application forms have 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 **May 1.**
 - Clear up outstanding “**I**” grades by **March 13** if needed for degree completion. (Outstanding “**I**” grades will automatically turn to “**F**” on May 1 if **not** cleared).
 - Contact Campus Bookstore for academic regalia and invitations (919-530-6445)
 - Clear account balance by **May 4.** Make all payments to Bursar’s Office (919-530-6209 or 919-530-6234) or click [here](#) for online payment instructions.
 - Complete financial exit interviews (Stafford Loans: online, <http://www.studentloans.gov/> or Perkins Loans: by appointment only 919-530-7122) by **May 4.**
 - Complete required community service hours (**undergraduates only**) 919-530-7076, by **May 4.**
 - 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, & Planning **after** February 20. Call 919-530-7774 for assistance **after** February 20.
 - 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 order.