

# 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 [tartis@ncu.edu](mailto:tartis@ncu.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.