

**North Carolina Central University  
Office of the University Registrar  
Graduation Readiness Checklist – Spring 2019**

- **Make an appointment with your academic advisor!!**
  
- **Critical Dates**
  - February 5-8 –*Jostens, Inc.* at the University Bookstore selling graduation caps and gowns & taking orders for invitations, class rings, etc. Please click on [Flyer-Joaten's May 2019 Grad Finale](#)
  - **February 9– Deadline to apply for graduation.**
  - March 6 – Last day to withdraw from class with a WC grade
  - **March 15 – Deadline for graduating students to clear outstanding ‘I’ grades needed for graduation**
  - April 23– Last day of classes for law students
  - April 24-25 – Reading days for law students
  - April 29 – Last day of classes for graduating students
  - April 30 – Reading day for graduating students
  - May 1-2 – Final examinations for graduating students
  - May 3 – Final grades for graduating students due in Banner by 5 p.m.
  - **May 6 – Deadline for clearance – student accounts, community service, exit interviews**
  - **May 9 – Pick up Permit-to-March Cards, 8 a.m. – 6 p.m. BN Duke Auditorium**
  - **May 9 – Graduate/Professional/Doctoral Rehearsal, 6 p.m., McDougald-McLendon Arena**
  - **May 10 – Undergraduate Rehearsal, 10 a.m., meet in Annie Day Shepard Bowl**
  - **May 10 – Graduate/Professional/Doctoral Commencement Ceremony, 3 p.m., McDougald-McLendon Arena**
  - **May 10– Chancellor’s Reception for all graduating students and their families, 6 p.m., Brant Street Plaza**
  - **May 11 – 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. **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 February 8 deadline.**
  - **OR** Click on [Apply to Graduate](#) for instructions on how to apply for graduation [online](#). Please do not apply online if you have already submitted a **paper Application for Graduation** form to your academic department.
  - Pay the (non-refundable) **\$55 Graduation Fee** to the Bursar’s Office (919-530-6209 or 919-530-6234) by **May 6**. The \$55 Graduation Fee will be applied to your account when your graduation application (paper **OR** online) has been processed in Banner by 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 3.**
  - Clear up outstanding “I” grades if needed for degree completion by **March 15**. (Outstanding “I” grades will automatically turn to “F” by May 3 if **not** cleared)
  - Go to the University Bookstore to buy your academic regalia (cap and gown) and invitations, February 5-8.
  - Clear account balance by **May 6**. 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 919-530-5161) by **May 6**.
  - Complete required community service hours (**undergraduates only**) by **May 6**. Check your hours online at [Get Connected](#). For assistance contact [tartis@ncsu.edu](mailto:tartis@ncsu.edu) or 919-530-7076.
  - **AFTER** you have applied for graduation, submit the [NCCU Commencement Decorum Agreement](#) to the Registrar’s Office. This is **required** for **all** students who will participate in the commencement exercises.
  - Download [Request for Diploma Mailing](#) 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 to you.
  - 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 February 8 graduation application deadline. Contact [jyu@ncsu.edu](mailto:jyu@ncsu.edu) or 919-530-7271 for assistance **after Feb. 8**
  - 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.