

# North Carolina Central University

## Office of the University Registrar

### Graduation Readiness Checklist – Fall 2019

- **Make an appointment with your academic advisor!!**
- **Critical Dates**
  - **September 24-26** – Buy your academic regalia (graduation cap and gown) at the NCCU Bookstore 10 a.m.-6 p.m.
  - **September 27– 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 11 – Last day for students to withdraw from a class with a **WC** grade
  - October 15 – Deadline for graduating students to clear ‘I’ grades
  - December 2 – Last day of classes for graduating students
  - December 3 – Reading day for graduating & non-graduating students
  - December 4-5 – Final examinations for graduating students
  - December 6 – Final grades for graduating students due in Banner by 5 p.m.
  - **December 9 – Deadline for final graduation clearance – student accounts, community service, exit interviews**
  - **December 12– Pick up Permit-to-March Cards, 8 a.m.-6 p.m. BN Duke Auditorium**
  - **December 13 – Commencement Rehearsal, 11 a.m. McDougald-McLendon Arena**
  - **December 13– Chancellor’s Reception for graduating students and their families, 6 p.m. A. E. Student Union**
  - **December 14 – 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 September 27 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 **non-refundable \$55 Graduation Fee** to the Bursar’s Office (919-530-6209 or 919-530-6234) by **December 9.** The \$55 Graduation Fee will be applied to your account when your graduation application (paper **OR** online) has been received **and** 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 6.**
  - Clear up outstanding “I” grades if needed for degree completion by **October 15.** (Outstanding “I” grades will automatically turn to “F” by December 6 if **not** cleared)
  - Go to the University Bookstore to buy your academic regalia (cap and gown) and invitations, September 24-26.
  - Clear account balance by **December 9.** Make all payments to Bursar’s Office (919-530-6209 or 919-530-6234) or click [payment instructions](#).
  - Complete financial exit interviews (for Stafford Loans: online <https://studentloans.gov/myDirectLoan/index.action> or for Perkins Loans: by appointment only 919-530-5161) by **December 9.**
  - Complete required community service hours (**undergraduates only**) by **December 9.** Check your hours online at [Get Connected](#). For assistance contact the Office of Community Engagement and Service, 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 march in the commencement exercises.
  - 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 September 27 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 transcript order.