Make an appointment with your academic advisor!!

Critical Dates

- **February 27** – Graduation Readiness Meeting, 10:40 a.m., BN Duke Auditorium
- March 4 – Last day to withdraw from class with a WC grade
- **March 13** – Deadline for graduating students to clear outstanding ‘T’ grades needed for graduation
- March 24-26 – 10 a.m.-6 p.m., Jostens, Inc. returns to the University Bookstore taking orders for graduation caps and gowns, invitations, class rings, etc.
- April 27– Last day of classes for graduating students
- April 27 – Deadline for final graduation clearance – student accounts, community service, exit interviews, and NCCU Commencement Decorum Agreement
- April 29-30 – Final examinations for graduating students
- May 1 – Final grades for graduating students due in Banner by faculty by 5 p.m.
- **May 7** – Print your Student Ticket, 8 a.m. This is your clearance permit to march in Commencement
- May 7 – Graduate/Professional/Doctoral Rehearsal, 6 p.m., meet in Annie Day Shepard Bowl
- **May 8** – Graduate/Professional/Doctoral Commencement Ceremony, 8 a.m., O’Kelly-Riddick Stadium
- May 8 – Undergraduate Rehearsal, 1 p.m., meet in Annie Day Shepard Bowl
- 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

- Pay the (non-refundable) **$55 Graduation Fee** to the Cashier’s Office (919-530-6209 or 919-530-6234) by April 27. The $55 Graduation Fee will be applied to your account after 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 May 1.
- Clear up outstanding “T” grades if needed for degree completion by **March 13**. (Outstanding “T” grades will automatically turn to “F” by May 1 if not cleared)
- Go to the University Bookstore to buy your academic regalia (cap and gown) and invitations, **March 24-26**.
- Clear account balance by **April 27**. Make all payments to Cashier’s Office (919-530-6209 or 919-530-6234) or click payment instructions.
- Complete financial exit interviews, if applicable. (Stafford Loans: online https://studentloans.gov/myDirectLoan/index.action or Perkins Loans: by appointment only 919-530-5161) by April 27.
- Complete required community service hours (undergraduates only) by **April 27**. Check your hours online at Get Connected. For assistance contact communityengagement@nccu.edu or 919-530-7079.
- Submit the NCCU Commencement Decorum Agreement to the Registrar’s Office. This is required for all students who will participate in the commencement exercises. Submit signed form by fax: 919-530-7974, or by e-mail: ihicks@nccu.edu or in person: room 102 Shepard Admin Building
- 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 14 graduation application deadline. Contact jyu@nccu.edu or 919-530-7271 for assistance after Feb. 14
- 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.

Office of the Registrar
February 21, 2020