

**North Carolina Central University
Office of the University Registrar
Graduation Readiness Checklist – Spring 2020**

- **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 ‘**I**’ 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 5 p.m. on May 1**
 - Clear up outstanding “**I**” grades if needed for degree completion by **March 13**. (Outstanding “**I**” 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@ncsu.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@ncsu.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 ju@ncsu.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.