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

- Make an appointment with your academic advisor!!

- Critical Dates
  - **February 14** – Deadline to apply for May 2020 graduation.
  - 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 29-30 – Final examinations for graduating students
  - May 1 – Final grades for graduating students due in Banner by faculty by 5 p.m.
  - **May 4** – Deadline for final graduation clearance – student accounts, community service, exit interviews
  - **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
  - 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 14 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 Cashier’s Office (919-530-6209 or 919-530-6234) by **May 4.** 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 **May 4.** 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 **May 4.**
  - Complete required community service hours (**undergraduates only**) by **May 4.** Check your hours online at [Get Connected](https://communityengagement.nccu.edu/). For assistance contact **communityengagement@nccu.edu** or 919-530-7079.
  - **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**) by **May 4.** Check your hours online at [Get Connected](https://communityengagement.nccu.edu/). For assistance contact **communityengagement@nccu.edu** or 919-530-7079.
  - 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 5, 2020