

Checklist for Candidates

For Graduates

Dear Prospective Spring 2021 Graduate:

Congratulations on your candidacy for graduation! Commencement exercises for graduate and professional candidates will be held Friday, May 7, 2021, at 8 a.m. in the O’Kelly-Riddick Stadium and the undergraduate ceremony will be held Saturday, May 8, 2021, at 8 a.m. in the O’Kelly-Riddick Stadium.

Here is a checklist to help you prepare for a memorable event:

1. Consult your academic advisor now to be certain of your graduation status.
2. Contact your department chair with any questions you may have concerning completion of your degree requirements.
3. Pay the graduation processing fee of \$55 and any other charges on your student account. Please make all payments to the Bursar's Office, (919) 530-6209. Download [Instructions to View Balance and Pay Account Online](#). **You will not be allowed to participate in Commencement, nor will you receive your diploma, if you have an outstanding balance on your account.**
4. **If you have received any form of student loan or financial aid, you must be cleared by the Office of Scholarship and Student Aid and the Office of Student Accounting by April 23.**
 - o If you had **Perkins Loans**, please send an e-mail to jgille12@NCCU.EDU for **instructions** on how to complete this requirement
 - o If you had **Stafford Loans** or **Plus Loans**, complete the mandatory student loan exit counseling **online only** at <https://studentaid.gov/>. If you have questions or need assistance please e-mail agolden1@nccu.edu
5. If you have not already done so, purchase the prescribed **Academic Regalia, which is required** to march in graduation exercises, at the NCCU Bookstore.
 - o Look for a detailed informational e-mail directly from the NCCU Bookstore
 - o Visit <https://www.bkstr.com/northcarolinacentralstore/shop/graduation>
6. **Undergraduates are required to complete the *Graduating Senior Survey***, which is administered by the Office of Research, Evaluation and Planning. You should have already received an e-mail with the survey password, link and instructions sent to you directly from the Office of Research, Evaluation and Planning. If you have any questions about the survey or need assistance, please contact jyu@nccu.edu.
7. Complete the community service hours **required for undergraduate students only**. Check your hours online at [Get Connected](#) (use your myEOL login). Contact the Office of Community Engagement and Service at CommunityEngagement@nccu.edu or call 919-530-7079 for assistance.
8. Print your **Student Ticket** (<http://ticketreturn.com/NCCU/>) beginning at **8 a.m. on Thursday, May 6**. Your **Student Ticket** indicates completion of all degree requirements and is required for admission to the line of march at Commencement.
9. **Graduation rehearsal information will be forthcoming.**

Again, you are to be congratulated on your great accomplishment and we look forward to celebrating with you!

Remember: Failure to successfully address the following matters on or before Monday, May 3 can interfere with your participation in the Commencement ceremony. Take personal responsibility to insure the completion of your degree requirements:

- Pay the \$55 graduation fee to the Bursar's Office
- Complete the required senior survey (**undergraduates only**)
- Complete the required community service hours (**undergraduates only**)
- Schedule and complete the loan exit interview, if applicable
- Clear your student account by paying all outstanding balances **by Monday, May 3.**
- Print your Student Ticket beginning **8 a.m. on Thursday, May 6.**

Sincerely,

Jerome Goodwin

Jerome Goodwin, Ed.D.
University Registrar