

## Checklist for Candidates

For Graduates

Dear Prospective Fall 2021 Graduate:

Congratulations on your candidacy for graduation! Commencement exercises for undergraduate candidates will be held Saturday, December 11, at 9 a.m. in the McDougald-McLendon Arena. For graduate/professional/doctoral candidates, the ceremony will be on Saturday, December 11, at 2 p.m., in the McDougald-McLendon Arena. Here is a checklist to help you prepare for a happy and 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 Cashier's Office, (919) 530-6209. Click on [Where to Pay Your Bill \(https://myeol.nccu.edu/kb/article/1438665074\)](https://myeol.nccu.edu/kb/article/1438665074) for instructions on how to pay your bill. **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 Federal Loan Office by December 6.**
  - o **If you have received a Perkins Loan**, you will receive instructions to your NCCU e-mail account on how to complete this requirement.
  - o **If you have received a Stafford or Plus Loan**, you must complete your exit counseling online at <https://studentaid.gov/>. Contact the Office of Scholarship and Student Aid at 919-530-6445 or [agolden1@nccu.edu](mailto:agolden1@nccu.edu) for assistance.
5. To purchase the prescribed **Academic Regalia, which is required** to march in graduation exercises, please go to directly to <https://collegegrad.herffjones.com/> to place your order. The deadline to order is **November 18**. Please direct all questions to the NCCU Bookstore (919-530-6445 or [mcdowelljw@nccu.edu](mailto:mcdowelljw@nccu.edu)) or e-mail [bwaseleski@herffjones.com](mailto:bwaseleski@herffjones.com)
6. **Undergraduates are required to complete the Graduating Senior Survey**, which is administered by the Office of Research, Evaluation and Planning. You will receive 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](mailto:jyu@nccu.edu).
7. Complete the Community Engagement Academic Graduation requirement. This is a **requirement 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](mailto:CommunityEngagement@nccu.edu) or call 919-530-7079 for assistance.
8. Print your **Student Ticket** and your two (2) **Guest Tickets** <https://ticketreturn.com/NCCU/> beginning at **8 a.m. on Thursday, December 9**. Your **Student Ticket** indicates completion of all degree requirements and is required for admission to the line of march at Commencement.

9. **All** students who intend to participate in Commencement exercises must take part in graduation rehearsal. Virtual rehearsal for graduate/professional/doctoral candidates is on Friday, December 10, 8 a.m. – 9:30 a.m. Undergraduate candidates/ virtual rehearsal is on Friday, December 10, 10:00 a.m. – 11:30 a.m.
10. **All** students who intend to participate in Commencement exercises are required to view the [NC Central University Commencement Decorum Video](#). Acceptance of this **requirement** must be acknowledged on or before December 6 by clicking on [https://nccu.co1.qualtrics.com/jfe/form/SV\\_3wI83UMhSbrzS06](https://nccu.co1.qualtrics.com/jfe/form/SV_3wI83UMhSbrzS06)
11. Please plan to attend the **Chancellor's Graduation Brunch for graduating students in the W.G. Pearson Dining Hall, Banquet Room on Friday, December 10. The Chancellor's Graduation Brunch is only for graduating students. Attendance is by college/school at the following times...**
  - **From 12 noon – 1:30 p.m.** College of Health & Sciences, School of Law, School of Business, School of Education
  - **From 1:30 p.m. – 3:00 p.m.** College of Arts, Social Sciences & Humanities, School of Library & Information Sciences
12. If you are not participating in the Commencement exercises, a form and instructions will be provided for you to request mailing of your diploma. You will need to contact the Cashier's Office at (919) 530-6209 to pay the \$10 postage fee and submit the form to the Registrar's Office.

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 December 6 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 Cashier'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 December 6
- View and acknowledge acceptance of the [NC Central University Commencement Decorum Video](#) by December 6
- Print your Student Ticket and Guest Tickets beginning **8 a.m. on Thursday, December 9.**

Sincerely,

*Jerome Goodwin*

Jerome Goodwin, Ed.D.  
University Registrar