GRADUATION CHECKLIST

Follow the checklist below to assure the award of your certificate or degree:

- ☐ Complete the required courses for your specific degree or certificate. Check with your faculty advisor and review your Academic Plan under COURSES in the myCOMPASS student portal.

- ☐ Maintain the minimum cumulative GPA required for your program. Check with your faculty advisor if you are unsure.

- ☐ Complete at least 15 credits through NCMC. Official transcripts from any college or vocational technical school previously attended must be on file in the Registrar's Office.

- ☐ Meet with your faculty advisor to complete an Application for Graduation. Applications should be submitted prior to the following deadlines:

    - March 1 to complete in May or July of that year
    - October 1 to complete in December

- ☐ Complete the Request to Transfer Back Credit form if you plan to transfer back one or two classes from another institution to complete degree requirements at NCMC.

- ☐ Complete loan exit counseling if you have taken out a federal student loan while at NCMC. To do so, go to the following link: https://studentaid.gov/exit-counseling/

NCMC has one graduation ceremony in May each year. Students who complete in the previous December, that May or the coming July are eligible to participate in the ceremony. Check the Academic Calendar, available online and in the catalog, for the date of the graduation ceremony.

When you apply by the appropriate date, you will receive information about the ceremony, to your NCMC Pirate email, in April.