Alumni Relations Survey

Graduating Students: You are now required to complete one additional step in the Graduation Clearance Process. Below is a link to the Alumni Relations Survey. Please take a moment to complete the survey as part of the clearance process. Questions? Please contact the Office of Academic Affairs at 919-546-8330 or visit our website. Thank you!

https://www.surveymonkey.com/s/GradContactForm2013

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**GRADUATION CLEARANCE PROCESS**

**The final week of clearance is May 7-10, 2013**

As you make final preparations for completing your academic tenure at Shaw University, please be reminded of the Graduation Clearance Process for all prospective graduates. Listed below are the steps you must complete before your diploma package is distributed to you.

<table>
<thead>
<tr>
<th>CLEARANCE CHECKLIST:</th>
<th>LOCATION</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Library</strong></td>
<td>James E. Cheek Learning Resources Center, 1st Floor</td>
<td>To ensure that all library holdings have been returned. To ensure that all outstanding library fines have been paid.</td>
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<tr>
<td><strong>2. Campus Security</strong></td>
<td>University Graphics Building, 1st Floor</td>
<td>To ensure that all outstanding fines or parking tickets have been paid.</td>
</tr>
<tr>
<td><strong>3. Experiential Learning and Career Development</strong></td>
<td>The MLK House (202 Martin Luther King Blvd @ Persyn Street)</td>
<td>To complete a placement survey, submit a resume, and register to receive additional resume preparation assistance, if necessary.</td>
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<tr>
<td><strong>4. Financial Aid</strong></td>
<td>Debay Hall, 1st Floor</td>
<td>To ensure that all exit loan counseling has been completed, as applicable.</td>
</tr>
<tr>
<td><strong>5. Student Accounts</strong></td>
<td>Tyler Hall, Ground Floor</td>
<td>To ensure that there is no outstanding balance owed to Shaw University.</td>
</tr>
<tr>
<td><strong>6. Alumni Relations and Planned Giving</strong></td>
<td>Estey Hall, 2nd Floor</td>
<td>To complete the graduate contact form.</td>
</tr>
</tbody>
</table>

Once you have completed the semester, the Registrar’s Office, Tyler Hall, 1st Floor, (919-546-8415) will perform your final degree audit, confer your degree and deliver your diploma if you have completed all requirements and all clearances.

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**NOTE…**

- You will need to visit each of the offices listed above to be cleared. CAPE students may call the offices to be cleared. Once you have cleared, that office will make a note in the student information system of your status.

- Step #1 for CAPE prospective graduates will be reported directly to the main Campus library by the CAPE Directors.

- If you begin the process and later realize that you will not complete degree requirements by your anticipated graduation date, you will need to complete and submit a new graduation application for the subsequent semester and restart the process at Step #1.

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**DEGREE CONFERRAL DATES**

- **Fall 2012 Candidates**
  - January 31, 2013

- **Spring 2013 Candidates**
  - May 11, 2013

- **Summer 2012 Candidates**
  - September 30, 2012

If you need a completion letter (for an employer, graduate school, etc.) any time between the end of your final semester and the degree conferral date, you will need to contact the Registrar’s Office at 919-546-8415.