Graduation Clearance Process
Graduating Students!

The Graduation Clearance Process has begun. If you are graduating next month, you need to complete the steps below before you can receive your cap and gown, walk during commencement or receive your degree. Questions? Please contact the Office of Academic Affairs at 919-546-8330 or visit our website. Thank you!

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.

CLEARANCE CHECKLIST:

<table>
<thead>
<tr>
<th>STEP</th>
<th>OFFICE</th>
<th>LOCATION</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Library 919-546-8407</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>
</tr>
<tr>
<td>2</td>
<td>Campus Security 919-546-8240</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>3</td>
<td>Experiential Learning and Career Development 919-278-2672</td>
<td>The MLK House (302 Martin Luther King Blvd @ Person Street)</td>
<td>To complete a placement survey, supervisor evaluation form, and register to receive additional résumé preparation assistance, if necessary.</td>
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<tr>
<td>4</td>
<td>Financial Aid 919-546-8541</td>
<td>Debnam Hall, 1st Floor</td>
<td>To ensure that all exit loan counseling has been completed, as applicable.</td>
</tr>
<tr>
<td>5</td>
<td>Student Accounts</td>
<td>Tyler Hall, Ground Floor</td>
<td>To ensure that there is no outstanding balance owed to Shaw University.</td>
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</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 order your diploma if you have completed all requirements and all clearances.

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 on 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.

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.