

BIG BEND COMMUNITY COLLEGE

Applying for graduation

You must apply for graduation to receive your degree, even if you do not plan to participate in the commencement ceremony. The best time to apply is immediately after you register for your final quarter and before the quarterly deadline. Those planning to complete their degrees in summer should apply for graduation by the prior spring quarter deadline to be included in the June commencement ceremony. *Those applying for graduation after the deadline or applying for fall or winter quarter will be invited to participate in the commencement ceremony the following June.*

How to submit your graduation application

- Save this form to your desktop, complete page 2, and email it to admissions@bigbend.edu. You can also print out the form and email a scanned copy or a VERY CLEAR photo, or you can fax it to 888-820-2896. If none of these methods work for you, please contact us for additional options.
- Students applying for an Associate in Applied Science degree: You must also contact your advisor and ask her or him to send us your approved Program Plan. These may be sent separately.

What happens next?

- After reviewing your academic records, the Credentials Evaluator will send you an email letting you know of any unmet degree requirements or confirming your degree completion.
- Your degree will be posted to your transcript approximately 2-3 weeks after the end of the current quarter, if you have completed all of your degree requirements. If you have any unmet requirements, we will keep your application on file for up to one year and check your records each quarter to see if your degree requirements have been met. Your degree will then be posted effective the quarter in which you complete all of the degree requirements. After one year, you must submit a new Application for Graduation and a new Program Plan, if applicable.
- In **May** all previous *fall and winter quarter graduates* and those who have applied for graduation for *spring or summer quarter* will receive a letter from the Student Activities office with information about the commencement ceremony in June. The letter contains information on the date, time, location/modality, and how to order your cap and gown and invitations.
- Diplomas are **not** distributed at the commencement ceremony. Diplomas will be mailed to the address provided on your Application for Graduation approximately 10 to 12 weeks after your degree is posted to your transcript. *It is your responsibility to make sure the address you provide will be valid at that time.*
- Honors recognition at the commencement ceremony is finalized two weeks prior to the event. For those who have already received their degrees, honors have been noted on your transcript and are based on your cumulative GPA when your degree was awarded. For those whose degrees have not yet been awarded, honors recognition will be based on your current cumulative GPA as shown on your official transcript.

BIG BEND COMMUNITY COLLEGE APPLICATION FOR GRADUATION

Name: _____ Student ID Number: _____

Expected Graduation Quarter: Spring Summer Fall Winter Year 20 _____

All degrees require a separate application. You may apply for a high school diploma in addition to any Associate degree. Speak to an advisor for more information. To receive a high school diploma in addition to the degree below, please check here. High School Diploma

Choose one of the following options:

- Associate in Arts & Science – Direct Transfer Agreement (DTA)
- Associate in Business – DTA/MRP
- Associate in Computer Science – DTA/MRP
- Associate in Pre-Nursing – Direct Transfer
- Associate in Science Transfer – Engineering MRP – **select option**
 - Electrical/Computer Mech/Civil/Aero/Industrial/Materials
- Associate in Science – **Select pre-major choice**
 - Biology Chemistry Engineering Physics/Computer Science
- Associate in Applied Science – **Request a Program Plan from your advisor**
- Associate in Applied Science-Transfer – **Request a Program Plan from your advisor**
- Associate in General Studies

PRINT YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA (capitals, spaces, accents, tildes, etc.)

Do people sometimes mispronounce your name? Help us pronounce your name correctly at the graduation ceremony: _____

PERMANENT MAILING ADDRESS at which mail will always reach you following graduation. This is the address where your diploma will be mailed. Diploma will be mailed approximately **10-12 weeks** after the end of the quarter.

Street Address or PO Box: _____

City, State Zip Code: _____

E-mail address other than BBCC email: _____

Phone: (_____) _____

Date submitted: _____

RETURN TO THE STUDENT SERVICES OFFICE IN BUILDING 1400
7662 CHANUTE ST NE – MOSES LAKE WA 98837 - email admissions@bigbend.edu