

BIG BEND COMMUNITY COLLEGE

Applying for Graduation

Steps to receiving your degree and your diploma on time:

- Meet with your advisor regularly to make sure you are on track to graduate.
- You must apply for graduation to receive your degree, even if you do not plan to walk in the commencement ceremony. The best time to apply is immediately after you register for your final quarter and no later than the posted deadline (see **Important Dates** on the BBCC webpage under Academics → Quarterly Class Schedule). Degrees will not be backdated to prior quarters.
- Workforce Education students must turn in a signed Program Plan with their Application for Graduation form. See your advisor for details.
- After reviewing your academic records, the Credentials Evaluator will send you an email letting you know of any unmet degree requirements.
- 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 1 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 requirements. After 1 year, you must submit a new Application for Graduation form and a new Program Plan, if applicable.
- In **May** all recent graduates and those who have applied for graduation 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, 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 10-12 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 2 weeks prior to the event. For those who have already received their degree, 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: _____

Final Quarter: _____ 20____ Advisor Name: _____

All degrees require a separate application. You may apply for a high school diploma in addition to any Associate degree. Speak to a counselor 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/Indust/Materials
- Associate in Science – **Select pre-major choice**
 - Biology Chemistry Engineering Physics/Computer Science
- Associate in Applied Science – **Completed Program Plan must be signed by your advisor and attached**
- Associate in Applied Science-Transfer – **Completed Program Plan must be signed by your advisor and attached**
- Associate in General Studies

PRINT YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA

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 weeks** after the end of the quarter.

E-mail Address: _____ Phone: (____) _____

Signature: _____ Date: _____

RETURN TO THE STUDENT SERVICES OFFICE IN BUILDING 1400

7662 CHANUTE ST NE – MOSES LAKE WA 98837 - email admissions@bigbend.edu