



# GRADUATION Q'S and A'S

Please Read Carefully!

- Q. When is the graduation ceremony?**  
**Date:** Tuesday, May 16, 2017      **Time:** 7:30 p.m.      **Location:** BCC Auditorium
- Q. How do I get ready for graduation?** Begin by reading the information enclosed in this packet, complete the graduation application, pay the fee (if applicable), and return to the Registrar's Office.
- Q. How can I be sure I am ready to graduate?** Meet with your faculty advisor to review your educational plan.
- Q. What if I have enough hours to graduate, but do not meet all course requirements?**  
Discuss this with your faculty advisor. You may have taken a course(s) that will satisfy requirements for a course substitution. Exceptions must be approved by your department chairperson and the Registrar's Office. For a course to be substituted, a substitution form must be completed and submitted to the Registrar's Office for approval.
- Q. What if I am taking a course at another college to complete my course work for graduation?**  
At least one-fourth (25%) of your course work must be taken at BCC. To take a course at another college to meet a graduation requirement approval should be obtained from the Registrar. It is the responsibility of the student to provide proof of registration at another college and to make sure the final grade is submitted to BCC. Diplomas and degrees will be conferred when official transcripts are submitted to BCC, and the transferred credit has been evaluated and approved.
- Q. When do I apply for graduation?** In order to receive timely feedback and to be included on the candidates for graduation mailing list, graduation applications must be submitted by **Tuesday, November 22, 2016.**
- Q. Is there a fee for graduation? Yes. If I do not attend the ceremony, do I still pay? Yes.**  
A \$20.00 graduation fee is charged for **all** diploma and degree candidates for graduation. The fee includes processing costs (diploma/degree paper, cover, inserts, envelopes, and printing). Pay the Cashier located in the Essic Williams Building (building 10) and return your paid receipt to the Registrar's Office for verification of payment along with your completed graduation application.  
**\*The \$20 graduation fee is also required a certificate earning student planning to participate in the graduation ceremony.**
- Q. How do I get my cap and gown?** Cap, gown, and other graduation supplies are ordered through Jostens, Inc. They will be on our campus on February 23 & 24, 2017 to take graduation orders for curriculum graduation. Costs of caps and gowns are **not included** in the graduation fee.
- Q. How do I get my diploma/degree?** The Registrar's Office will mail diploma/degrees to the address on the graduation application approximately three weeks after May commencement exercises. Diplomas/degrees for summer graduates will be mailed approximately three weeks after the summer session ends. **Remember, you must update your graduation application and permanent record file if an address or telephone number change occurs.**
- Q. What else should I know about the graduation ceremony?** An initial audit review will be conducted by the Registrar to verify each student's candidacy for graduation. In December, each candidate for graduation will be sent a letter acknowledging receipt of the graduation application. The letter will also specify dates/times for cap and gown orders and the date/time for our graduation rehearsal. **Please keep the Registrar's Office informed of any name or address changes.** Please contact the Registrar's Office if you have not received your acknowledgement letter by January 12, 2017.

**\*After graduating, you will need to complete a new application for enrollment with the admission's office before registering for any future semester.**