

Degree Application

PROFESSIONAL/TECHNICAL PROGRAMS

IMPORTANT!! COMPLETE ALL OF THESE STEPS:

STEP 1: REGISTER for graduation at the Student Services Center (1st floor in B Building) or Web Registration at www.bellevuecollege.edu/services. Use GRD1 for the registration item number (if applying for more than one degree/certificate, also register for GRD2 and so on.).

STEP 2: PAY the application fee for each application either online or at the Cashier's Office.

STEP 3: SUBMIT the completed application form to the Student Services Center or the Evaluations Office at least two quarters prior to the expected quarter of graduation.

Deadlines for application (strictly enforced):

- Summer Graduation – March 15
- Fall Graduation – June 1
- Winter Graduation – October 10
- Spring Graduation – December 10

STEP 4: SUBMIT the following documents (if applicable)

1. Degree completion worksheet - To apply any exceptions or transfer-in credits toward your degree, submit a degree completion worksheet signed by your program chair who indicates course substitutions, waivers, and/or transfer courses on the worksheet. (Degree worksheet is not needed if you are a student in one of the health programs or if your program chair has already submitted the worksheet for you.)
2. Official transcripts - If you plan to transfer credits from other colleges, submit your official transcripts in a school's sealed envelope. List colleges and last quarter you attended below:

Student ID No. _____ - _____ - _____

Print name as you wish it to appear on the diploma (Must use the same name currently in the Student Records, you can only specify any symbol, character or your full middle name) - Please PRINT LEGIBLY

FIRST NAME _____ MIDDLE _____ LAST NAME _____

Local Address: _____

City/State/Zip: _____

Phone - Day: _____ Evening: _____

E-mail address*: _____

*Note: We will communicate with you by e-mail whenever possible. Please make sure your e-mail address is legible and valid.

DEGREE INFORMATION:

I am applying for the following Associate in Arts Degree: (fill out the exact degree title (one per application):

I am applying for graduation at the end of:

Quarter: _____ Year: 20 _____

READ and SIGN -

I understand that I have the final responsibility for ensuring that I have met all of the requirements and regulations applicable to the degree for which I am applying.

Signature of Applicant _____

Date _____

YOUR PROJECTED REGISTRATION

Next Quarter _____ 20 _____	Final Quarter _____ 20 _____
<u>Dept.</u> <u>Course No.</u> <u>Credits</u>	<u>Dept.</u> <u>Course No.</u> <u>Credits</u>

DO NOT WRITE BELOW THIS LINE (FOR OFFICE USE ONLY)

This application is approved by: _____ <p style="text-align: center; font-size: small;">Credentials Evaluator/Program Manager</p> Date Approved _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Credits earned at BC to date</td> <td style="width: 20%;"></td> </tr> <tr> <td>Credits applied to this program</td> <td></td> </tr> <tr> <td>Transfer credits applied</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </table>	Credits earned at BC to date		Credits applied to this program		Transfer credits applied		Other		Total	
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