

PROCEDURES FOR APPLYING FOR GRADUATION
PLEASE READ COMPLETELY BEFORE FILLING OUT THE APPLICATION
Incomplete, illegible or incorrect Applications will be rejected

- 1) A separate Application for Graduation needs to be completed and turned in for EACH diploma or certificate you are pursuing.
- 2) Those applying for an **AAS** or **Certificate**, please make sure the major is worded the same as in the catalog.
- 3) Complete and return an Application for Graduation during the semester in which you believe you will complete your requirements. Turning in an Application earlier does **NOT** guarantee that an audit will be completed earlier. For example, if you apply for Fall graduation during the summer that does not guarantee that an audit will be completed before the start of the Fall semester.
- 4) You will receive a Verification Letter in the mail some time after you have returned your Application to the Enrollment Services Offices. This letter will verify the information we have on file regarding your graduation *AND* whether or not you will have completed your graduation requirements at the end of the semester. Please watch the mail for this letter. If it indicates deficiencies that you disagree with, it is your responsibility to contact the Enrollment Services Office and notify the graduation coordinator.
- 5) For **SPRING** graduates, there will be a \$5.00 late fee if you apply after the deadline.
- 6) If you are planning to attend the commencement ceremony in May, please indicate your height and weight on the application. This is your cap and gown order. There is no charge to attend, and attendance is encouraged. Please be aware there is a deadline to indicate that you wish to attend the ceremony. **No late additions will be allowed**
- 7) If you have made arrangements to have courses substituted or waived through your major department, it is *your* responsibility to insure that the forms are filed with the Enrollment Services Office. Please contact your advisor or the department responsible for issuing the substitution/waiver.
- 8) If you are transferring credits to Black Hawk College, you must fill out a Request to Evaluate Transcripts form and return it to the Enrollment Services Office, if an evaluation has not already been completed. It is *your* responsibility to have official transcripts sent to Black Hawk College from the other institutions.
- 9) If you are applying for an AA/AS/ALS or an AAS degree, you will need to have satisfied the School Code Section 27-3 (Constitution Test). If you graduated from an Illinois high school please make sure an official final high school transcript is on file with the Enrollment Services office. All others will have to have satisfied the requirement by one of the following: received a GED in Illinois (official result must be on file at BHC), taken GOV (POLS) 252 class at BHC or taken and passed the constitution test in the ILC.
- 10) If you have any questions please ask at the reception desk in the Enrollment Services office or call 796-5300.