

DCB APPLICATION FOR GRADUATION INSTRUCTIONS 2024-2025

Graduation application deadlines are **November 15, 2024** for December graduates and **April 4, 2025** for May and summer graduates.

REMEMBER: you must fill out a separate application *per degree* you are pursuing.

STEP 1 Choose which campus you will be graduating from.

STEP 2 Fill out the Personal Information section. Make sure to list the address where your diploma will be mailed.

STEP 3 Select the degree you are pursuing.

Associate of Arts: For those who finished a two-year transfer program at DCB and will continue their education at the university level.

Associate of Science: For those who finished a two-year transfer program at DCB and will continue their education at the university level

Associate of Applied Science: For those who finished a two-year Career/Technical program at DCB and are now finished with their degree.

Certificate: For those who finished a one-year Career/Technical program at DCB and are now finished with their degree.

Certificate of Completion: For those who finished a 15 credit or less Career/Technical program at DCB and are now finished with their degree.

STEP 4 Get your advisor's signature.

*Online students can mail or email the application to their advisor.

STEP 5 Fill out the graduation ceremony page.

Note: Minot nursing students attend Bottineau graduation.

STEP 6 Calculate and pay your bill.

Make payment over the phone by calling (701) 228-5430 or by mailing a check payable to Dakota College at Bottineau to:

Dakota College at Bottineau
Attention: Registrar
105 Simrall Blvd.
Bottineau, ND 58318

STEP 7 Sign your application and turn it in to DCB Registrar. (also see Sending Your Application).

STEP 8 Fill out your Graduation Apparel Order form and arrange for payment with the DCB Bookstore.

Note: Please pay your fees at the DCB Bookstore or by calling (701) 228-5458. The cap and gown fee must be paid in full before April 4, 2025 or the gown package will not be ordered for you. Gown refunds cannot be issued.

DCB (BOTTINEAU) GRADUATION CEREMONY

1. If you paid for a cap and gown or souvenir tassel through DCB, it will be available for pick up at the DCB Bookstore. Gown packages will not be mailed out.	2. Graduation Practice will be held at 11 am May 16, 2025 in the DCB Thatcher Gym. Attendance at graduation practice is mandatory for all students participating in the ceremony. If you cannot attend, contact Laura Halvorson.	3. The graduation ceremony will be held at 3 pm on May 16, 2025 in the DCB Thatcher Gym.
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ORDERING CAP AND GOWN PACKAGES

All DCB students, no matter the campus, are required to wear a **forest green** graduation cap and gown. Students wearing other colors will not be allowed to participate in the ceremony.

Please order your cap and gown through the appropriate bookstore:

- DCB Bookstore: Dakota College at Bottineau, Minot State University and online students
- VCSU Bookstore: Valley City State University students

Please order your PTK Honor stole through the PTK recognition online store: www.ptk.org/store

Note: If attending DCB's graduation ceremony, PTK honor stole may be ordered through the DCB Bookstore when ordering the cap and gown.

CEREMONY QUESTIONS

DCB, Minot Nursing, Online

Laura Halvorson

DCB Graduation Coordinator

laura.halvorson@dakotacollege.edu, 701-228-5680

Minot State

Maggie Backen

Director of DCB Programs in Minot

maggie.backen@dakotacollege.edu, 701-858-4339

Rebecca Ringham

Minot State Registrar

rebecca.ringham@minotstateu.edu, 701-858-3126

Valley City

Kim Hesch

VCSU Graduation Coordinator

registrar@vcsu.edu, 701-845-7259

DEGREE QUESTIONS

All questions regarding the completion of your degree to dcb.registrar@dakotacollege.edu or 701-228-5470

SENDING YOUR APPLICATION

Delivering: DCB Registrar, Nelson Science Center 107

Emailing: dcb.registrar@dakotacollege.edu

Mailing: Dakota College at Bottineau ATTN: Registrar
105 Simrall Blvd Bottineau, ND 58318

DCB APPLICATION FOR GRADUATION 2024-2025

Please **fill out separate forms per each degree** you intend to apply for. Write legibly and print your name **exactly as it should appear** on your diploma, degree, or certificate. Your advisor must sign your application certifying that you meet graduation requirements. **This must be completed by the deadline.** Students applying for graduation are classified as “candidates” until final semester credits and GPA calculations are completed. Diplomas are mailed to graduates approximately four to five weeks after commencement to the address indicated below.

1. SELECT WHICH CAMPUS YOU WILL GRADUATE FROM

Bottineau Minot Valley City Online

2. PERSONAL INFORMATION

NAME: _____ **STUDENT ID:** _____

First Middle Last (ex. W1234567)

ADDRESS WHERE YOUR DIPLOMA WILL BE MAILED: _____ **SEMESTER GRADUATING**

Fall Spring Summer

Address City State Zip/Postal Code

Phone: _____ **EMAIL:** _____

List your **HOMETOWN** and **STATE** that will be printed in the graduation booklet: _____

City State

3. SELECT YOUR DEGREE (In conjunction with your advisor, please select the correct degree/program.)

ASSOCIATE OF ARTS* (AA)

(two-year transfer program)

- Business Admin
- Early Childhood Ed
- Economics
- English
- History
- Human Services
- Liberal Arts
- Psychology
- Social Science

ASSOCIATE OF SCIENCE* (AS) (two-year transfer program)

- Accounting
- Agriculture
- Biology
- Business Ed
- Chemistry
- Computer Info Systems
- Elementary Ed
- Finance
- Health Professions
- Liberal Arts
- Marketing & Management
- Mathematics
- Natural Resource Mgmt
- Pharmacy
- Physical Ed
- Pre-Engineering
- Secondary Ed
- Special Ed
- Veterinary Science
- Wildlife Management

ASSOCIATE OF APPLIED SCIENCE (AAS) (two-year program)

- Ag Management & Technology
- Accounting Technology
- Administrative Assistant
- Advertising & Marketing
- Associate Degree Nursing
- Caregiver Services
- Computerized Office Management
- Diagnostic Medical Sonography
- Horticulture
- Human Resource Management
- Industrial Hemp Production
- Information Technology
- Medical Administrative Assistant
- Medical Assistant
- Natural Resource Management
- Paramedic (EMT) Technology
- Paraprofessional Education
- (choose one)
 - Early Childhood
 - K-12
- Photography
- Recreation Management
- Small Business Management
- Technical Studies
- Urban Forest Management
- Webmaster
- Wildlife & Fisheries Technology

CERTIFICATE (one-year program)

- Advertising & Marketing
- Ag Management & Technology
- Bookkeeping
- Child Development Associate
- College Studies
- Cybersecurity
- Dental Assisting
- Horticulture
- Human Resource Management
- Industrial Hemp Production
- Medical Assistant
- Medical Coding
- Paramedic Technology
- Paraprofessional Education
- Photography
- Practical Nursing
- Reception Services
- Recreation Management
- Small Business Management
- Technical Studies
- Urban Forest Management
- Web Design

CERTIFICATE OF COMPLETION (semester program)

- Small Unmanned Aircraft Systems

OFFICIAL GRADUATION USE ONLY

GPA: _____ High Honors Honors PTK Member

Registrar: _____ **Date:** _____

Degree Awarded: _____

4. ADVISOR'S SIGNATURE

Advisor's Signature Date

Catalog Year (program) _____

5. GRADUATION CEREMONY

Dakota College at Bottineau holds one graduation ceremony in May for Fall, Spring, and Summer graduates. Please mark whether you plan to attend.

- I **do** plan on attending the following ceremony in May:
 DCB Minot State Valley City
- I **do not** plan on attending a May ceremony.

IF YOU PLAN ON ATTENDING A CEREMONY, PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name: _____

Campus Housing or current address:

Cell phone: _____

Email: _____

PHI THETA KAPPA

Are you a member of PTK Honor Society?

- Yes
 No
 Plan to enroll

You will receive a PTK stole to wear for graduation if you participate in the ceremony. **Please be sure to check that box on the apparel form so you have one,** or you can order one yourself at: www.ptk.org/store.

6. PAY BILL (IF APPLICABLE)

To check your account balance, log into campus connection, financial accounts. Please make sure account is paid in full. You will not receive your diploma and transcripts will not be sent unless you have a zero balance. For those questions, you can call the business office, 701-228-5430,

Cap, gown, and tassel payments will be made through the DCB Bookstore by calling 701-228-5458 or by direct purchase. **Please fill out the Graduation Apparel Order Form on the next page and submit to the DCB Bookstore with payment.**

7. APPLICANT'S SIGNATURE

I certify that the information on the application is correct, and I am responsible for payment of any late application fees or gown/tassel order fees that I may have incurred. I acknowledge that my application is only a formal request to graduate, and my graduation status may be put on hold if I fail to pay any outstanding bills I may have with Dakota College at Bottineau or fail to meet all my class credits required for my degree.

Applicant's Signature

Date

GRADUATION APPAREL ORDER FORM

FOR THOSE ATTENDING BOTTINEAU OR MINOT CEREMONIES
 DAKOTA COLLEGE AT BOTTINEAU ♦ 105 SIMRALL BLVD ♦ BOTTINEAU, ND 58318

Dakota College at Bottineau holds one graduation ceremony at 3 pm on the last Friday of the spring semester. Fall, spring, and summer graduates participate in this ceremony. Place your Cap/Gown and Tassel order and prepay at the DCB Bookstore. Cap, gown, and tassel payments **MUST** be paid at the bookstore by the spring semester application deadline. Contact the DCB Bookstore at 701-228-5458, cell phone 701-201-0990 or by emailing bookstore@dakotacollege.edu

NAME: _____ **STUDENT ID:** _____
First Middle Last (ex. W1234567)

ADDRESS: _____
Address City State Zip/Postal Code

Phone: _____ **EMAIL:** _____

I do plan on attending the following ceremony in May: DCB Minot State Valley City **I do not** plan on attending a May ceremony.

CAP, GOWN AND TASSEL PACKAGE

Cap, Gown and Tassel packages *include a forest green cap, gown, and tassel*. Gown sizes are based on height and weight. Please select your appropriate gown size from the following chart.

I wish to order a \$45 CGT Package

Height	Weight in lbs.	Size
4'6" to 4'8"	130 & under	1
4'9" to 4'11"	150 & under	2
5'0" to 5'2"	160 & under	3
5'3" to 5'5"	180 & under	4
5'6" to 5'8"	250 & under	5
5'9" to 5'11"	275 & under	6
6'0" to 6'2"	300 & under	7
6'3" to 6'5"	325 & under	8
6'6" to 6'8"	335 & under	9
PLUS Sizes		
4'9" to 5'5"	over 220	P1
5'6" to 5'11"	over 295	P2
6'0" to 6'5"	over 350	P3
	Size ordered?	

Choose from height and weight chart above.

SOUVENIR TASSEL ORDER

If you do not wish to participate in the graduation ceremony OR if you already have a Forest Green DCB-issued cap and gown, you may still order a souvenir tassel to keep.

I wish to order a \$10 Souvenir Tassel. (Tassels are included in the cap and gown package)

I AM A VETERAN Yes No
 (No charge for Veteran cords)

PHI THETA KAPPA

PTK members have the honor of wearing a Key Honors Stole signifying the PTK membership. You may order your stole through DCB for \$30 or you may order your own from www.ptk.org/store.

I wish to order a \$30 PTK stole through DCB

Turn in this form *with* your payment to the DCB Bookstore by the spring semester application deadline of April 4, 2025

OFFICIAL GRADUATION USE ONLY

Payment Amount: _____ Date: _____

Graduation Order: Tassel Only PTK Stole
 CGT Package _____

Notes: _____