

DCB APPLICATION FOR GRADUATION INSTRUCTIONS 2023-2024

Graduation application deadlines are **November 17, 2023** for December graduates and **April 4, 2024** for May and summer graduates. A \$10 late fee will be charged to ALL graduation applications turned in after the deadline in the semester for which the student applies. Late applications will be accepted up to the final day of the graduating semester with submitted late-fee payment.

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.

\$10 LATE APPLICATION FEE (after semester deadline)

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 Student Services. (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 6, 2023 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 10, 2024 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 10, 2024 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

Rebecca Ringham

Minot State Registrar

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

Valley City

Kim Hesch

VCSU Registrar

registrar@vcsu.edu, 701-845-7259

Degree Questions

All questions regarding the completion of your degree to dcb.registrar@dakotacollege.edu or 701-228-5669

Sending Your Application

Delivering: DCB Student Services, Thatcher Hall

Emailing: dcb.registrar@dakotacollege.edu

Faxing: Student Services ATTN: Registrar 701-228-5499

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

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)

A \$10 late application fee will be required for all graduation applications turned in after the semester deadline.

Late applications will be accepted up to the final day of the semester. Late applications received after the final day of the semester will be processed during the following semester.

You can pay your late application fee by submitting a check payment with your application or by calling the DCB Business office at 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: I **do not** plan on attending a May ceremony.
 DCB Minot State Valley City

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, 2024

Official Graduation Use Only

Payment Amount: _____ Date: _____

Graduation Order: Tassel Only PTK Stole
 CGT Package _____

Notes: _____