



# GRADUATION APPLICATION INSTRUCTIONS – CERTIFICATE OF COMPLETION

**Please note:** Graduation application deadline is **JULY 30** for those graduating in the Summer and **NOVEMBER 18** for those graduating in December. A \$10 late fee will be charged to ALL graduation applications turned in after the deadline in the semester for which they are applying.

1. Pick up the appropriate graduation application from DCB Student Services or on the website. **Use one application per degree you are seeking.**
2. Fill out the front page of the application completely.
3. Fill out the back page of the application.  
*(Note: DCB holds graduation ceremony in May. December 2010 and July 2011 graduates can participate in the May ceremony.)*
  - a. If you are **NOT** participating in the graduation ceremony, please sign the back page under “IN ABSENTIA.” You may order a souvenir tassel for \$10 from the DCB Business Office. Tassels are mailed with diplomas and must be paid before the end of the semester in which you are applying.
  - b. If you **ARE** planning to participate in the May graduation ceremony, fill out the top of the back page under “Graduation Ceremony.” Please pay the \$25 fee for your forest green cap, gown and tassel at the DCB Business Office. The cap and gown fee cannot be charged to your account and must be **paid in full before MARCH 3** or the gown package will not be ordered for you. Gown refunds cannot be issued.
4. Make your payments to the Dakota College Business Office.
  - a. Please calculate your costs:
    - i. **\$10** for *only* a souvenir tassel
    - ii. **\$25** for forest green cap/gown and tassel package ordered *before* March 3.
    - iii. **\$10** for late application fee
    - iv. LATE cap/gown and tassel package orders – contact Student Services ***FIRST*** to see extra gowns, caps and tassels are available to purchase at the late packaging price of **\$35**.
  - b. Make payment over the phone by calling (800) 542-6866 or (701) 228-5430, or by mailing a check payable to Dakota College at Bottineau to:  
**Dakota College at Bottineau**  
Attention: Graduation Coordinator  
105 Simrall Blvd.  
Bottineau, ND 58318
5. Once you have filled out the application completely please bring the application to your adviser to sign. Once your adviser has signed your application, turn it in at the Dakota College Student Services Office by the deadline stated above.

## GRADUATION CEREMONY/CAP, GOWNS & TASSELS

1. If you paid for a cap and gown or a souvenir tassel, it will be available for pick up at the Student Services office in early May. Check the website for latest updates. Gown packages will not be mailed out.
2. Graduation practice will be held at 11 a.m. May 13, 2011, in the DCB Thatcher Hall gymnasium. Attendance at graduation practice is **mandatory** for all students participating in the ceremony. If you cannot attend practice you must contact Student Services at (701) 228-5426.
3. The graduation ceremony will be held 3 p.m. May 13, 2011 in the DCB Thatcher Hall gymnasium.

*Any questions, please contact Leann Weber at (701) 228-5426 or [leann.weber@dakotacollege.edu](mailto:leann.weber@dakotacollege.edu).*

