

# DCB APPLICATION FOR GRADUATION INSTRUCTIONS 2020-2021

**Please note:** Graduation application deadlines are **November 17, 2020** for those graduating in December and **March 5, 2021** for those graduating in May or during the Summer. 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 you would like your diploma to be mailed.

**STEP 3** Select the degree that 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.

**Diploma:** For those who finished a one-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** Gain your advisor's signature.

\*Advisors must attach an advisement report as well as an unofficial transcript.

\*Online students can mail their app 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

**(For all applications submitted after the semester deadlines)**

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: Graduation Coordinator  
105 Simrall Blvd.  
Bottineau, ND 58318

**STEP 7** Sign your application and turn it in to the graduation coordinator in Student Services.

**STEP 8** Fill out your Graduation Apparel Order form and settle 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 March 5, 2021 or the gown package will not be ordered for you. Gown refunds cannot be issued.

## NOTES

\*DCB holds its graduation ceremony in May. December 2020 and July 2020 graduates can participate in the May 2021 ceremony.

\* LATE APPLICANTS: Please contact the DCB Bookstore first to see if they have extra gown packages available to purchase. The packages may be sold out by the time you apply (if applying after the deadline).

## 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 in early May. Gown packages will not be mailed out.
2. Graduation Practice will be held at 11 am May 14, 2021 in the DCB Thatcher Gym. Attendance at graduation practice is mandatory for all students participating in the ceremony. If you cannot attend, contact Beth MacDonald.
3. The graduation ceremony will be held at 3 pm on May 14, 2021 in the DCB Thatcher Gym.

## ORDERING CAP/GOWN PACKAGES

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

Please order your cap/gown through the appropriate bookstore:

DCB, Minot State, Online students: DCB Bookstore

Valley City: VCSU Bookstore

Please order your PTK Honor Stole through the PTK Recognition Online Store:

[www.ptk.org/store](http://www.ptk.org/store)

**\*\*Those attending DCB's graduation ceremony can order their stole through the DCB Bookstore when they order their cap and gown.**

## CEREMONY QUESTIONS:

**DCB, Minot Nursing, Online**

Beth MacDonald

DCB Graduation Coordinator

[beth.macdonald@dakotacollege.edu](mailto:beth.macdonald@dakotacollege.edu), 701-228-5426

**Minot State**

Rebecca Ringham

Minot State Registrar

[rebecca.ringham@minotstateu.edu](mailto:rebecca.ringham@minotstateu.edu), 701-858-3126

**Valley City**

Jody Klier

VCSU Registrar

[jody.klier@vcsu.edu](mailto:jody.klier@vcsu.edu), 701-845-7297

## QUESTIONS REGARDING YOUR DEGREE:

Please direct all questions regarding the completion of your degree to [dcb.registrar@dakotacollege.edu](mailto:dcb.registrar@dakotacollege.edu) or 701-228-5669

## SENDING YOUR APPLICATION:

Delivering: Craig Buxton, Student Services, Thatcher Hall

Emailing: [craig.buxton@dakotacollege.edu](mailto:craig.buxton@dakotacollege.edu)

Faxing:

Student Services

ATTN: Registrar—Craig Buxton

701-228-5499

Mailing:

Dakota College at Bottineau

ATTN: Registrar Craig Buxton

105 Simrall Blvd

Bottineau, ND 58318

# DCB APPLICATION FOR GRADUATION 20-21

DAKOTA COLLEGE AT BOTTINEAU ♦ 105 SIMRALL BLVD ♦ BOTTINEAU, ND 58318

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 as well as attach both an advisement report and an unofficial transcript. **This must be completed by the deadline.** Students applying for graduation are classified as “candidates” until their final semester credits and GPA calculations are made. Diplomas are mailed to graduates approximately four to five weeks after commencement to the address listed 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  
Address City State Zip/Postal Code  Fall     Spring     Summer

Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

List your **HOMETOWN** and **STATE** that you want printed in the graduation booklet:

## 3. SELECT YOUR DEGREE (There are six different types of degrees. Please be sure to select the correct one.)

**ASSOCIATE OF ARTS\* (AA)**  
(two-year transfer program)

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

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

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

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

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

**CERTIFICATE OF COMPLETION**  
(semester program)

- General Office Aide  
 Small Business Management

**CERTIFICATE** (one-year program)

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

### OFFICIAL GRADUATION USE ONLY

GPA: \_\_\_\_\_  High Honors     Honors     PTK Member

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_

## 4. ADVISOR'S SIGNATURE

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisors: By signing this application, you agree that the candidate for graduation has completed all graduation requirements pending the completion of their enrolled classes.

## 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 or not.

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: \_\_\_\_\_

Dorm or current address:

\_\_\_\_\_

\_\_\_\_\_

Cell phone: \_\_\_\_\_

### PHI THETA KAPPA

Are you a member of PTK Honor Society?

Yes

No

Plan to enroll

You will receive a PTK stole to wear around your neck 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](http://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 Form on the next page and submit to the bookstore with payment.**

## 7. APPLICANT'S SIGNATURE

I certify that the information on the application is correct and that 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 all participate in this ceremony. Place your Cap/Gown and Tassel order and prepay at the bookstore. Cap/Gown and Tassel payments **MUST** be paid at the bookstore by the spring semester application deadline.

**NAME:** \_\_\_\_\_ **STUDENT ID:** \_\_\_\_\_  
First Middle Last (ex. W1234567)  
**PERMANENT ADDRESS:** \_\_\_\_\_ **SEMESTER GRADUATING**  
Address City State Zip/Postal Code  Fall  Spring  Summer  
**Phone:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

## CAP/GOWN AND TASSEL PACKAGE

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

I wish to order a \$35 CGT Package (select size)

Height	Weight in lbs.	Size
4'6" to 4'8"	130 & under	470
4'9" to 4'11"	150 & under	410
5'0" to 5'2"	160 & under	510
5'3" to 5'5"	180 & under	540
5'6" to 5'8"	250 & under	570
5'9" to 5'11"	275 & under	590
6'0" to 6'2"	300 & under	610
6'3" to 6'5"	325 & under	640
6'6" to 6'8"	335 & under	670
PLUS Sizes		
4'9" to 5'5"	over 220	Plus 1
5'6" to 5'11"	over 295	Plus 2
6'0" to 6'5"	over 350	Plus 3
	Size ordered?	

Choose from height and weight charge above.

## SIGNATURE

\_\_\_\_\_  
Name Date

I certify that the information on this application is correct and that I am responsible for payment of any cap, gown, or tassel order fees that I may have incurred.

## 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/Gown package)

## 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](http://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 March 5, 2021.

### OFFICIAL GRADUATION USE ONLY

Payment Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Graduation Order:  Tassel Only  PTK Stole  
 CGT Package \_\_\_\_\_

Notes: \_\_\_\_\_