

To apply for graduation:

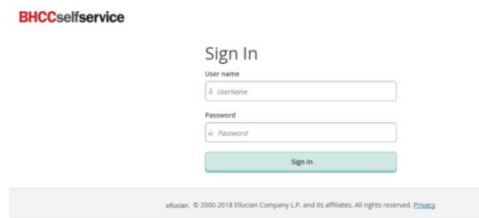
For Information about Graduation:

bhcc.edu/studentcentral/academicrecords/graduationinformation/

For information about Commencement (the graduation ceremony):

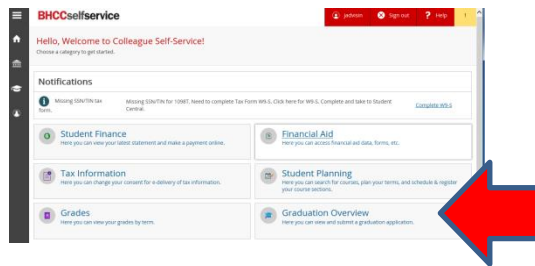
bhcc.mass.edu/commencement/

Sign in to BHCCselfservice: <https://selfservice.bhcc.edu/Student>



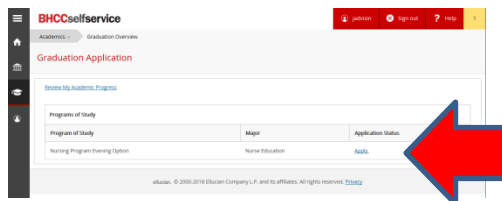
The image shows the BHCCselfservice Sign In page. It features a 'Sign In' heading, a 'User name' field with a search icon, a 'Password' field with a search icon, and a 'Sign In' button. At the bottom, there is a copyright notice: '© 2000-2018 Elucian Company L.P. and its affiliates. All rights reserved. Elucian'.

Click on **Graduation Overview**:



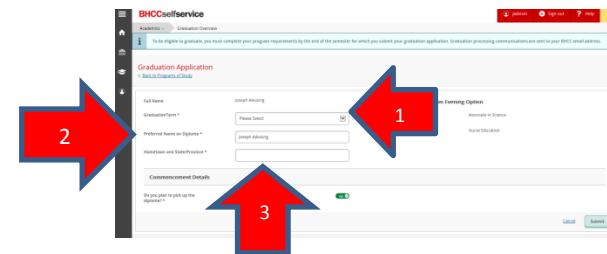
The image shows the BHCCselfservice Home page. It includes a 'Hello, Welcome to Colleague Self-Service!' message, a 'Notifications' section with a missing 1099-Tax form, and several service tiles: Student Finance, Financial Aid, Tax Information, Student Planning, Grades, and Graduation Overview. A large red arrow points to the 'Graduation Overview' tile.

Review My Academic Progress before applying for graduation. If you have questions or if the program listed is not the degree or certificate want to graduate from, see your Advisor or stop by LifMap, room E235. Once you are currently registered for or have completed all program requirements, click on **Apply** under **Application Status**.



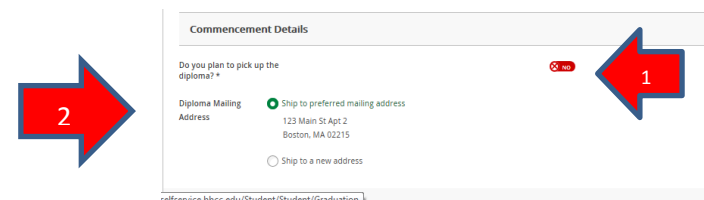
The image shows the 'My Academic Progress' page in BHCCselfservice. It has a table with columns for 'Programs of Study', 'Major', and 'Application Status'. One row is visible for 'Nursing Program Evening Option' with 'Nurse Education' as the major and 'Apply' as the application status. A large red arrow points to the 'Apply' button.

Choose when you will graduate from **Graduation Term** (1); confirm or edit the name you would like to appear on your diploma in the box next to **Preferred Name on Diploma** (2); and then enter your **Hometown and State/Province #** (3).



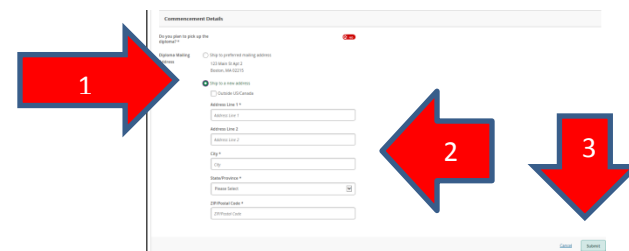
The image shows the 'Graduation Application' page in BHCCselfservice. It includes fields for 'Graduation Term' (with a dropdown arrow labeled 1), 'Preferred Name on Diploma' (with a text box labeled 2), and 'Hometown and State/Province #' (with a text box labeled 3). There is also a 'Commencement Details' section.

Under **Commencement Details**, if you plan to pick up your diploma leave this as **yes**. If you would like BHCC to mail your diploma, change **yes** to **no** (1) and confirm the **Diploma Mailing address** (2)



The image shows the 'Commencement Details' section. It asks 'Do you plan to pick up the diploma?' with a 'Yes' radio button selected and a 'No' radio button. A red arrow labeled 1 points to the 'No' button. Below, the 'Diploma Mailing Address' is listed as '123 Main St Apt 2, Boston, MA 02215'. A red arrow labeled 2 points to the address text.

Or click on **Ship to a new address** (1) and complete all required information * (2) then click **Submit** (3)



The image shows the 'Commencement Details' page with the 'Ship to a new address' option selected. It includes fields for 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip', 'State/Province #' (with a dropdown arrow labeled 1), 'Preferred Name on Diploma', 'Hometown and State/Province #', and 'City'. A red arrow labeled 2 points to the 'State/Province #' dropdown, and a red arrow labeled 3 points to the 'Submit' button.