

Steps to Apply to Graduate

- 1) Log into your accessBCC account
- 2) Select the **Student Services** tab
- 3) On the right half of the screen, under Student-Self Service, select **Click here to...**
- 4) Select the **Student & Financial Aid** tab
- 5) Select **Student Records** link
- 6) Select **Apply to Graduate** link
- 7) Select your most recent term from the drop down menu and click Submit
- 8) Select the program/certificate you wish to graduate from and click Submit
If you do not see the program/certificate you wish to graduate from, please call 774.357.2240.
- 9) If you wish to graduate from more than one of the programs listed, you will need to repeat these steps and apply for each program separately
- 10) Select Term: Spring 2018 from the drop down Graduation Date menu and click Submit
- 11) Indicate if you will be attending Commencement (our graduation ceremony on June 2, 2018) and click Continue
- 12) Select or update your name as you wish it to appear on the diploma or certificate and click Continue
- 13) Verify the name is correct and click Continue
- 14) Select or update your most recent address (to send the diploma or certificate) and click Continue
- 15) Verify the address is correct and click Continue
- 16) Review the Graduation Application Summary and click Submit

To Check your Status Online After Application

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- 2) Select the **Student Services** tab
- 3) On the right half of the screen, under Student-Self Service, select **Click here to...**
- 4) Select the **Student & Financial Aid** tab
- 5) Select **Student Records** link
- 6) Select **View Application To Graduate** link