



Application for Certificate/Degree Completion

YOU MUST COMPLETE ONE APPLICATION PER CERTIFICATE OR DEGREE YOU ARE COMPLETING

Students are encouraged to apply for certificate/degree completion at least **two** terms prior to the term and year they plan to complete their certificate/degree requirements.

Example:

Term and Year completing: Spring 2012

Term/Yr you should submit application: Fall 2011

FEE:

_____ Post my certificate/degree to my official transcript

Cost: \$ 0

_____ Post my certificate/degree to my official transcript **and** mail my diploma to me

Cost: \$ 5

Note: Those not planning to participate in our commencement ceremony in June will have the option of purchasing a diploma cover through the BMCC Bookstore.

CAP AND GOWN ORDER:

Students **participating** in the commencement ceremony will pay for their cap and gown at the time of order. Additional information will be posted to our Commencement webpage and mailed to you in April regarding the process to order and pay for your cap and gown.

COMPLETING THE APPLICATION:

1. Select the certificate/degree from the list on Page Two and indicate same on your application.
2. Complete and sign your Application for Certificate/Degree Completion as incomplete forms will be returned to you. Please be sure to print clearly as this will be the way your name appears on your certificate/diploma.
3. Take completed application to your advisor. Your advisor must sign and indicate what catalog year you will be completing your degree requirements under.
4. Take or mail your completed application to any BMCC location and, if applicable, pay the appropriate fee. **You must submit a separate application and non-refundable fee, if applicable, for each certificate or degree.**

Your application is valid for one year from your stated term and year of graduation. If you do not complete your certificate/degree requirements within this period of time your application will be considered inactive and you will be required to reapply and pay the fee in effect at the time you reapply (if applicable). You may also be required to complete requirements for your stated degree under the catalog year in which you complete your final certificate/degree requirements.

Example of application status:

Anticipated Term of Graduation: Spring 2012

Term by which you must complete your certificate or degree requirements: Spring 2013

Example of when to turn in applications:

Anticipated Term of Graduation: Spring 2012

Term to Submit Application: Prior to the end of fall term 2011

BMCC CERTIFICATE AND DEGREE OPTIONS

Please select from the list below the certificate or degree you are completing at Blue Mountain Community College (BMCC).

Reminder: You must complete 1 application per certificate/degree you are applying for.

Associate of Arts - Oregon Transfer	ASSOCIATE OF APPLIED SCIENCE DEGREES
Associate of Science	Accounting
Associate of General Studies	Administrative Office Professional
	Administrative Office Professional: Legal Option
CERTIFICATES: 1 YEAR	Administrative Office Professional: Medical Option
Accounting Technician	Agriculture Business
Construction Trades, General Apprenticeship	Agriculture Production
Dental Assisting Technician - <i>Limited Entry Program</i>	Agriculture Production: Crops Option
Early Childhood Education	Agriculture Production: Livestock Option
Electrician Apprenticeship Technologies	Business Administration
Emergency Medical Technician (EMT)	Business Administration - Hospitality & Gaming
Green Technician	Civil Engineering Technology
Hospitality, Tourism, and Management	Construction Trades, General Apprenticeship
Industrial Mechanics & Maintenance Technology Apprenticeship	Diesel Technology
Office Assistant	Drafting Technology
Office Assistant: Medical	Early Childhood Education
Paraeducator	Electrician Apprenticeship Technologies
Retail Management	Hospitality Management
	Industrial Mechanics & Maintenance Technology Apprenticeship
CERTIFICATES: LESS THAN 1-YEAR	Nursing - <i>Limited Entry Program</i>
English Language Development	Paraeducator
Paraeducator Autism	
Professional Truck Driver - <i>Limited Entry Program</i>	
Retail Management	
Welding	
CAREER PATHWAYS CERTIFICATE OF COMPLETION	
Accounting: Bookkeeping Support Specialist	Diesel Technology: Diesel Technician Assistant
Administrative Office Professional: Office Support Specialist	Drafting Technology: Survey Technician
Agriculture: Production: Crops: Pest Management	Electrician Apprenticeship Technologies-Limited Electrician Apprenticeship Technologies
Agriculture: Production: Livestock: Beef Production	Industrial Mechanical & Maintenance Technology Apprenticeship - Mechanical Maintenance Apprenticeship
Business Administration: Business Operations Support Specialist	Paraeducator: Elementary Educator



Application for Certificate/Degree Completion

Blue Mountain Community College
2411 NW Carden, Pendleton, OR 97801
(541)278-5759 Service Center, (541)278-5871 Fax
getinfo@bluecc.edu

COMMENCEMENT: Will you be participating in our commencement ceremony in June (mark one): YES NO

CERTIFICATE/DIPLOMA FEE: Select one of the following:

Post degree to transcript only - FREE **OR** Post degree **and** mail certificate/diploma \$5

PAYMENT INFORMATION – SERVICE CENTER
Amt. Paid: \$_____ Payment Method: ___ Cash ___ Check ___ VISA Date Paid: ___/___/20___ By: _____

STUDENT INFORMATION - PLEASE PRINT – This will be the way your name will appear on your diploma. If our records have a **different** last name you must complete and return a Student Information Correction form along with appropriate documentation.

BMCC ID: ___-___ Date of Birth: ___/___/___ Phone Number: (___)___-___
First Name: _____ Middle Name: _____ Last Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Name of Hometown Newspaper (optional): _____ City: _____ State: _____

Do you give Blue Mountain Community College permission to publish your name in all commencement related publications (i.e. graduation program, news releases, etc.) YES NO

CERTIFICATE/DEGREE INFORMATION: Complete **one** application per certificate or degree you are completing.
____ Associate of Arts – Oregon Transfer (A.A.O.T.)
____ Associate of General Studies (A.G.S.)
____ Associate of Science: (A.S.) *If you want to have more than 12 career/technical credits applied as electives in this degree you must submit a written statement regarding what college and program you plan to transfer to with your application.*
____ Associate of Applied Science (A.A.S): _____ (degree designation)
____ Certificate: _____ (certificate designation)
____ Certificate (Less than One Year): _____ (certificate designation)
____ Career Pathway Certificate: _____ (certificate designation)

COMPLETION: TERM/YR
Indicate what TERM and YEAR you plan to complete your certificate/degree requirements:
Term: _____
Year: _____

OTHER COLLEGE INFORMATION: List other colleges attended that you wish to have credits evaluated and applied toward your certificate/degree at BMCC. Attach a separate sheet if more than 3 colleges. Please do not abbreviate college names.
1. _____ 2. _____ 3. _____

STUDENT SIGNATURE: _____ **Date:** ___/___/___

ADVISOR: Indicate what catalog year the student will be completing their certificate or degree requirements under. **Sign and return application to student.**
Catalog Year: ___/___ **Advisor Signature:** _____ **Date:** ___/___/___

REGISTRAR: **TERM/YR for GPA Calc:** _____ **GPA:** ____ **HONORS QUALIFICATION:** ___ Honors ___ High Honors
Other College Credits: College: _____/Credits____ College: _____/Credits____
Other College Credits: College: _____/Credits____ College: _____/Credits____
Date Degree Posted: ___/___/___ **By:** _____ **Date Diploma Sent:** ___/___/___ **By:** _____