Steps to Apply for Graduation Online for Students

1. Log into your myBSC by entering your login and password and click on Student Resources. Select Apply to Graduate.
2. In the search bar, type “Apply for Graduation.” You will then have to select it and click on it to go to the next page.
3. Select Curriculum Term.

*If you have changed your major while you have been at Bluefield State, you may have more than one selection. Choose the most recent term to apply for your most recent major. Click submit to continue.
4. Check your current program. If this screen is not correct, please contact the Registrar’s Office and do not proceed. Click continue.
5. Select your Graduation term. Click continue.
6. Check if you plan to attend the graduation ceremony. Click continue.
7. Select the name you wish to appear on your diploma and in the commencement program. If your name changes after you apply, notify the Registrar’s office immediately. Click continue.
8. Please review how your name is spelled. You can either use your middle initial or spell out your whole name. Again, this will be how it appears on your diploma and the commencement program. Click continue.
9. Choose the address to mail your diploma to. It may or may not be your current mailing address. Please keep in mind your diploma will be mailed at the end of term. If your address changes after you apply, please contact the Registrar’s Office immediately. Click continue.
10. Please review to make sure all information is correct. You may type in any changes and click continue.
11. Graduation Application Summary - Please review that all the information entered is correct. If it is, click submit.
12. Congratulations, you have applied for graduation! Please print this page for your record. You will also receive a confirmation email from the Registrar verifying your application has been received.

*You will be responsible for ordering your caps & gowns. Information will be mailed at a later date, so please continue to check your BSC email account for updated information regarding graduation.