

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.

The screenshot shows the myBSC application navigator interface. The browser address bar displays `mycampus.bluefieldstate.edu/BSC/myBSC---Faculty`. The main content area is partially obscured by a dark blue sidebar menu on the left. The menu items are:

- STUDENT RESOURCES (with a dropdown arrow)
- My Information
- Account Summary
- Order Official Transcr...
- View Unofficial Trans...
- Add/Drop Course
- Award History
- DegreeWorks
- Detailed Course Sche...
- New Student Success...
- Continuing Student S...
- Financial Aid Status
- Tax Notification
- Apply To Graduate (highlighted with a yellow arrow)

In the background, a "BEAT the Flu BUG" poster is visible, featuring a cartoon bug and the text "Get your Shot!". Below the poster, handwritten orange text reads: "County Health Department will be at BSC Health Center October 10, 2019 9-1 PM". To the right, a "BSC Events" section lists several events, including "Mid-Semester Exams -- Fall 2019", "\$500 Late Fee", "Being Your Own Best Advocate: The Importance of Self-Advocacy!", and "Mid-Semester Grades are Due -- Fall 2019".

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.

Main Menu x Application Navigator x Mail - Sites, Sheila - Outlook x Home | Bluefield State College x +

ssb8.bluefieldstate.edu:9443/bscpod/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu

Apps Time Clock Argos Web Viewer... Mail - ssites@bluefi... Home | Bluefield St... Create Mailing Lab... SCRIP-SAFE - Diplo... CDW-G - Your pers... ACT Supplier Regist... USBank Online Quill Transcript Services Acalog ACMS™: Sit...

Sign Out Help

Browse

Welcome, [redacted] to the BSC Self-Service System!

Find a page...

Personal Information Student Financial Aid

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Apply for Admission, Register, View your academic records and Financial Aid

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Type here to search

3:13 PM 10/7/2019

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.

The screenshot shows a web browser window with the URL `ssb8.bluefieldstate.edu:9443/bwskgrad.p_disp_grad_term`. The page title is "Curriculum Term Selection". The breadcrumb navigation is "Home > Student > Student Records > Curriculum Term Selection". The main content area contains a form with the instruction "Select a term to determine curriculum for graduation application." Below this is a dropdown menu labeled "Select a Term:" with "Fall Term 2019" selected. A yellow arrow points to the dropdown menu. Below the dropdown is a "Submit" button, which is circled in yellow. At the bottom of the page, there is a copyright notice "© 2019 Ellucian Company L.P. and its affiliates." and the text "RELEASE: 8.7.1". The Windows taskbar at the bottom shows the time as 3:14 PM on 10/7/2019.

4. Check your current program. If this screen is not correct, please contact the Registrar's Office and do not proceed. Click continue.

Curriculum Selection

Personal Information Student Financial Aid

Curriculum Selection

Select one curriculum for this graduation application.

Select Curriculum

Current Program

A.S. Nursing

Level: Undergraduate

Program: A.S. in Nursing

College: Bluefield State College

Campus: Bluefield Campus - BSC

Major: Nursing

Continue

Term Selection View Holds View Transcript View Graduation Applications View Student Information Degree Evaluation

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3:15 PM
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5. Select your Graduation term. Click continue.

The screenshot shows a web browser window with the URL `ssb8.bluefieldstate.edu:9443/bscprod/bwskgrad.p_proc_gradapp`. The page title is "Graduation Date Selection". The navigation bar includes "Personal Information", "Student", and "Financial Aid". The main content area has a heading "Graduation Date Selection" and a sub-heading "Home > Graduation Date Selection".

Instructions: "Select a date for your expected graduation." and "* indicates required field".

Curriculum

Current Program	
A.S. Nursing	
Level:	Undergraduate
Program:	A.S. in Nursing
College:	Bluefield State College
Campus:	Bluefield Campus - BSC
Major:	Nursing

Select Graduation Date

Graduation Date: *

Continue (circled in yellow)

[View Transcript](#) [View Graduation Applications](#)

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Windows taskbar at the bottom shows the time as 3:15 PM on 10/7/2019.

6. Check if you plan to attend the graduation ceremony. Click continue.

The screenshot displays a web browser window with the following elements:

- Browser Tabs:** Graduation Ceremony Selection, Application Navigator, Mail - Sites, Sheilah - Outlook, Home | Bluefield State College.
- Address Bar:** ssb8.bluefieldstate.edu:9443/bwscprod/bwskgrad_p_proc_grad_date
- Navigation:** Personal Information, Student, Financial Aid. A search bar contains "Find a page...".
- Page Title:** Graduation Ceremony Selection
- Breadcrumbs:** Home > Graduation Ceremony Selection
- Form Content:**
 - Text: "Please indicate if you plan to attend the graduation ceremony."
 - Section: "Select Ceremony Attendance"
 - Form Field: "Attend Ceremony:" with three radio buttons: "Yes" (selected), "No", and "Undecided". A yellow arrow points to the "Yes" button.
 - Buttons: "Continue" (circled in yellow), "View Transcript", and "View Graduation Applications".
- Footer:** © 2019 Ellucian Company L.P. and its affiliates. RELEASE: 8.7.1 SITE MAP

The Windows taskbar at the bottom shows the system tray with the time 3:16 PM and date 10/7/2019.

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.

The screenshot shows a web browser window with the URL `ssb8.bluefieldstate.edu:9443/bscp/grad/bwskgrad.p_proc_ceremony`. The page title is "Diploma Name Selection". At the top right, there are "Sign Out" and "Help" links. Below the navigation bar, there are tabs for "Personal Information", "Student", and "Financial Aid". A search bar is located on the right side of the page. The main content area contains the following elements:

- A text input field with the placeholder text: "Enter the name to be printed on your diploma. Use 'One of your Names' to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting 'Keep Diploma Name.'"
- A red asterisk indicating a required field: "* indicates required field"
- A label "Name" above a text input field.
- A label "Name:" above a text input field.
- A label "Current Diploma Name:" above a text input field.
- A label "Select a Name for your Diploma" above a dropdown menu.
- A dropdown menu labeled "One of your Names:*" with "Current Name" selected. A yellow arrow points to this dropdown.
- A "Continue" button, which is circled in yellow.
- Links for "View Transcript", "View Graduation Applications", and "Name Change Information".
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- Version information: "RELEASE: 8.7.1" and "SITE MAP".

The Windows taskbar at the bottom shows the time as 3:16 PM on 10/7/2019.

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.

Personal Information Student Financial Aid

Find a page...

Diploma Name Selection

Home > Diploma Name Selection

Enter the name to be printed on your diploma.

Name For Diploma

First Name:

Middle Name:

Last Name:

Continue

[View Transcript](#) [View Graduation Applications](#) [Name Change Information](#)

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Type here to search

3:17 PM 10/7/2019

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.

The screenshot shows a web browser window with the URL `ssb8.bluefieldstate.edu:9443/bwscprod/bwskgrad.p_proc_diploma_name`. The page title is "Diploma Mailing Address Selection". The breadcrumb trail is "Home > Diploma Mailing Address Selection". The main content area contains the following text and elements:

- Instruction: "Please enter or edit a new mailing address for your diploma. Use 'One of your Addresses' to select or change the mailing address for your diploma."
- Note: "* indicates required field"
- Section: "Select an Address for your Diploma"
- Form: "One of your Addresses:*" with a dropdown menu showing "Mailing ()". A yellow arrow points to this dropdown.
- Button: "Continue" (circled in yellow)
- Links: "View Transcript", "View Graduation Applications", "View Addresses And Phones"
- Footer: "© 2019 Ellucian Company L.P. and its affiliates." and "RELEASE: 8.7.1"

The Windows taskbar at the bottom shows the system tray with the date "10/7/2019" and time "3:17 PM".

10. Please review to make sure all information is correct. You may type in any changes and click continue.

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma.

* indicates required field

Mailing Address For Diploma

Street Line 1:*
Street Line 2:
Street Line 3:
City:*
State or Province:
ZIP or Postal Code:
Nation:

West Virginia
United States of America

Continue

[View Transcript](#) | [View Graduation Applications](#) | [View Addresses And Phones](#)

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Type here to search

3:17 PM
10/7/2019

11. Graduation Application Summary -Please review that all the information entered is correct. If it is, click submit.

This is the information that will be submitted for your application to graduate.

Graduation Date

Term: Spring Term 2020

Ceremony

Attend Ceremony: Yes

Diploma Name

First Name: [REDACTED]
Middle Name: [REDACTED]
Last Name: [REDACTED]

Diploma Mailing Address

Street Line 1: [REDACTED]
City: Bluefield
State or Province: West Virginia
ZIP or Postal Code: 24701
Nation: United States of America

Curriculum

Current Program
A.S. Nursing

Level: Undergraduate
Program: A.S. in Nursing
College: Bluefield State College
Campus: Bluefield Campus - BSC
Major: Nursing

Submit Request

[View Transcript](#) | [View Graduation Applications](#)

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10/9/2019

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.

