

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 Bluefield State College myBSC portal. The browser address bar displays mycampus.bluefieldstate.edu/BSC/myBSC---Faculty. The left sidebar contains a search bar and a list of application icons. The main content area features a dark blue 'STUDENT RESOURCES' menu with the following options: 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, and Apply To Graduate. A yellow arrow points to the 'Apply To Graduate' option. In the background, a 'BEAT the Flu BUG' poster is visible, featuring a cartoon bug and the text 'Get your Shot!'. The poster also includes the text: 'County Health Department will be at BSC Health Center October 10, 2019 9-1 PM'. On the right side of the page, there is a 'BSC Events' section listing various events, including Mid-Semester Exams, \$500 Late Fee, 'Being Your Own Best Advocate: The Importance of Self-Advocacy!', Women's Cross Country, Men's Cross Country, Women's Volleyball, and Mid-Semester Grades are Due.

Date	Event	Time
OCT 7 MON	Mid-Semester Exams -- Fall 2019	07 Oct -- 11 Oct @ All-day
OCT 7 MON	\$500 Late Fee	07 Oct @ All-day
OCT 9 WED	"Being Your Own Best Advocate: The Importance of Self-Advocacy!"	09 Oct @ 11:00 am
OCT 11 FRI	(Women's Cross Country)	11 Oct @ 12:00 am
OCT 11 FRI	(Men's Cross Country)	11 Oct @ 12:00 am
OCT 12 SAT	(Women's Volleyball) Bluefield St. vs. Ohio Dominican	12 Oct @ 06:30 pm @ Ohio Valley
OCT 12 SAT	(Women's Volleyball) Bluefield St. at Ohio Valley	12 Oct @ 09:00 pm
OCT 14 MON	Mid-Semester Grades are Due -- Fall 2019	14 Oct @ All-day

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 multiple tabs. The active tab is 'Curriculum Term Selection' with the URL 'ssb8.bluefieldstate.edu:9443/bwskgrad.p_disp_grad_term'. The page has a blue header with 'Sign Out' and 'Help' links. Below the header, there are tabs for 'Personal Information', 'Student', and 'Financial Aid'. The 'Student' tab is selected, and the page title is 'Curriculum Term Selection'. A breadcrumb trail shows 'Home > Student > Student Records > Curriculum Term Selection'. The main content area has a heading 'Select a term to determine curriculum for graduation application.' Below this is a 'Select a Term:' dropdown menu with 'Fall Term 2019' selected. A yellow arrow points to this dropdown. 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 a version number 'RELEASE: 8.7.1'. The Windows taskbar at the bottom shows the time as 3:14 PM on 10/7/2019.

Curriculum Term Selection

Personal Information Student Financial Aid

Curriculum Term Selection

Home > Student > Student Records > Curriculum Term Selection

Select a term to determine curriculum for graduation application.

Select a Term: Fall Term 2019

Submit

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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

Application Navigator | Mail - Sites, Sheilah - Outlook | Home | Bluefield State College

ssb8.bluefieldstate.edu:9443/bwskgrad.p_disp_gradapp

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

Personal Information | Student | Financial Aid

Find a page...

Curriculum Selection

Home > 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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5. Select your Graduation term. Click continue.

Graduation Date Selection

Personal Information | **Student** | Financial Aid

Find a page...

Select a date for your expected graduation.

* 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:* Term: Spring Term 2020

Continue

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

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Type here to search

3:15 PM 10/7/2019

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

Graduation Ceremony Selection

Personal Information | **Student** | Financial Aid

Home > Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.

Select Ceremony Attendance

Attend Ceremony: ☒ Yes ☐ No ☐ Undecided

Continue

View Transcript | View Graduation Applications

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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/bwscprod/bwskgrad.p_proc_ceremony`. The page title is "Diploma Name Selection". The navigation bar includes "Personal Information", "Student", and "Financial Aid". The main content area has a heading "Diploma Name Selection" and a subheading "Home > Diploma Name Selection".

The form includes the following elements:

- A text input field with the placeholder: "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.
- A section titled "Name" with a "Name:" label and a text input field.
- A section titled "Current Diploma Name:" with a text input field.
- A section titled "Select a Name for your Diploma" with a "One of your Names:" label and a dropdown menu labeled "Current Name". A yellow arrow points to this dropdown menu.
- A "Continue" button, which is circled in red.
- Links for "View Transcript", "View Graduation Applications", and "Name Change Information".
- Copyright notice: "© 2019 Ellucian Company L.P. and its affiliates."
- Release information: "RELEASE: 8.7.1"
- A "SITE MAP" link in the bottom right corner.

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.

Diploma Name Selection

Personal Information | **Student** | Financial Aid

Find a page...

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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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 navigation bar includes "Personal Information", "Student", and "Financial Aid". The main content area has a heading "Diploma Mailing Address Selection" and a sub-heading "Select an Address for your Diploma". Below this, there is a section "One of your Addresses:" with a dropdown menu labeled "Mailing ()". A yellow arrow points to this dropdown menu. To the left of the dropdown menu, the "Continue" button is circled in yellow. Below the dropdown menu, there are links for "View Transcript", "View Graduation Applications", and "View Addresses And Phones". The footer of the page includes "© 2019 Ellucian Company L.P. and its affiliates." and "RELEASE: 8.7.1". The taskbar at the bottom shows the Windows Start button, a search bar, and various application icons.

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

The screenshot shows a web browser window with the URL `ssb8.bluefieldstate.edu:9443/bwscprod/bwskgrad.p_proc_diploma_addr`. The browser's address bar and tabs are visible at the top. The page has a blue header with a "Browse" button and a "Sign Out | Help" link. Below the header, there are navigation tabs for "Personal Information", "Student", and "Financial Aid". The main heading is "Diploma Mailing Address Selection". A breadcrumb trail shows "Home > Diploma Mailing Address Selection". A message box says "Please enter or edit a new mailing address for your diploma." Below this, a red asterisk indicates a required field. The form is titled "Mailing Address For Diploma" and contains the following fields: "Street Line 1:*" (with a blue bar), "Street Line 2:" (with a blue bar), "Street Line 3:" (with a blue bar), "City:*" (with a blue bar), "State or Province:" (a dropdown menu showing "West Virginia"), "ZIP or Postal Code:" (with a blue bar), and "Nation:" (a dropdown menu showing "United States of America"). A large yellow arrow points from the "Continue" button to the "Street Line 1" field. The "Continue" button is circled in yellow. Below the form, there are links for "View Transcript", "View Graduation Applications", and "View Addresses And Phones". At the bottom, there is a copyright notice "© 2019 Ellucian Company L.P. and its affiliates." and a version number "RELEASE: 8.7.1". The Windows taskbar is visible at the bottom of the screen.

ssb8.bluefieldstate.edu:9443/bwscprod/bwskgrad.p_proc_diploma_addr

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Sign Out | Help

Browse

Personal Information Student Financial Aid Find a page...

Diploma Mailing Address Selection

Home > 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.

Graduation Application Summary x Application Navigator x Mail - Sites, Sheila - Outlook x Home | Bluefield State College x +

ssb8.bluefieldstate.edu:9443/bwscprod/bwskgrad.p_proc_diploma_addr

Apps Time Clock Argos Web Viewer... Mail - ssites@bluef... 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

Find a page...

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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Type here to search

10:38 AM 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.

The screenshot shows a web browser window with multiple tabs open. The active tab is 'Application Navigator' showing the URL 'ssb8.bluefieldstate.edu:9443/bwscprod/bwskgrad.p_proc_confirm'. The browser's address bar and toolbar are visible at the top. Below the browser window, the 'Graduation Application Signature Page' is displayed. The page has a blue header with a 'Sign Out | Help' link. A navigation bar includes 'Personal Information', 'Student' (selected), and 'Financial Aid'. A search bar is present on the right. The main content area features a confirmation message: 'Thank you! Your Bluefield State College Graduation application was successfully submitted to the Bluefield State College Registrar's Office. Please print this page for your records. If you have additional questions, please call 304-327-4060.' Below this message are two blue rectangular buttons. A 'View Graduation Applications' link is also visible. The footer contains the copyright notice '© 2019 Ellucian Company L.P. and its affiliates.' and the version 'RELEASE: 8.7.1'. The Windows taskbar at the bottom shows the time as 3:18 PM on 10/7/2019.

Graduation Application Signature Page

Thank you! Your Bluefield State College Graduation application was successfully submitted to the Bluefield State College Registrar's Office. Please print this page for your records. If you have additional questions, please call 304-327-4060.

View Graduation Applications

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