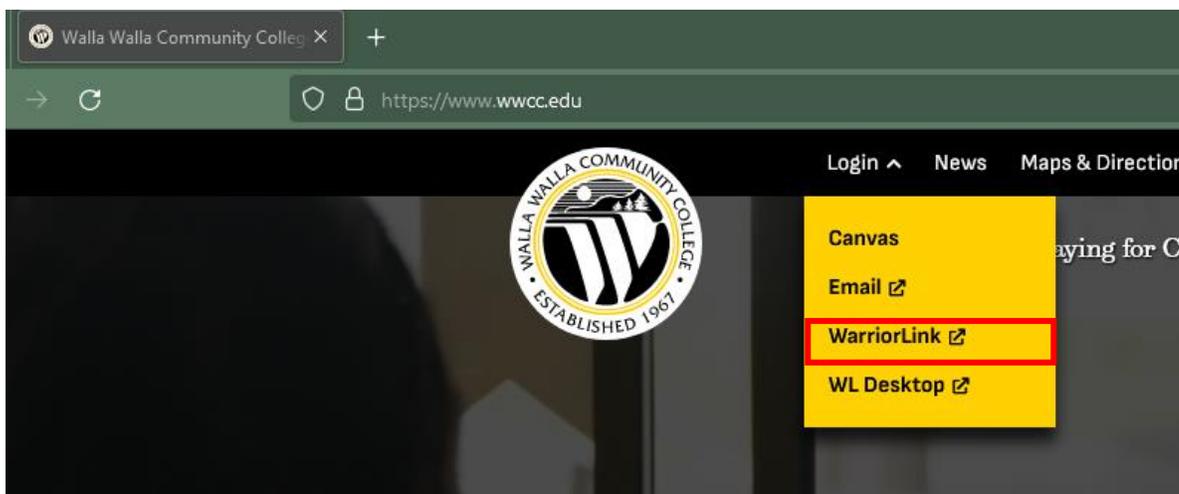


# Apply for Your Degree

The following directions review how to apply for your degree. This process notifies the Office of Admissions and Records that a student is near completion of their degree. After reviewing the student's record, the office will determine if the student has completed their degree and issue a diploma. Please note that there is a separate process for submitting information regarding the Commencement Ceremony in June. Information will be sent out via email during Spring Quarter. Students need to apply for their degree even if they are not planning to attend the commencement ceremony.

**The following instructions are for the student to complete.**

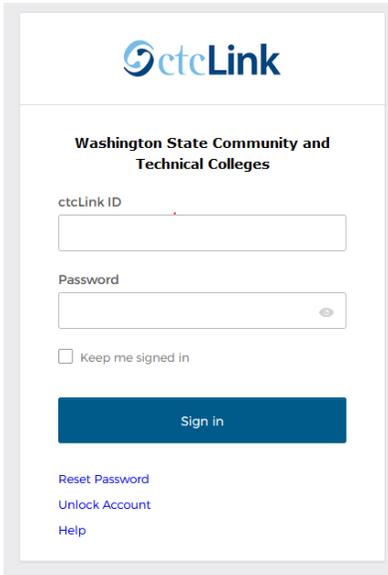
**Step 1:** Go to [wwcc.edu](https://www.wbcc.edu) and log into your WarriorLink Account.



**Step 2:** On the next screen, select ctcLink Login.

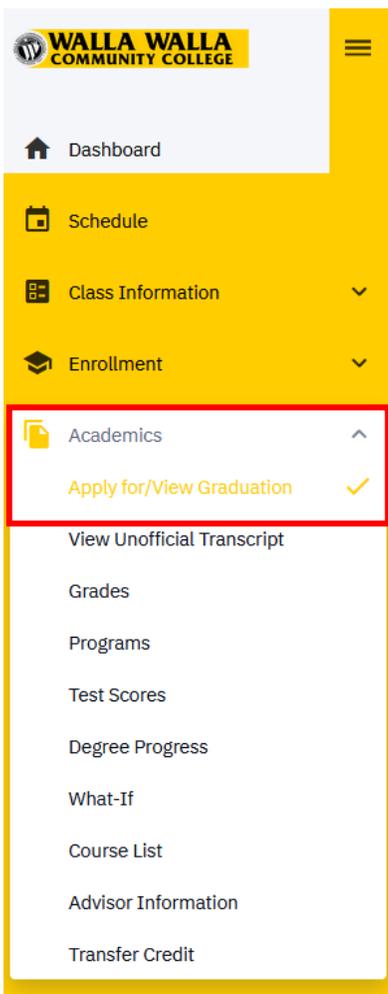


**Step 3:** Log into your ctcLink account with your ctcLink ID number and password.



The image shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text reads "Washington State Community and Technical Colleges". There are two input fields: "ctcLink ID" and "Password". Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. At the bottom, there are three links: "Reset Password", "Unlock Account", and "Help".

**Step 4:** On the side bar, click on Academics and then Apply for/View Graduation:



The image shows a navigation sidebar for Walla Walla Community College. The sidebar is yellow and contains the following items: "Dashboard" (with a home icon), "Schedule" (with a calendar icon), "Class Information" (with a grid icon and a dropdown arrow), "Enrollment" (with a graduation cap icon and a dropdown arrow), "Academics" (with a folder icon, an upward arrow, and a red box around it), "Apply for/View Graduation" (with a checkmark icon and a red box around it), "View Unofficial Transcript", "Grades", "Programs", "Test Scores", "Degree Progress", "What-If", "Course List", "Advisor Information", and "Transfer Credit".

**Step 5:** Click on the expand option and ensure that the program and degree information looks correct. If it does not look correct, reach out to your advisor to have the degree updated. If everything looks accurate, click on [Apply for Graduation](#).

Apply for/View  
Graduation



**Programs** Apply For Graduation

PROGRAM	EXPECTED GRADUATION TERM	STATUS
<span style="border: 1px solid red; padding: 2px;">Professional Technical</span>	-	Eligible to apply for graduation
<b>AGRI-BUSINESS AAS</b> Degree: Associate Prof-Tech Major: Agri-Business AAS		

**Step 6:** Select the term in which you will complete your degree; this is the quarter when you are taking the last courses needed to earn the degree or certificate. If the term you are looking for does not appear, reach out to your advisor.

**\*\* It's important to apply for the correct term you will actually be completing. Applying too early can create errors in the system and can cause Financial Aid complications.**

Apply for Graduation



PROGRAM

Program: \*  
Professional Technical

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TERM GRADUATION APPLICATION AVAILABLE

Term: \*  
FALL 2023 05/08/2023 - 12/15/2023

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You have selected a Fall graduation term which means you will finish your coursework by the end of Fall quarter. If you would like your name on your diploma to be different than your primary name, you need to add a degree name in your profile under Biographical Information. If you would like your diploma mailed to an address different than your mailing address, you need to add a degree address in your Contact Info. After the quarter has completed, it may take 6-8 weeks for your degree to be posted. You can watch for updates in your ctcLink account by clicking on Apply for/View Graduation under the Academics tab. Once the status shows "This degree has been awarded" you will be able to see your degree posted on your transcript.

Cancel Apply

**Step 7:** After confirming your application, the status will state "Graduation application received".

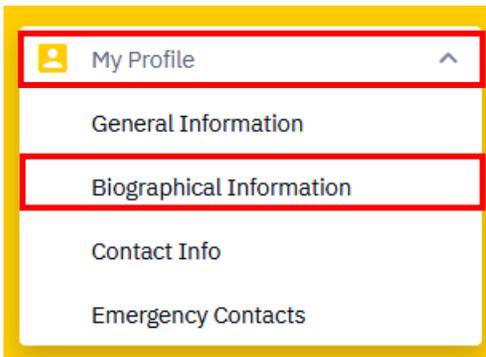
Apply for/View  
Graduation



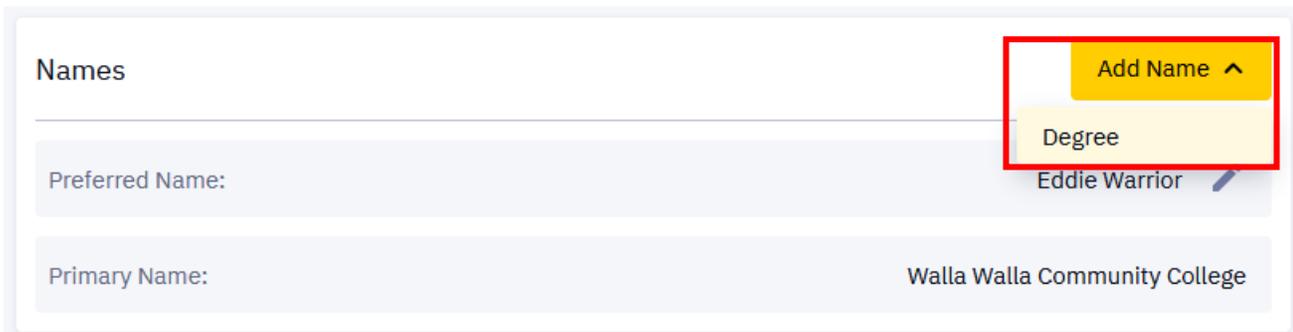
**Programs** View Graduation Details

PROGRAM	EXPECTED GRADUATION TERM	STATUS
> Professional Technical	FALL 2023	Graduation application received

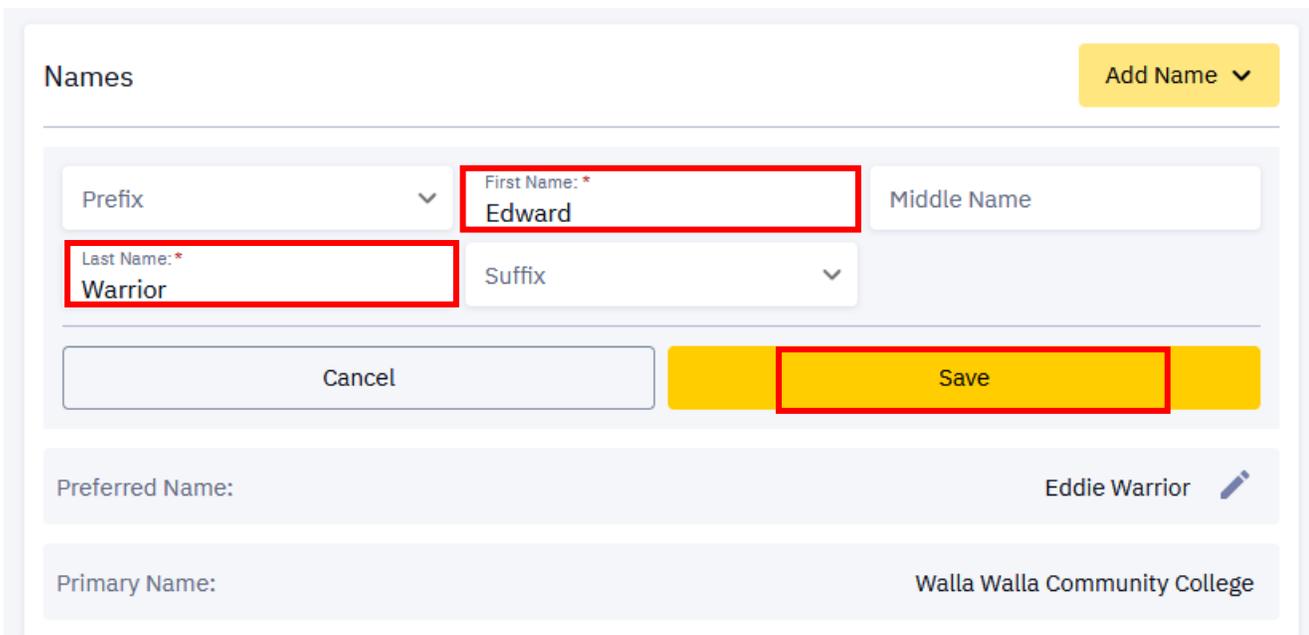
**Step 8:** Next you will want to ensure your **address** and **degree name** are updated correctly, click on My Profile on the side bar and then Biographical Information.



**Step 9:** To add the degree name, click on Add Name and then Degree.



**Step 10:** Type your name *exactly how you want your name to appear on your diploma*. Click Save.



**Step 11:** Click on [Contact Info](#) and verify the **MAILING** address information. If you do not have a MAILING address type listed, click on [Add Address](#) and add your mailing address. This is where the diploma will be mailed to.

Addresses Add Future Address ▾ Add Address ▲

Home : 500 N Tausick Way Walla Walla, WA 99362-9267

Phones A There are no Phones yet.

Emails

Campus: **PREFERRED** admissions@wwcc.edu

Addresses Add Future Address ▾ Add Address ▾

**NEW MAILING ADDRESS:**

Country: \* United States ▾ Address 1: 500 Tausick Way

Address 2 Address 3

City: Walla Walla State ▾

Postal: 99362-9267 County

Cancel Save

**Step 12:** After the quarter has completed, it may take 6-8 weeks for your degree to be posted. You can watch for updates in your ctcLink account by going to the same place you applied for your degree. Once the Status shows “This degree has been awarded”, the degree has been posted to your transcript.

**\*\*If you need transcripts showing your degree completion, either mark "hold for degree" when ordering your transcripts or order your transcripts after you see "This degree has been awarded" in your ctclink account.**

Apply for/View  
Graduation



### Programs

[View Graduation Details](#)

PROGRAM	EXPECTED GRADUATION TERM	STATUS
Academic	FALL 2023	This degree has been awarded
<b>ACADEMIC TRANSFER DTA</b> Degree: Associate in Arts Major: Academic Transfer DTA Emphasis: Art Emphasis		