# 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.

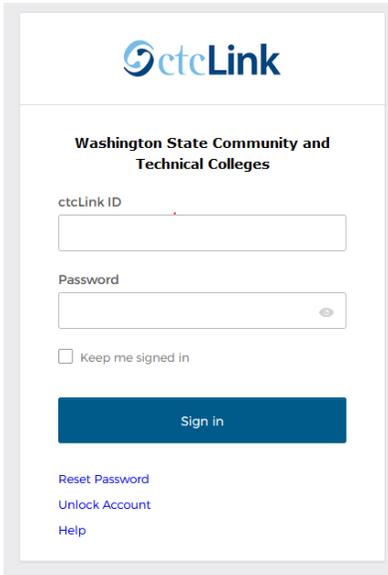***The following instructions are for the student to complete.***

Step 1: Go to wwcc.edu and log into your WarriorLink Account.
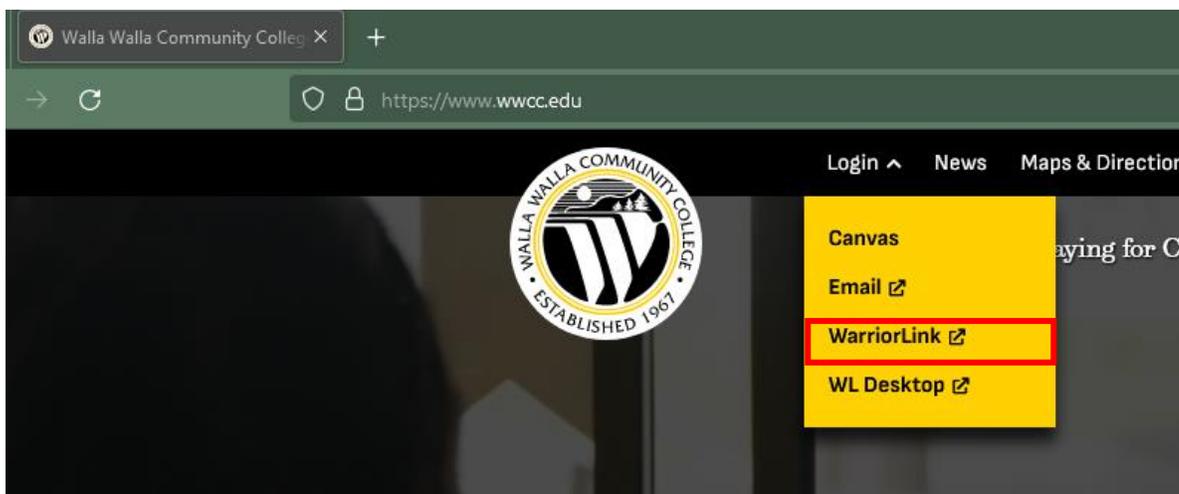
Step 2: On the next screen, select ctcLink Login.

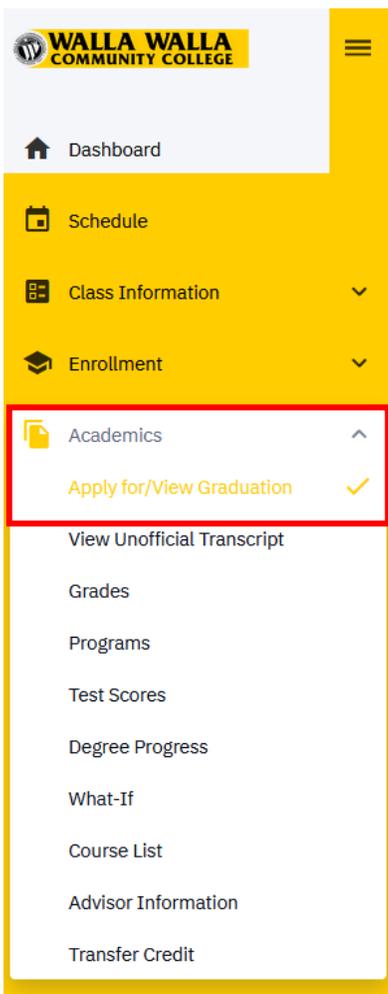**Step 3**: Log into your ctcLink account with your ctcLink ID number and password.

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

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
˅ rofessional Technical	-	Eligible to apply for graduation

AGRI-BUSINESS AAS
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   ˅

TERM   GRADUATION APPLICATION AVAILABLE

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

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".
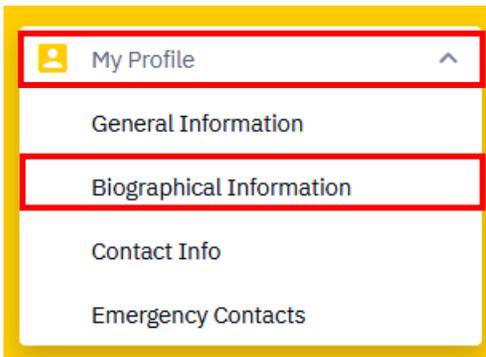
Apply for/View
Graduation

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 <u>My Profile</u> on the side bar and then <u>Biographical Information</u>.

Step 9: To add the degree name, click on <u>Add Name</u> and then <u>Degree</u>.
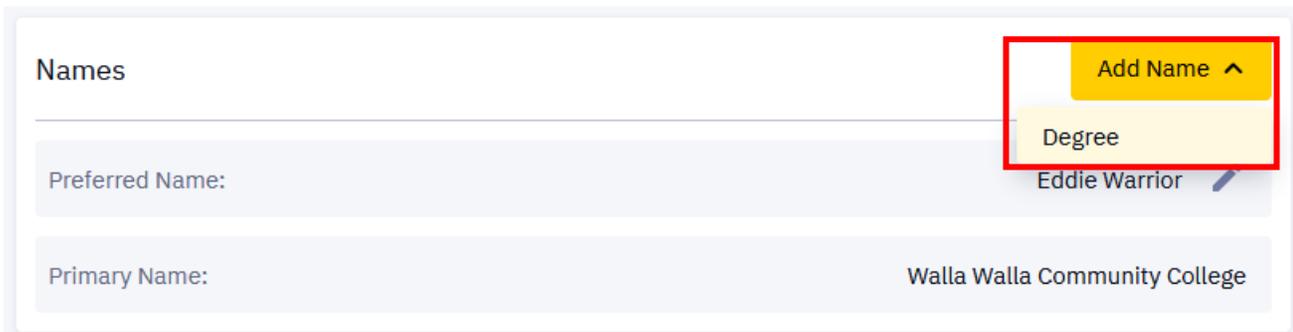
Step 10: Type your name ***exactly how you want your name to appear on your diploma***. Click Save.
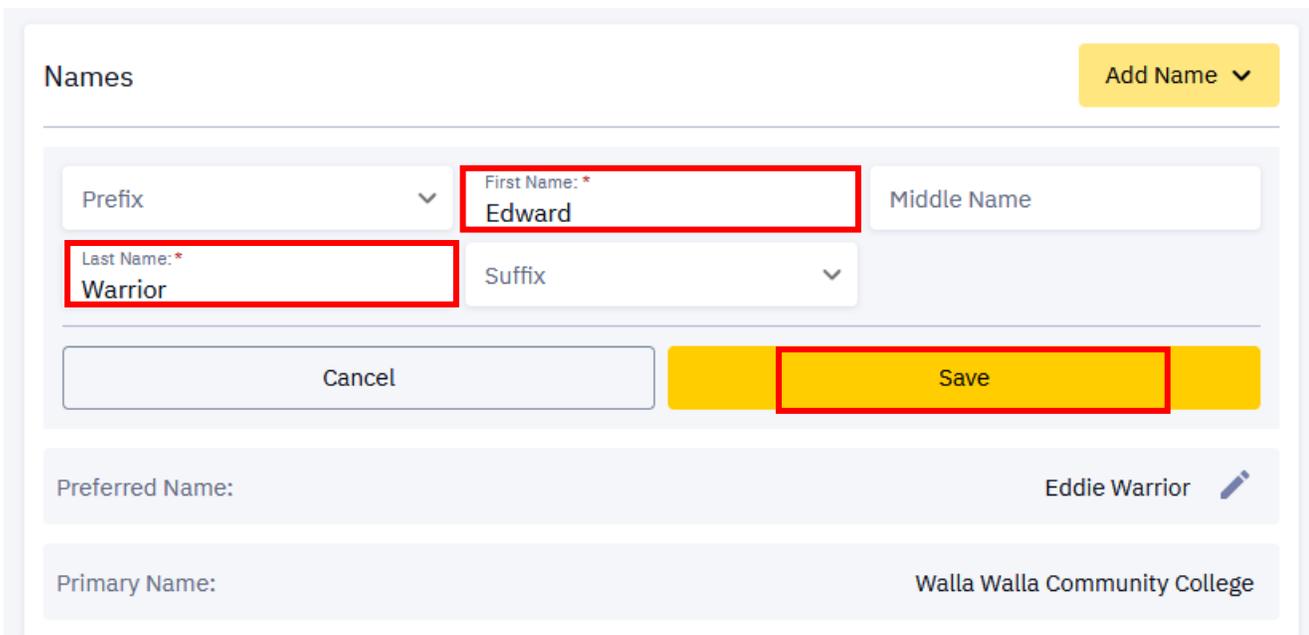
Step 11: Click on <u>Contact Info</u> and verify the **MAILING** address information. If you do not have a MAILING address type listed, click on <u>Add Address</u> and add your mailing address. This is where the diploma will be mailed to.

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

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Programs

👤 View Graduation Details

PROGRAM	EXPECTED GRADUATION TERM	STATUS
⌄ Academic	FALL 2023	This degree has been awarded

ACADEMIC TRANSFER DTA

Degree: Associate in Arts
Major: Academic Transfer DTA
Emphasis: Art Emphasis