GRADUATION

INFORMATION HANDOUT

Northern Lights College

Your guide to completing your program and celebrating your achievement!

YOUR GRADUATION CHECKLIST

1. CONFIRM YOU ARE ON TRACK TO GRADUATE

- ☐ Ensure all required courses are completed or currently in progress.
- ☐ Check that you will meet GPA requirements, credit totals and residency requirements.
- ☐ Contact your academic advisor immediately if anything looks incomplete.

2. RESOLVE OUTSTANDING BALANCES

Clear all outstanding balances to avoid delays in receiving your graduation documents or attending convocation.

- ☐ Tuition
- ☐ Books and tools
- ☐ Library borrowing

3. SUBMIT YOUR REQUEST TO GRADUATE

- ☐ Verify your legal name, program and contact information.
- ☐ Complete your Request to Graduate form and submit it to Enrolment Services.
- ☐ Pay the required graduation request fee of $120.00 + GST.
- ☐ Watch your email for confirmation from the Office of the Registrar.

Download the Request to Graduate form:

Request to Graduate Form

4. COMPLETE FINAL COURSEWORK & EXAMS

- ☐ Successfully finish all classes you are enrolled in this semester.
- ☐ Submit all assignments and attend final exams.
- ☐ Maintain your GPA to stay eligible for graduation.

IMPORTANT GRADUATION DEADLINE

All courses must be completed by June 30, 2027, to be eligible to participate in the convocation ceremony.

CONVOCATION & WHAT HAPPENS NEXT

5. PREPARE FOR CONVOCATION!

- ☐ Register for convocation by submitting your graduation request to Enrolment Services by March 30, 2027.
- ☐ Invite your family and friends to celebrate your achievement.
- ☐ Confirm your convocation location and ceremony details.

2027 CONVOCATION DATES	
Dawson Creek **Ovintiv Events Centre**	**June 3, 2027, 2:00 pm**
Fort St. John **Fort St. John Curling Club**	**June 10, 2027, 2:00 pm**
Fort Nelson **Phoenix Theatre**	**June 16, 2027, 2:00 pm**

6. END-OF-TERM PROCESSING

What happens after your final exams?

- Instructors submit final grades within 5 business days of the last day of term.
- The Graduation Analyst will evaluate your graduation eligibility within 20 business days, including:
  - Course completion
  - Academic standing
  - GPA
  - Credit totals
  - Transfer credit approvals
- You will be notified if anything is missing or needs correction.

7. RECEIVING YOUR GRADUATION DOCUMENTS

- Your parchment and official transcript will be delivered using your chosen method:
  - Mailed to your address through Canada Post.
  - Sent to your selected Enrolment Services location for pickup.
- Eligible international students will have their Post-Graduation Work Permit (PGWP) letters emailed to them

Important reminder: Your $120.00 + GST graduation fee includes ONE official transcript. Additional transcript requests are subject to applicable fees.

8. STAY CONNECTED AFTER GRADUATION

- ☐ Update your contact information to stay connected with NLC and receive alumni communications.
- ☐ Save important academic documents from your Borealis account.

IMPORTANT GRADUATION RESOURCES

Graduation Regulations
Convocation Information

NEED HELP? WE'RE HERE FOR YOU!

Graduation Inquiries: records@nlc.bc.ca
Form Submissions: studenthelp@nlc.bc.ca

CONGRATULATIONS!

Your hard work has brought you here. We're proud to celebrate this milestone with you!

YOUR FUTURE STARTS HERE.