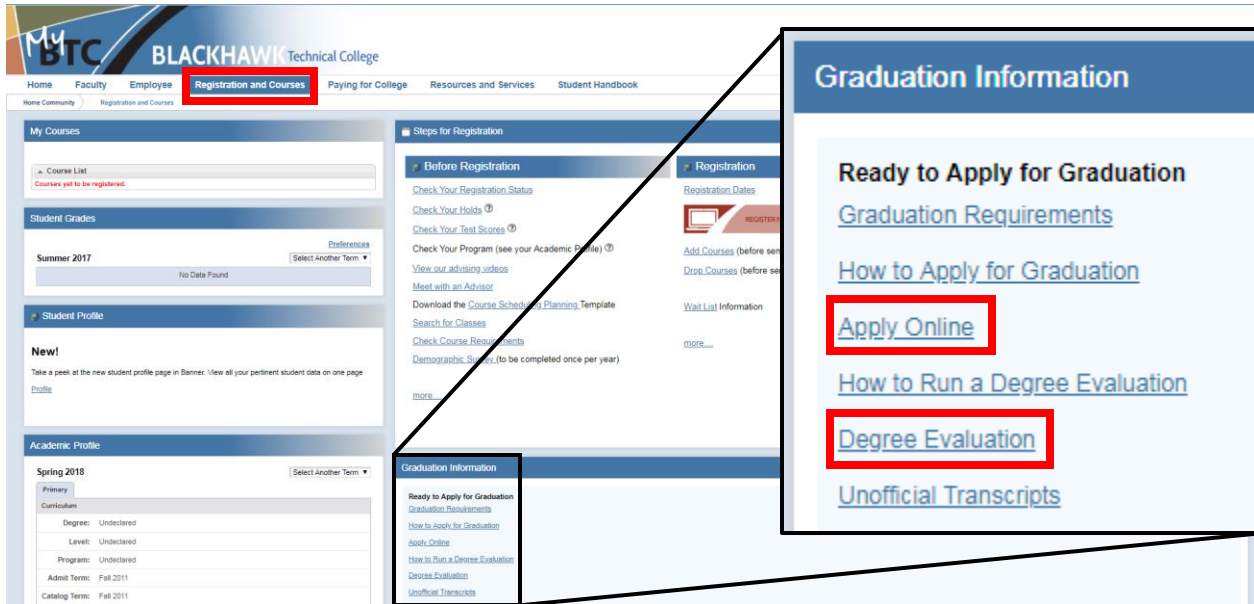


How to Apply for Graduation Online

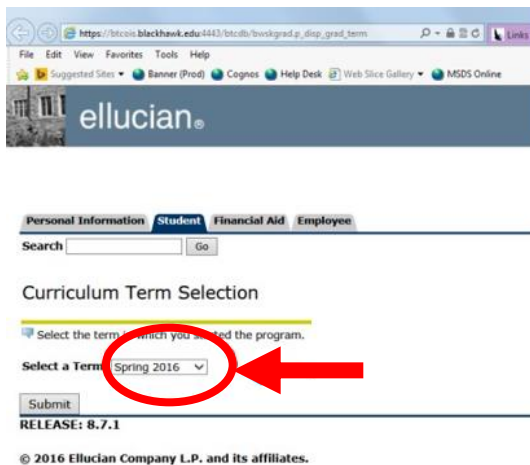
IT IS IMPORTANT THAT YOU READ AND FOLLOW THE DIRECTIONS FOR EACH STEP.

1. Log in to MyBTC
2. OPTIONAL: Under the Registration and Courses tab, select **Degree Evaluation** to check if you have completed all of the required courses
3. Under the Registration and Courses tab, select **Apply Now** to get started



4. Select the term and click **Submit**

5. Select **Primary Degree** and **Continue**



Curriculum Selection

Select the curriculum from which you intend to graduate by **choosing** the curriculum. If you intend to graduate in more than one program, a graduation application will be submitted. This process will submit your application. If you do not qualify for graduation, you will be notified.

Select Curriculum

Primary Degree
Associate Degree
Level: Credit Course
Program: Business Management

[Term Selection | View Holds | View Transcript |

6. **Select the term** when you will graduate from the drop-down menu, then click **Continue**

Graduation Date Selection

Confirm your expected graduation date.

* indicates required field

Curriculum

Primary Degree

Associate Degree

Level:

Credit Course

Program:

Business Management

Select Graduation Date

Graduation Date:*

None
None
Term: Fall 2013
Term: Spring 2014

Continue

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

7. **Select YES or NO** if you will attend the graduation ceremony. Then **Continue**.
If you are not sure, select YES, as this will reserve a spot for you.

Graduation Ceremony Selection

Do you plan on attending the graduation ceremony in May 2014?

If you are not sure, select YES, as this will reserve a spot for you.

You will need to confirm this closer to graduation to finalize your plans -- watch your BTC e-mail!

Select Ceremony Attendance

Attend Ceremony:

Yes No Undecided

Continue

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

8. **Select how your name should appear** on your diploma from the drop-down, then **Continue**

Diploma Name Selection

Brian B. Toad
Oct 14, 2013 04:28 pr

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."

* indicates required field

Name

Name:

Brian B. Toad

Current Diploma Name:

Select a Name for your Diploma

One of your Names:*

None
None
New
Current Name ()

Continue

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

9. **Verify or update your name** as it displays, then click **Continue**

Diploma Name Selection

Brian B. Toad
Oct 14, 2013 04:29 pm

Enter the name to be printed on your diploma. You may change your first name and middle initial/name only. To change your last name, please call 608-757-7661 to begin the process (documentation will be required).

Name For Diploma

First Name: Brian
Middle Name: B.
Last Name: Toad
Suffix:

[Continue](#)

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

10. **Select the mailing address** you wish to receive your diploma at, then click **Continue**

Diploma Mailing Address Selection

000276

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.

* indicates required field

Current Diploma Mailing Address

Select an Address for your Diploma

One of your Addresses:*

None ▾

None

New

Mailing

[Continue](#)

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

11. **Verify or update your mailing address** as needed, then click **Continue**

Diploma Mailing Address Selection

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

This is the address to which your diploma will be mailed. Please assure that it is accurate.

* indicates required field

Mailing Address For Diploma

Street Line 1:* 123 Lily Pad Dr.

Street Line 2:

Street Line 3:

City:* Beloit

State or Province: Wisconsin ▾

ZIP or Postal Code: 53511-6620

Nation: USA ▾

[Continue](#)

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



12. **Verify the details** shown in the summary and click **Submit Request**
Don't forget to pay the \$12 application fee!

Graduation Application Summary

Brian B. Toad
Oct 14, 2013 04:30 pm

Does everything look correct? If not, use your back arrow to return to the page in error. After making changes, use the continue button to step through the application.

Your application is not complete until you click "Submit Request" below.

Graduation Date

Term: Fall 2013

Ceremony

Attend Ceremony: Yes

Diploma Name

First Name: Brian
Middle Name: B.
Last Name: Toad

Diploma Mailing Address

Street Line 1: 123 Lily Pad Dr.
City: Beloit
State or Province: Wisconsin
ZIP or Postal Code: 53511-6620
Nation: USA

Curriculum

Primary Degree

Associate Degree

Level:

Credit Course

Program:

Business Management



Submit Request

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

13. Now you've submitted your application! After reading the confirmation information, click on the **View Graduation Applications** link from the bottom to review your application.

Graduation Application Confirmation Page

Brian B. Toad
Oct 14, 2013 04:31 pm

Congratulations Brian

Your application has been marked complete and submitted. The Registrar's office will review your application and conduct a degree audit to assure that all necessary requirements have been met.

Communication regarding your next steps and information about the graduation ceremony will be sent to your BTC email ONLY.

Please check your email on a regular basis. Exceptions will NOT be made for missed deadlines.

BTC is proud of its graduates and likes to recognize their accomplishments. We share graduate names with local newspapers for publication.

** If you do not want to have your name published, contact Express Services to have your record marked confidential **

RELEASE: 8.5.4

[[View Graduation Applications](#)]