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

Graduation Information

Ready to Apply for Graduation
Graduation Requirements
How to Apply for Graduation
Apply Online
How to Run a Degree Evaluation
Degree Evaluation
Unofficial Transcripts

Curriculum Selection

Select the curriculum from which you intend to graduate by choosing it!

If you intend to graduate in more than one program, a graduation application will be submitted for each program. This process will submit your application. If you do not qualify for graduation...
6. **Select the term** when you will graduate from the drop-down menu, then click **Continue**

   
   ![](image1.png)

   **Graduation Date Selection**

   - Confirm your expected graduation date.
   - Indicates required field

   **Curriculum**
   - Primary Degree
   - Associate Degree
   - Levels
   - Program: Business Management

   **Select Graduation Date**

   - 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**

   - 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:**

   - **Current Diploma Name:**

   - **Select a Name for your Diploma**

   - **One of your Names:**

   - **Continue**

   
   [ View Transcript | View Graduation Applications | Name Change Information ]
9. **Verify or update your name** as it displays, then click **Continue**

Diploma Name Selection

[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 Names: Brian  
Middle Name: B.  
Last Name: Toad  

[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

[Please enter or edit a new mailing address for your diploma. Use "One of your Addressess" 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 Addressess:

None  
Home  
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:*  
Street Line 2:  
Street Line 3:  
City:*  
State or Province:  
ZIP or Postal Code:  
Nation:

[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

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduation Date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td>Fall 2013</td>
</tr>
<tr>
<td><strong>Ceremony</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Attend Ceremony</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Diploma Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>First Name</strong></td>
<td>Brian</td>
</tr>
<tr>
<td><strong>Middle Name</strong></td>
<td>B.</td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td>Toad</td>
</tr>
<tr>
<td><strong>Diploma Mailing Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Street Line 1</strong></td>
<td>123 Lily Pad Dr.</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Janesville</td>
</tr>
<tr>
<td><strong>State or Province</strong></td>
<td>Wisconsin</td>
</tr>
<tr>
<td><strong>ZIP or Postal Code</strong></td>
<td>53511-6620</td>
</tr>
<tr>
<td><strong>Nation</strong></td>
<td>USA</td>
</tr>
<tr>
<td><strong>Curriculum</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Primary Degree</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Associate Degree</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Level</strong></td>
<td>Credit Course</td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td>Business Management</td>
</tr>
</tbody>
</table>

[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

**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. **

[View Graduation Applications]