

# Apply to Graduate Online

It is important that you read and follow the directions for each step.

Registration and Courses

My Courses

Steps for Registration

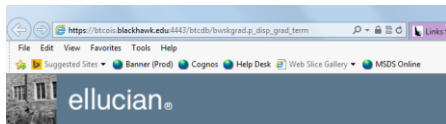
- Before Registration
- Registration
- After Registration

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

Not sure if you've completed all the required courses...run a Degree Evaluation—anytime.



Personal Information | Student | Financial Aid | Employee

Search [ ] Go

Curriculum Term Selection

Select the term in which you started the program.

Select a Term: Spring 2016

Submit

RELEASE: 8.7.1

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Select the term when you will be done

## Curriculum Selection

Brian B. Toad

Select the curriculum from which you intend to graduate by **choosing the button in front of your program.**

If you intend to graduate in more than one program, a graduation application must be submitted for each program.

This process will submit your application. If you do not qualify for graduation after your records are reviewed, you will be contacted, and will need to apply again in the future.

### Select Curriculum

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

Continue

## Graduation Date Selection

Confirm your expected graduation date.

\* indicates required field

### Curriculum

**Primary Degree:**  
Associate Degree

**Level:**

**Program:**

Credit Course  
Business Management

### Select Graduation Date

**Graduation Date:\***

None  
None  
Term: Fall 2013  
Term: Spring 2014

Select the term when you will graduate

Continue

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## 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

Select one

Continue

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## 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 ( )

Select one

Continue

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## 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. } You can update your first and middle name.  
This is what will appear on your diploma

**Last Name:** Toad

**Suffix:**

Continue

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Brian B. Toad

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

Select one

Continue

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# 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

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# 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

Don't forget to pay the \$12 application fee!

Submit Request

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Brian B. Toad

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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 \*\*

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**RELEASE: 8.5.4**

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[Review your application](#)