Apply to Graduate Online

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

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

Select the term when you will be done

Curriculum Selection

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.

Primary Degree

Associate Degree

Level:

Program:

Business Management

Continue
Graduation Date Selection

Select the term when you will graduate

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 RTC e-mail!

Diploma Name Selection

You can update your first and middle name.

This is what will appear on your diploma
Diploma Mailing Address Selection

* Indicates required field

Current Diploma Mailing Address

Select an Address for your Diploma
One of your Addresses:

[Select one]

Continue

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Diploma Mailing Address Selection

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

Mailing Address For Diploma
Street Line 1:
123 Lily Pad Dr.
Street Line 2:
City:
Beloit
State or Province:
Wisconsin
ZIP or Postal Code:
53511-6620
Nation:
USA

Continue

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Graduation Application Summary

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

Submit Request

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Brian B. Toad

Oct 14, 2013 04:30 pm

Don’t forget to pay the $12 application fee!
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**