

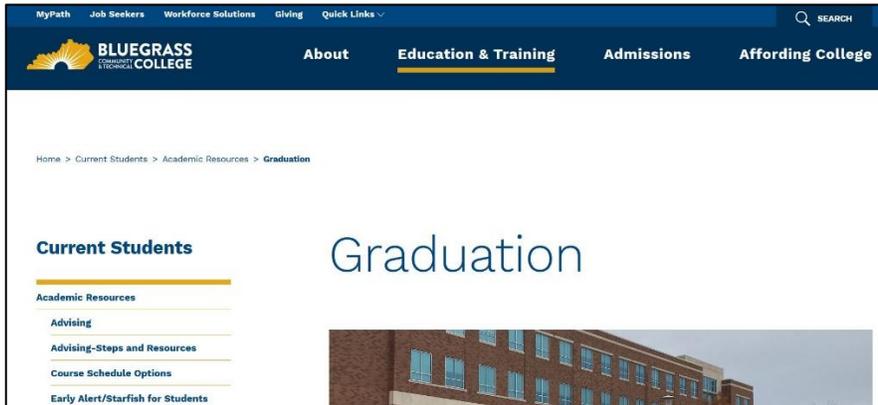
## How To Apply for Graduation – IMT Students

**\*\*These instructions can be used for any degree graduation application; just tailor it to your needs.\*\***

1. Click on the link below. This will take you to the BCTC Graduation Page.

<https://bluegrass.kctcs.edu/current-students/academic-resources/graduation.aspx>

You should come to a screen that looks like this:



2. Scroll down until you see the menu 'Applications for Graduation'. **Press the + (plus) symbol** to expand the selection area.

### APPLICATIONS FOR GRADUATION

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**— ONLINE GRADUATION APPLICATION**

Bluegrass Community and Technical College now has ONE online graduation application that will be used for all students for all programs. Please see your advisor to discuss courses needed to fulfill the curriculum requirements for your program. They will perform an audit for you to ensure you are ready to apply for graduation. Then you will need to complete and submit the online graduation application by the deadline stated above.

**You must complete and submit the graduation application on a COMPUTER. If you use a CELL PHONE or TABLET the graduation application submission will NOT occur!**

**Please note: Older, paper versions of the graduation applications will be NOT be accepted!**

[BCTC Online Graduation Application](#)

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**+ MORE INFORMATION**

3. Click on the 'BCTC Online Graduation Link'. You should come to the main page of the application. **PLEASE READ THIS (AND ALL PAGES) CAREFULLY!!!** Then click continue.

***YOU CANNOT USE YOUR PHONE OR TABLET TO SUBMIT THE APPLICATION.***

4. On the next page you have to enter your USERNAME and PASSWORD. This will be your school information.

5. Before applying for graduation, you should have met with your advisor to ensure you have all the required classes/credits needed to graduate. This page asks if you have.
6. Click YES and enter your **advisor's name**. Then, click continue.
7. Enter your personal information. YOU NEED TO READ THIS PAGE VERY CAREFULLY and ensure ALL fields are filled in with your proper information. **Be sure to make sure your name is correct as this is the name that will show up on your degree.**
  - The page will ask if your name is correct and this is what you want to show up on your degree. Choose YES if you are certain.
  - Scroll a little further down and another question will ask if our address is correct. It is doing so as this is the address where your degree is sent.
  - Following is a statement stating that you should pass all your classes and your application will be reviewed by the registrars office.
  - Click on the Month you are to graduate and select the year.

**BLUEGRASS**  
COMMUNITY & TECHNICAL COLLEGE

### Application for Graduation Log Out

Students are encouraged to apply for graduation the semester prior to when they are expected to complete their credential requirements. Applications turned in after the established deadline will automatically be moved to the applications for the next semester.

I certify that I met with my advisor and we discussed those courses which I must satisfactorily complete in order to fulfill the curriculum requirements for my program:  
 Yes  No

Advisor Name:

**Personal Information (Please fill in each field as you cannot move forward if there are blank fields.)**

Last Name:

First & Middle Names:

Student ID/KCTCS ID Number: 00

Last Four Digits of Social Security Number:

KCTCS Email Address:   
*(All communication regarding the status of your degree application will be sent to this email address.)*

NON KCTCS Email Address:   
*(Enter a NON KCTCS email address only if the Required KCTCS email is no longer active.)*

Current Phone Number:  *We will only use this number to contact you about your graduation application. It will not be sold or shared.*

8. After answering the questions above, you will choose your degree program from another drop down menu.

I am applying For:  August  December  May Year:

Please select all the programs and credentials that you are applying for. You do not need to submit separate graduation applications for each program/credential

**Select program:**

9. After choosing your degree, a new selection window will appear. This is important as you will choose your degree (and/or diploma) and any associated Certificates. Your advisor should tell you or give you a list of which certificates to apply for.

Select program:  
Industrial Maintenance Technology

Degree	Diploma	Certificates
<b>Associate in Applied Science</b> <input type="checkbox"/> Advanced Manufacturing Technician Track (AMT) 470303702 <input type="checkbox"/> Automotive Manufacturing Technical Education Collaborative (AMTEC) 470303703 <input checked="" type="checkbox"/> Industrial Maintenance Track 470303701	<input checked="" type="checkbox"/> Industrial Maintenance Technician 4703034049	<input checked="" type="checkbox"/> Industrial Maintenance Electrical Mechanic 4703033159 <input type="checkbox"/> Industrial Maintenance Machinists Mechanic 4703033119 <input checked="" type="checkbox"/> Industrial Maintenance Mechanic Level I 4703033139 <input type="checkbox"/> Industrial Maintenance Mechanic Level II 4703033149 <input checked="" type="checkbox"/> Industrial Maintenance Robotics Technician 4703033239

Add Credential Cancel

10. Whether you click done, or you need to add other credentials (see below) the screen will change to show you what you just applied for. Be sure that these are correct. (*You can always delete the wrong ones, then add the correct ones.*)

Selected Credential(s)			
Program	Credential	Description	
Industrial Maintenance Technology	Associate in Applied Science	Industrial Maintenance Track (470303701)	Delete
Industrial Maintenance Technology	Diploma	Industrial Maintenance Technician (4703034049)	Delete
Industrial Maintenance Technology	Certificate	Industrial Maintenance Electrical Mechanic (4703033159)	Delete
Industrial Maintenance Technology	Certificate	Industrial Maintenance Mechanic Level I (4703033139)	Delete
Industrial Maintenance Technology	Certificate	Industrial Maintenance Robotics Technician (4703033239)	Delete

Add Another Credential DONE

11. If all your certificates are the correct ones you are to receive, click *done*. Otherwise click the **'Add Another Credential'** button. Another drop down menu will appear and you can choose another major (which contains other credentials/certificates). **DO NOT CLICK DEGREE OR DIPLOMA unless you are receiving another degree.** JUST click the certificates you are to receive followed by the **'Add Credential'** button.

Select program:  
 Electrical Technology

Degree	Diploma	Certificates
<b>Associate in Applied Science</b> <input type="checkbox"/> Construction Electrician Track 460302702 <input type="checkbox"/> Industrial Electrician Track 460302701 <input type="checkbox"/> Motor Controls Electrician Track 460302703	<input type="checkbox"/> Automated Industrial Controls Technician Track 460302404 (Spring 2020 and after) <input type="checkbox"/> Construction Electrician Track 460302402 <input type="checkbox"/> Industrial Electrician Track 460302401 <input type="checkbox"/> Motor Controls Electrician Track 460302403	<input type="checkbox"/> Electrical Construction 4603023029 <input type="checkbox"/> Electrical Motor Control Level I 4603023079 <input type="checkbox"/> Electrical Motor Control Level II 4603023089 <input checked="" type="checkbox"/> Electrician Trainee Level I 4603023039 <input checked="" type="checkbox"/> Electrician Trainee Level II 4603023059 <input type="checkbox"/> Residential Electricity I 4603023049 <input type="checkbox"/> Residential Electricity II 4603023069

Add Credential Cancel

12. You can do this several times if you need to. When completed, verify your credentials and click 'Done'.

13. After pressing 'Done', 3 questions will pop up – read these carefully, then check them off. Then click 'Continue'.

Add Another Credential **DONE**

I accept that the final eligibility for graduation will be determined by the Registrar's Office after receipt of my final grades.

I accept that if my application for graduation is denied for any reason, it is my responsibility to reapply once I have completed the requirements.

If applicable, I have submitted any and all of the following: Official transcripts from other colleges or universities (including Blue+ from UK), official Advanced Placement (AP) scores from College Board, official College Level Examination Program (CLEP scores) from College Board, International Baccalaureate (IB) scores, Military work, etc.  
 I accept

Continue

14. Type in your name to "Sign" the application.

15. Click to submit. When you do this, a window will pop up asking if you're sure you want to submit the application. Choose your answer.