



Student Tutorial | Graduation Application

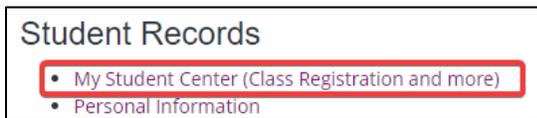
How to Submit Your Graduation Application

1. Wait until your **LAST SEMESTER** to submit your graduation application(s).
2. Go to www.morainepark.edu/login/ and log into the **myMPTC Student Portal** with your student email address (username@student.morainepark.edu).

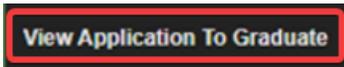
3. Click the **myMPTC** icon.



4. Click **My Student Center**.



5. Click the **View Application to Graduate** option below the Additional Links menu.



6. Complete the *Curriculum Selection*:

- a. Select the **current or most recent Term** (even if graduating during a future date).

Term *

Fall 2024

- b. If you receive an error that no curricula are available, or if you do not see the program/degree you are looking for, [check if you already submitted your application](#).



- c. Select one **Degree**, then click **Continue**. (IMPORTANT! If graduating from multiple degrees, you will need to submit a separate application for each degree.)

Primary Degree
Associate of Applied Science

Level: Undergraduate Program: Human Resources

Continue

7. Complete the *Graduation Date Selection*:

- a. Select your **Graduation Date**.
- b. If submitting a graduation application for a *Certificate* degree, the question “Will you attend the ceremony?” will NOT appear as an option.
- c. Click **Continue**.

The screenshot displays the Moraine Park Technical College website interface for a student's graduation application. The page title is "Graduation Date Selection". Under the "Primary Degree" section, the selected degree is "Associate of Applied Science". The "Graduation Ceremony Attendance" section contains a "Graduation Date" field with a dropdown menu showing "Date: 05/16/2025 Term: Spring 2025 Year: 2024-2025". Below this is a question "Will you attend the ceremony?" with three radio button options: "Yes" (selected), "No", and "Undecided". At the bottom, there are two buttons: "Back" and "Continue". Red boxes highlight the dropdown arrow, the ceremony attendance question and options, and the "Continue" button.

MORaine PARK
TECHNICAL COLLEGE

Student • Graduation Application

Graduation Date Selection

Primary Degree
Associate of Applied Science

Graduation Ceremony Attendance

Graduation Date *

Date: 05/16/2025 Term: Spring 2025 Year: 2024-2025

Will you attend the ceremony?

Yes
 No
 Undecided

Back Continue

8. Complete the *Diploma Name Selection*:

- a. Select the **Name** you want on your diploma.
 - i. **Current Name** means your name will appear as it is listed in our system.
 - ii. **New Name** will allow you to specify a different first or middle name. If your last name needs to be updated, you must submit a [Student Record Change Form](#).
- b. Click **Continue**.

MORAINÉ PARK
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Student • Graduation Application

Diploma Name Selection

Primary Degree
Associate of Applied Science

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."

Name

Select a Name for your Diploma *

Current Name (Max A Wolf)

First Name
Max

Middle Name
A

Last Name
Wolf

Back Continue

9. Complete your *Mailing Address*:

- a. Use the dropdown to select the address you want your diploma mailed to.
- b. Click **Continue**.

The screenshot shows the 'Mailing Address For Diploma' section of a graduation application. At the top left is the Moraine Park Technical College logo. Below it, the text 'Student • Graduation Application' is displayed. The main heading is 'Mailing Address For Diploma'. A light blue information banner contains the text: 'Please select State (Province) and Zip (Postal Code) or select Nation to proceed.' Below this, the section 'One of your Addresses *' features a dropdown menu with 'Mailing [redacted] Ave' selected and a red box around the dropdown arrow. The 'Street Line 1 *' field contains '[redacted] Ave' with a location pin icon. 'Street Line 2' and 'Street Line 3' are empty text boxes. The 'City *' field contains 'Fond Du Lac'. The 'State or Province' dropdown is set to 'Wisconsin', and the 'Zip or Postal Code' field contains '54935-2867'. The 'Nation' dropdown is empty. At the bottom, there are two buttons: 'Back' and 'Continue', with the 'Continue' button highlighted with a red box.

10. Review the *Summary* for accuracy, then click **Submit Request**.

MORaine PARK TECHNICAL COLLEGE

Student • Graduation Application

Graduation Application Summary

Graduation Date

Date	Term	Year
12/15/2023	Fall 2023	2023-2024

Diploma Name

First Name	Middle Name	Last Name
[Redacted]	[Redacted]	[Redacted]

Diploma Mailing Address

Street	City	State or Province	Zip or Postal Code
[Redacted]	Fond Du Lac	Wisconsin	54935-2867

Curriculum

Primary Degree
Associate of Applied Science

Level	Program
Undergraduate	IT-Web Dev & Design Specialist

Back Submit Request

11. Your graduation application has been submitted when you see the **Acknowledgement** page.

MORaine PARK TECHNICAL COLLEGE

Student • Graduation Application

Acknowledgement

Your graduation application has been submitted.
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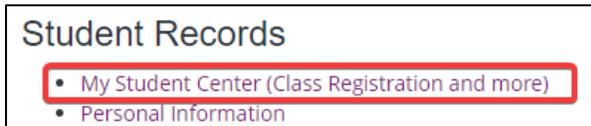
How to Check if You Already Submitted a Graduation Application

1. Go to www.morainepark.edu/login/ and log into the **myMPTC Student Portal** with your student email address (username@student.morainepark.edu).

2. Click the **myMPTC** icon.



3. Click **My Student Center**.



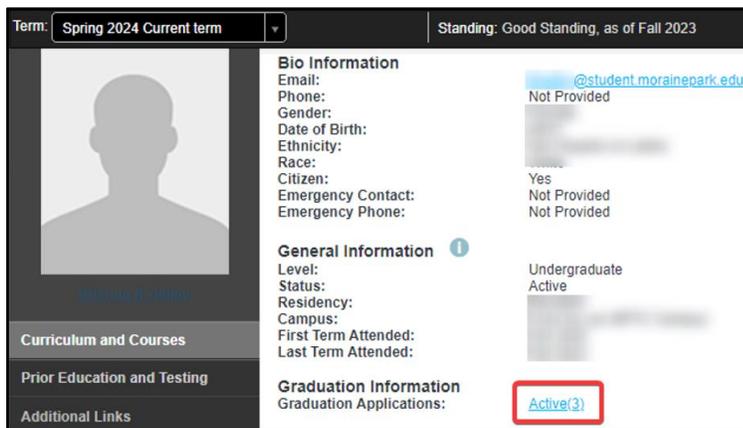
4. Review **Graduation Information** on your Student Profile. Do you see a blue link labeled “Active”?

a. **NO:** If this field says “None”, then you have not submitted any active graduation applications.



b. **YES:** If this field says “Active”, it means you previously submitted one or more applications.

i. Click the blue “Active” link to view your graduation application(s).



ii. Use the dropdown to select the degree and view your application details.

