How to Apply for Graduation

Congratulations! It is time to begin the process of applying for graduation. Earning your Degree from Montana State University is an exciting time and we have created documentation to help ensure this process goes smoothly for you.

1_GENERAL DEFINITIONS_____

- Dual Degree:
    - A student who is pursing two degrees. This student will have completed each program degree requirements as well as an additional 30 credits. Generally completing 150+ credits. Student will receive two diplomas.
- Double Major:
    - A student who is pursing two majors. This student will have completed each program degree requirements. Generally completing 120 credits. Student will receive one diploma.
- Primary Advisor:
    - The advisor for your primary degree or major.
- Certifying Officer:
    - Departmental specific individual who certify degrees. Your department administrator or Primary Advisor will give this information.

2_Directions_____

1. The Graduation Application process is a multi-step process. You should apply for graduation the semester before you intend to complete your degree requirements. Students planning to graduate in the spring should apply by October 1st. Students planning to graduation in summer or fall should apply by March 1st.
2. Prior to submitting your application for graduation your Advisor and Certifying Officer must authorize your application by placing specific notes in Degreeworks. YOU WILL NEED ADVISOR AND CERTIFYING OFFICER NOTES FOR EVERY CREDENTIAL YOU SEEK. If you are seeking a minor, second major, second degree, certificate, etc.. you need to have the advisor and certifying officer for that program of study enter the appropriate notes in Degreeworks.
    a. Meet with your advisor to review your DegreeWorks to ensure your file is accurate and that you are on track to graduate.
        i. If changes must be made to your curriculum (adding or dropping a minor for example), please utilize the Curriculum Change form to change your curriculum information.
        ii. If your advisor approves your plan for graduation, they will put a note in DegreeWorks that they have approved your application for graduation.

        "Final Semester Primary Degree Advisor Approves of DegreeWorks worksheet"

        iii. Ask your Advisor how best to get Certifying Officer approval to apply for graduation. Some advisors are certifying officers, some departments advance the request to the certifying officer on your behalf, most departments will have you set up a second meeting with your certifying officer.
    b. Next, work with your department to have the Certifying Officer review your curriculum and plan to graduate. Once they have confirmed your DegreeWorks worksheet is in order, they will put a note in your Degree Works:

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"Final Semester UG Approved for Graduation Application by Certifying Officer

**If you have multiple majors, degree, or a minor, you will need to have each advisor and Certifying Officer for those department complete the note in DegreeWorks.

***It is the note from your Certifying Officer which will allow you access to the online graduation application.

3. Once you have an advisor and certifying officer note for each credential (major, minor, second major, second degree, certificate, etc..) in DegreeWorks, APPLY FOR GRADUATION via MyInfo > Student Services > Apply to Graduate (step by step instructions and explanations below) .

    https://prodmyinfo.montana.edu/pls/bzagent/twbkwbis.P_GenMenu?name=homepage

4. Under the Services Tab you will find a link "Apply to Graduate"

5. The first screen that will populate will be your current term.
    This is your current term.

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6. The next screen that will populate will be your current curriculum. Please verify your current major and minors (if any)

   **If you are a Dual Degree Student you will have to complete this process two times to apply for Graduation for both Degrees

Curriculum Selection

You may apply for only one degree at a time. If you are seeking multiple degrees, you will need to repeat this process for each degree and/or certificate.

Select Curriculum

⊙ **Current Program**
Bachelor of Science

Level:	Undergraduate - Semester
Program:	Business - Finance
College:	College of Business
Campus:	MSU-Bozeman
Major and Department:	Business, Business
Major Concentration:	Finance
Minor:	Accounting

Continue

7. Graduation Date Selection:

   Note: Spring and Fall term degree candidates are expected to walk in the term in which they are completing their degree. Summer undergraduate level candidates are invited to walk in the Spring ceremonies. Summer graduate level candidates are invited to walk in the Fall ceremonies.

Graduation Date Selection

Please select a date for your expected graduation.

* indicates required field

Curriculum
Current Program
Bachelor of Science

Level:	Undergraduate - Semester
Program:	Business - Finance
College:	College of Business
Campus:	MSU-Bozeman
Major and Department:	Business, Business
Major Concentration:	Finance
Minor:	Accounting

Select Graduation Date
Graduation Date:* None ▾

Continue

8. Graduation Ceremony Selection:

   You still have time to change your mind regarding attendance to commencement.

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Graduation Ceremony Selection

💬 Please indicate if you plan to attend the graduation ceremony. If you are unsure at this time or change your mind at a later date, please notify the Registrar's Office of your plans.

Select Ceremony Attendance
Attend Ceremony: ○ Yes   ○ No   ◉ Undecided

[Continue]

9. Diploma Name Selection:
    Here you have the ability to indicate what name you want printed on your diploma.

Diploma Name Selection

💬 Please select the name you would like to appear on your diploma. If that name does not appear in the drop-down menu, select "New" and enter a new name for your diploma.

* indicates required field

Name
Name: Elise Christine Estus

Select a Name for your Diploma
One of your Names:＊   [None   ▼]

[Continue]

10. Diploma Mailing Address Selection:
    Here you have the ability to indicate what address you want your diploma sent.

Diploma Mailing Address Selection

💬 Please select the address where you would like your diploma to be mailed. If that address does not appear in the drop-down menu, please select "New" and enter a new address for delivery of your diploma.

* indicates required field

Select an Address for your Diploma
One of your Addresses:＊   [Mailing (4226 Toole St)   ▼]

[Continue]

11. Graduation Application Summary:
    Here you review and confirm details from previous screens. If you made a mistake, use the back arrow on your browser to correct erroneous screen.
    Once you submit this request you must come in the Registrar's Office at 111 Montana Hall to make any corrections.

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Graduation Application Summary

Please review the summary below. If any information is incorrect, please use your browser's back button to return to the page and make corrections before submitting the application. If you need assistance, please contact the Registrar's Office at 406-994-6650 or registrar@montana.edu if you are an undergraduate student. If you are a graduate student, please contact the Graduate School at 406-994-4145 or degreesandcertificates@montana.edu.

Graduation Date
Term:	2020 Fall Semester
Year:	2020-2021

Ceremony
Attend Ceremony:	Undecided

Diploma Name
First Name:	Elise
Middle Name:	Christine
Last Name:	Estus

Diploma Mailing Address
Street Line 1:	4226 Toole St
City:	Bozeman
State or Province:	Montana
ZIP or Postal Code:	59718

Curriculum
Current Program
Bachelor of Science
Level:	Undergraduate - Semester
Program:	Business - Finance
College:	College of Business
Campus:	MSU-Bozeman
Major and Department:	Business, Business
Major Concentration:	Finance
Minor:	Accounting

Submit Request

12. Graduation Application Signature Page

Graduation Application Submitted

Thank you for submitting your graduation application! Please continue to review Degree Works for notes from your advisor, the Registrar's Office and/or the Graduate School regarding your pending graduation.

If you are seeking multiple degrees, you will need to repeat this process for each degree and/or certificate.

For grad fair, commencement, and diploma information, please visit www.montana.edu/commencement/index.html.

For up-to-date communication related to commencement activities, please watch your student email.

If you need assistance, please contact the Registrar's Office at 406-994-6650 or registrar@montana.edu if you are an undergraduate student. If you are a graduate student, please contact the Graduate School at 406-994-4145 or degreesandcertificates@mo

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13. You can confirm your application was submitted by going to MyInfo, Students Services tab and clicking the "View Graduation Application" link

3_FAQ

Continue to monitor your DegreeWorks. If your advisor or auditor from the Registrar's Office find any discrepancies, they will make a note in your DegreeWorks.

Continue to monitor your university email for communication regarding Graduation Fair and Commencement Preparation. You can also check our Commencement website: https://www.montana.edu/commencement/