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 pursuing 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 pursuing 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/twbkwabis.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

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.

8. Graduation Ceremony Selection:
   You still have time to change your mind regarding attendance to commencement.
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9. Diploma Name Selection:
Here you have the ability to indicate what name you want printed on your diploma.

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

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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12. Graduation Application Signature Page

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

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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/