# Pre-Graduation Worksheet (PGW)

## Jake Jabs College of Business & Entrepreneurship

**In Order to Graduate:** This form must be completed and returned to the JJCE Office of Student Services (OSS) in Jabs Hall Room 124 One Year Prior to your desired term of graduation (due May 1 for spring/summer graduates; Dec 1 for fall graduates). OSS will generate your official graduation documents and you will be notified via email when your official application is ready for your review and signature.

**Instructions:** For your option (MKTG, MGMT, FIN, ACCT) select your elective(s) below, fill out the reverse using DegreeWorks, and collect your advisor’s signature. Be sure to declare all your credentials (minors, 2nd option, etc.); declaration means you can see the credential in DegreeWorks. See Jabs 124 for assistance. Create a ‘Plan’ in DegreeWorks for each credential.

## Full Name: ___________________________________________________________  ID #: _____________________________.

## Email: _______________________________________________________________

All official graduation correspondence will be sent to your preferred email address listed in MyInfo.

## Permanent Mailing Address: ___________________________________________

Where your diploma will be sent.  

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

## Term of Graduation: _________________________  (e.g. spring 2017)

When you want to graduate

## Minor(s) or 2nd degree: _____________________________________________

## Catalog Year:

- ☐ 2010/2012
- ☐ 2012/2014
- ☐ 2014/2015
- ☐ 2015/2016
- ☐ 2016/2017
- ☐ 2017/2018

**Note:** Catalog year is usually based on your first semester at MSU; you may have different catalog years for each credential (minor, 2nd option, etc.)

## Accounting

### Check one ACTG elective:

- ☐ ACTG 420  Cost Acct II
- ☐ ACTG 421  Acct Info Sys
- ☐ ACTG 441  Fin Statements
- ☐ ACTG 498  Internship

## Finance

If your catalog = 10/12, 12/14, 14/15: check three BFIN electives; 15/16 or 16/17: check one BFIN elective; 17/18: check two BFIN elective

- ☐ BFIN 421  Real Estate
- ☐ BFIN 452  Intl Fin
- ☐ BFIN 456  Entrep Fin
- ☐ BFIN 458  Com Bank Mgmt
- ☐ BFIN 461  Port Mgmt
- ☐ BFIN 498  Internship
- ☐ BFIN 4XX
- ☐ Alt Elective

**Advisor’s Signature:** ___________________________  Date: ___________________________

Must be in addition to University core, required and BFIN elective courses.

## Management

### Check two BMGT electives:

- ☐ BMGT 405 – Supply Chain Mgmt
- ☐ BMGT 406 – Neg/Disp Res
- ☐ BMGT 410 – Sust Bus Prac
- ☐ BMGT 420 – Leadership & Motiv
- ☐ BMGT 441
- ☐ BMGT 446
- ☐ BMGT 444
- ☐ BMGT 406 – Prac Mgmt Persp
- ☐ BMGT 460 – Adv Entrep Sem
- ☐ BMGT 461 – Sm Bus Mgmt
- ☐ BMGT 463 – Entrepreneurs
- ☐ BMGT 464 – Intl Mgmt
- ☐ BMGT 469 – Comm Entrep & Non-profit Mgmt
- ☐ BMGT 498 – Internship
- ☐ BMGT 4XX

**AND**

List three Advisor Approved Electives: 

1) _______________________  2) _______________________  3) _______________________

Must be in addition to University core, required and BMGT elective courses.

**Advisor’s Signature:** ___________________________  Date: ___________________________

## Marketing

### Check one BMKT elective:

If your catalog = 10/12, 12/14:

- ☐ BMKT 420  Int Online Mktg
- ☐ BMKT 411  Int Mktg
- ☐ BMKT 441  Mktg for Entrepr
- ☐ BMKT 444  Retail Mktg
- ☐ BMKT 406  Adv Camp
- ☐ BMKT 498  Internship
- ☐ BMKT 405
- ☐ BMKT 4XX

**AND**

List one Advisor Approved Elective: ___________________________

Must be in addition to University core, required and BMKT elective courses.

**Advisor’s Signature:** ___________________________  Date: ___________________________

YOUR ADVISOR’S SIGNATURE IS REQUIRED. FORMS SUBMITTED WITHOUT SIGNATURES WILL NOT BE PROCESSED.
Use to DegreeWorks and/or your transcript in MyInfo to complete the following sections.

### University Core 2.0 Requirements

<table>
<thead>
<tr>
<th>Core 2.0 Category</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Seminar (US)</td>
<td></td>
</tr>
<tr>
<td>Writing (W)</td>
<td></td>
</tr>
<tr>
<td>Quantitative Reasoning (Q)</td>
<td></td>
</tr>
<tr>
<td>Diversity (D)</td>
<td></td>
</tr>
<tr>
<td>Contemporary Issues in Science (CS)</td>
<td></td>
</tr>
<tr>
<td>Inquiry to Natural Science (IN)</td>
<td></td>
</tr>
<tr>
<td>Inquiry to Arts (IA or RA)</td>
<td></td>
</tr>
<tr>
<td>Inquiry to Humanities (IH or RH)</td>
<td></td>
</tr>
<tr>
<td>Inquiry to Social Science (IS or RS)</td>
<td></td>
</tr>
<tr>
<td>Research (R)</td>
<td>ACTG 321R</td>
</tr>
<tr>
<td></td>
<td>BMGT 475R</td>
</tr>
<tr>
<td></td>
<td>BFIN 420R</td>
</tr>
<tr>
<td></td>
<td>BMKT 342R</td>
</tr>
</tbody>
</table>

### 120 Required Total Credits

- # of credits already earned to date =
- earned hours on your transcript
- # of credits in which you are currently enrolled
- subtotal
- # credits remaining

### 54 Required Non-Bus/Non-Econ Credits

- # of non-bus/non-econ credits already earned to date
- # of non-bus/non-econ credits in which you are currently enrolled
- subtotal
- # credits remaining

### 42 Required Upper-Division Credits

- # of credits already earned to date in 300 & 400-level courses.
- # of credits in 300 & 400-level courses in which you are currently enrolled
- subtotal
- # credits remaining

### List Your Courses for Your Remaining Semesters:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course 1</th>
<th>Course 2</th>
<th>Course 3</th>
<th>Course 4</th>
<th>Course 5</th>
<th>Course 6</th>
</tr>
</thead>
</table>

### Next Steps After Submitting Your PGW

1. Make sure your preferred email listed in MyInfo is correct and check your email.
2. Make sure each of your credentials (minors or 2nd degree) is officially declared and create a corresponding ‘Plan’ for each credential in DegreeWorks. If you can’t see each credential in DegreeWorks stop by Jabs 124.
3. When you receive an email to sign your official graduation paperwork, follow the included instructions to set up your appointment. During the appointment your DegreeWorks ‘Plans’ will be locked, and you will sign your official graduation application. At that point you will be a degree candidate.
4. If you change an elective or your term of graduation contact the Office of Student Services (OSS) to ensure the necessary paperwork is processed to update your official graduation application and keep you on the degree candidate list.