



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. ****Dual Degree students will need to complete two applications.**
- 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. Double major students will fill out one application
- 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

Important Notes:

- I. The Graduation Application procedure is a multi-step process. You should apply for graduation the semester prior to completing your degree requirements. Students planning to graduate in the spring should apply by November 1st. Students planning to graduation in summer or fall should apply by March 1st.
- II. Prior to submitting your application for graduation your Advisor and Certifying Officer must authorize your application by placing specific notes in Degreeworks. **YOU WILL REQUIRED TO SEEK APPROVAL VIA NOTES FROM YOUR 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.

Instructions:

- I. Schedule and appointment and 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.
- II. 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:

“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.**

- III. Once you have an advisor and certifying officer note for each credential (major, minor, second major, second degree, certificate, etc..) in DegreeWorks, it will open your Application for Graduation in My Info

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

***Once notes have been placed it will likely take an overnight update of our system in order for the option to be available in your My Info to “Apply to Graduate.”**

Online Graduation Application

Step One: Apply to Graduate Link

1. Login to your My Info and select the “Student Services” tab, there is blue hyperlink will be the “Apply to Graduate” option which will open the Application.

[Personal Information](#)
[Student Services](#)
[Financial Aid](#)
[Faculty Services](#)
[Advisi](#)

Student Services

[Click here](#) for more information regarding MSU's Student Email Policy.

FERPA Information: [Click here](#) for the Family Education Rights and Privacy Act infor
Enrollment Verification: [Connect to the National Student Clearinghouse](#) to print a fr
Official Transcripts: [Connect to the National Student Clearinghouse](#) to order an offi

New Course Numbers: [Click here](#) (opens in new window) for info on new subj

[DegreeWorks](#)
 Please use MSU-Secure rather than MSU-Guest if connecting from the wireless network on campus
 Please use Google Chrome to access DegreeWorks.
 DegreeWorks is an electronic degree audit program and academic advising tool designed to assist

[Required Online Education](#)
 Online training for new students mandated by the Board of Regents: AlcoholEdu, Haven, and Trar

[Registration](#)
 Check your registration status; Add or drop classes; Select variable credits, grading modes, or lev

[Registration Timetable](#)

[Student Records](#)
 View your holds; Display grades and transcripts; View your Student Tax Information; Review charg
GO GREEN> [Click on Student Records to opt for the electronic version of 1098-T tax form](#)

[Student Health Service](#)
 Check your insurance status.

[MSU System Transfer and Multi-Campus Application Request Form](#)
 Submit a transfer or multi-campus request to another MSU campus.

[MSU Bozeman Online Intent to Register](#)
 Submit a request for re-admission to MSU Bozeman

[Show Advisor](#)

[Dependent Partial Tuition Waiver Application](#)

[Apply to Graduate](#)

[View Application to Graduate](#)

Step Two: Curriculum Term Selection

The first screen that will populate is “Curriculum Term Selection” here is where you will select the current term to pull your current course of study.

Personal Information **Student Services** Financial Aid Employee Services Communications MyApps Notifications

Curriculum Term Selection

Please select the current term or the most recent term in which you were enrolled.

Select a Term: 2020 Spring Semester ▾

Submit

Please select the current term.

Step Three: Curriculum Selection

The next screen that will populate will be your “Current Curriculum.” Please verify your current major and minors (if any)

Personal Information **Student Services** Financial Aid Employee Services Communications MyApps Notifications

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

*For those applying for a single Degree with Minors and Certificates will only need to fill out one application for graduation. If a certificate is not showing in your Curriculum Section, they should consult with the department to ensure they are receiving the certificate. There is not an application requirement for certificate. The Registrar’s Office will work with the Department to ensure certificates are awarded.

**Students who are Dual Degree (receiving two degrees at the time of graduation) must fill out an additional Application for Graduation.

Step Four: Graduation Date Selection

In this section you will need to click on the drop-down menu to select the available Graduation Date.

[Personal Information](#) [Student Services](#) [Financial Aid](#) [Employee Services](#) [Communications](#) [MyApps](#) [Notifications](#)

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:*

[Continue](#)

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.

Step Five: Graduation Ceremony Selection

Choose whether you plan on attending the Graduation Ceremony. You still have time to change your mind regarding attendance to commencement.

[Personal Information](#) [Student Services](#) [Financial Aid](#) [Employee Services](#) [Communications](#) [MyApps](#) [Notifications](#)

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](#)

If you change your mind, then you will just need to email registrar@montana.edu to request an update to your attendance for Graduation Ceremony.

Step Six: Diploma Name Selection:

Here you have the option to “Select a Name for your Diploma.” The list provided will show all names that have been submitted through the “Name Change” process with the Registrar’s Office. If the list of options does not include your preferred name then please go to our Diploma Information page:

<https://www.montana.edu/commencement/diplomas.html> to submit a “Diploma Name Request.”

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

Step Seven: Diploma Mailing Address Selection:

Here you can indicate what address you want your diploma sent. In the drop-down menu you will be able to select addresses that have been added into your My Info or was included in your Application for Admission to MSU.

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

**If the address you wish to have the Diploma sent to is not available then select an address and contact the Registrar’s Office (406-994-6650, registrar@montana.edu) to have it updated.*

Step Eight: 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.

Personal Information Student Services Financial Aid Employee Services Communications MyApps Notifications

RETURN TO MENU SITE MAP HELP

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

Once you submit this request if there needs to be any changes you would need to reach out to the Registrar's Office.

Step Nine: Graduation Application Signature Page

On this final page you have notification that your Application for Graduation has been submitted. Included is information on if you need to submit an additional application. Additionally, there is a link provided on where to access Grad Fair, Commencement, and Diploma information.

Personal Information Student Services Financial Aid Employee Services Communications MyApps Notifications

RETURN TO MENU SITE MAP HELP EXIT

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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Step Ten: Process to Confirm your Application was submitted:

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

Personal Information Student Services Financial Aid Faculty Services Advisi

Student Services

[Click here](#) for more information regarding MSU's Student Email Policy.

FERPA Information: Click here for the Family Education Rights and Privacy Act infor

Enrollment Verification: Connect to the National Student Clearinghouse to print a fr

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New Course Numbers: [Click here](#) (opens in new window) for info on new subj

DegreeWorks
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Please use Google Chrome to access DegreeWorks.
DegreeWorks is an electronic degree audit program and academic advising tool designed to assist

Required Online Education
Online training for new students mandated by the Board of Regents: AlcoholEdu, Haven, and Trar

Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or lev

Registration Timetable

Student Records
View your holds; Display grades and transcripts; View your Student Tax Information; Review charg

GO GREEN> Click on **Student Records** to opt for the **electronic version of 1098-T tax form**

Student Health Service
Check your insurance status.

MSU System Transfer and Multi-Campus Application Request Form
Submit a transfer or multi-campus request to another MSU campus.

MSU Bozeman Online Intent to Register
Submit a request for re-admission to MSU Bozeman

Show Advisor

Dependent Partial Tuition Waiver Application

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3 FAQ

1. When are online graduation applications due for Bachelor and Associate Degrees?
 - **October 1st** for Spring graduation, submitted the preceding Fall semester
 - **March 1st** for Summer or Fall graduation, submitted the preceding Spring semester
2. When are online graduation application due for certificates?
 - **December 1st** for Spring graduation, submitted the preceding Fall semester
 - **March 1st** for Summer or Fall graduation, submitted the preceding Spring semester
3. How long will it take for the graduation application to be activated in My Info once the certifying officers' notes are in?
 - Once the notes are in Degreeworks, My Info should activate the Online Graduation right away. However, it may take an overnight role in some instances.
4. Is there an application fee?
 - A fee of \$40 will be charged to the students account for each application submitted. This includes applications that are submitted to change the term of graduation.
5. Can I submit a late application?
 - Yes, you can submit your application after the deadline but students who turn their application in late may not receive a Graduation Registration Audit.
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6. How can I move my term of graduation or withdrawal my application?
 - In order to move your term of graduation or withdraw your application, you will need speak with your academic advisor and auditor. They can then reach out to the Registrar's office to have your application removed. Once your application is removed, you can apply for the next term in which you plan on graduating.
7. What do I do after I submit my application?
 - Once you submit your graduation application you will register for your final semester and attend Grad Fair to find our more information for commencement.
8. Can I change my curriculum after I apply?
 - Yes, you can change your curriculum after you apply. Simply fill out a Change of Curriculum found on the Registrar's website. If you are adding an additional credential, you will need to fill out a graduation application for each one.
9. Do I need to turn in more than one application if I have more than one major, minor or degree?
 - 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.
10. Who is my certifying officer?
 - Your academic Advisor will let you know who your certifying officer is when you meet with them.
11. Who is my advisor?
 - You can find your advisor's name on your DegreeWorks.
12. Where do I find my online graduation application?
 - The Graduation application will be available in your My Info under Student Services once the note from your Advisor and Certifying Officer are added in your Degreeworks Worksheet.
13. How long are the notes in my Degreeworks good for?
 - The notes in your Degreeworks are good for 60 days.

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/>