



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. Students 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. Students 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 certifies 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 October 1st. Students planning to graduate 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](#) 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 DegreeWorks:

“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 [MyMSU](#)
***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 MyMSU to “Apply to Graduate.”**

Online Graduation Application

Step One: Apply to Graduate Link

1. Login to your MyMSU and select the “Registration & Records” tab, there is an “Apply to Graduate” card will be the “Apply to Graduate” option which will open the Application.

The screenshot displays the MyMSU interface with the 'Registration & Records' tab selected. The navigation bar at the top includes links for 'ampus Apps & Resources', 'Employee Services', 'Faculty Tools', 'Financial Aid', 'Personal Information', and 'Registration & Records'. A 'VIEW ALL CARDS' link is also present. Below the navigation bar, four cards are visible:

- CatCourse Registration**: Contains three steps: 1 - [Instructions](#) (Click [here](#) for detailed instructions.), 2 - [CatCourse Scheduler](#) (Create your best academic schedule.), and 3 - [Finalize or Adjust Your Schedule](#) (Access your CatCourse Registration Cart, Add/Drop Classes and View Your Schedule.).
- DegreeWorks**: Features the Montana State University logo and text: 'Click the image above to navigate to Degreeworks. Degreeworks allows you to track your process towards your degree. This tool works best in Chrome or Edge. Please use MSU-Secure rather than MSU-Guest if connecting from the wireless network on campus.'
- Transcripts & Enrollment V...**: Includes links for [Instructions](#) (Click [here](#) for detailed instructions.), [Official Transcript](#) (Click here to request an official transcript or enrollment verification through the National Student Clearinghouse.), and [Unofficial Transcript](#).
- Apply To Graduate**: Contains three steps: 1 - [Instructions](#) (Click [here](#) for detailed instructions.), 2 - [Application for Graduation](#) (Submit your application to graduate.), and 3 - [View your Application to Graduate](#) (Click [here](#) to be directed to your Student Profile page. From the Student Profile page, click the View Application to Graduate link in the Additional Links menu.).

Step Two: Curriculum Term Selection

- The first screen that will populate is “Curriculum Selection” here is where you will select the current term to pull your current course of study.
- Please select the MOST RECENT or CURRENT term.

Student • Graduation Application

Curriculum Selection

i 1 - CURRENT TERM SELECTION If you are currently enrolled, please select the current term. If you are not currently enrolled, please select the last term of enrollment. Your graduation term will be selected later in this application. 2 - 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. If you need assistance, and are an undergraduate student, please contact the Registrar's Office at 406-994-6650 or registrar@montana.edu. If you are a graduate student, please contact the Graduate School at 406-994-4145 or gradsuccess@montana.edu.

Term *

Select

2025 Fall Semester

2022 Summer Semester

Step Three: Curriculum Selection

After selecting your curriculum term your “current program” will populate underneath the “Term” Please verify your current major and minors (if any)

Curriculum Selection

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Term *

2025 Fall Semester

i Current Program

Bachelor of Science

Level	Program	College	Campus
Undergraduate - Semester	University Studies	University College	MSU-Bozeman

Major and Department

University Studies, University Studies

Continue

*For those applying for a single Degree with Minors, you will need to fill out one application for your degree for graduation.

**Students who are Dual Degree (receiving two degrees at the time of graduation, total of 150+ credits) must fill out an additional Application for Graduation.

***Students who are graduating with a Degree and Certificate will need to fill out an application for each one.

Step Four: Graduation Date Selection

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

Graduation Date Selection

Current Program

Bachelor of Science

Graduation Ceremony Attendance

Graduation Date *

Term: 2025 Fall Semester

Back

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: 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](#) to submit a “Diploma Name Request.”

This name will be used for your diploma, commencement program, name being read across stage, and any other commencement items.

Current Program

Bachelor of 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

Champ T Bobcat

Select a Name for your Diploma *

Select

Back

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 MyMSU or was included in your Application for Admission to MSU.

Diplomas are mailed out about 12 weeks after commencement. Please ensure the address below is one you will be able to receive your diploma at. We recommend sending it to your parents house if you aren't sure where you will be.

Diploma Mail Times:

Spring Candidates – Mid-July

Summer Candidates – Mid-October

Fall Candidates – Mid-March

**Once your application is submitted you are unable to edit your address, if you need to update your address please reach out to diplomas@montana.edu*

Current Program

Bachelor of Science

Mailing Address For Diploma

Please select State (Province) and Zip (Postal Code) or select Nation to proceed.

One of your Addresses *

Select

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.

Graduation Application Summary

Graduation Date

Term

2025 Fall Semester

Diploma Name

First Name

Champ

Middle Name

The

Last Name

Bobcat

Diploma Mailing Address

Street

200 Touchdown Rd

City

Bozeman

State or Province

Montana

Zip or Postal Code

59715

Curriculum

Current Program

Bachelor of Science

Level

Undergraduate - Semester

Program

University Studies

College

University College

Campus

MSU-Bozeman

Major and Department

University Studies,

University Studies

Back

Submit Request

Once you submit this request if there needs to be any changes you would need to reach out to diplomas@montana.edu

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 to our main commencement website.

Student • Graduation Application

Acknowledgement

Thank you for submitting your graduation application!

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

Please continue to review Degree Works for notes from your advisor and/or the Registrar's Office regarding your pending graduation.

A \$40.00 fee will be charged to your account for each graduation application submitted.

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

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

If you need assistance, please contact graduation@montana.edu or the Registrar's office.

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Step Ten: Process to Confirm your Application was submitted:

You can confirm your application was submitted by going to MyMSU, “**Registration & Records**” tab and clicking number 3 “**View your Application to Graduate**” which will take you to your student profile page and select “**View Application to Graduate**”

[Home](#) [Billing & Payment](#) [Campus Apps & Resources](#) [Financial Aid](#) [Personal Information](#) [Registration & Records](#) [VIEW ALL CARDS](#)

CatCourse Registration v...

- [Registration Handbook](#)
Everything you need to know about registration!
- [My Class Schedule](#)
View, save a pdf, or print your class schedule by term.
- [CatCourse Scheduler Coming Soon!](#)
Create your best academic schedule.

DegreeWorks

Degree Works

MSU's degree planning audit tool that allows students to track progress toward degree. This tool works best in Chrome or Edge. Please use MSU-Secure rather than MSU-Guest if connecting from the campus wireless network.

Graduation Application

- Instructions**
Click [here](#) for detailed instructions.
- Application for Graduation**
Submit your application to graduate.
- View your Application to Graduate**
Click [here](#) to be directed to your Student Profile page. From the Student Profile page, click the View Application to

Transcript & Enrollment ...

- Instructions**
Click here for detailed instructions.
- Official Transcript**
Click here to request an official transcript or enrollment verification through the National Student Clearinghouse.
- Unofficial Transcript**

[Student](#) • [Student Profile](#)

Student Profile - Champ

Term: 2026 Spring Semester Curre... ▼



Champ Bobcat

[Curriculum and Courses](#)

[Prior Education and Testing](#)

[Additional Links](#)

[Degree Works](#)

[View Application to Graduate](#)

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 applications due for Gallatin College 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 MyMSU once the certifying officers' notes are in?
 - Once the notes are in DegreeWorks, MyMSU 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 \$45 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.
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. They can then reach out to the Degree Auditor 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 add 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 MyMSU under "**Registration & Records**" 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 finds 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/>