How to Apply for Graduation
(Directions for Graduate Students)

Congratulations! Earning a graduate degree from Montana State University is an exciting time and we have created documentation to help ensure applying for graduation goes smoothly for you.

Application Deadlines: Fall – September 20ᵗʰ | Spring – February 5ᵗʰ | Summer – June 10ᵗʰ

Application Process

1. **Meet with your Advisor/Committee Chair/Program Leader:**
   - Meet with your advisor (also referred to as your Committee Chair/Program Leader depending on your program) to review your DegreeWorks to ensure your file is accurate and that you are on track to graduate.
     - If changes are needed for your program of study, please utilize the program of study revision form (available here: https://www.montana.edu/gradschool/forms.html#forms_pos) to update your approved program of study on file with The Graduate School.
     - If your advisor agrees that you are ready to apply to graduate, they will put a specific note in DegreeWorks that they approve your application for graduation.
       - "Grad Committee Chair/Program Leader Approves GR Graduation Application"

   If you are applying to graduate with multiple credentials (for example, a master's degree and a certificate), you will need a Committee Chair/Program Leader note for each program in DegreeWorks.

   ***It is the specific note in DegreeWorks from your Committee Chair/Program Leader which will allow you access to the online graduation application.*

2. **Submit Your Graduation Application in MyInfo:**
   - Once you have a Committee Chair/Program Leader enter the note in DegreeWorks for each credential you are applying to graduate with, submit your graduation application(s) via MyInfo > Student Services tab > Apply to Graduate (step by step instructions and explanations below).

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

     The MyInfo online application currently cannot process one-credit extension or en route graduation applications. If you are applying for a one-credit extension or a master's en route degree, you will need to use the paper (pdf) graduation application instead.

     ***You can only submit the MyInfo graduation application once per degree, if you previously submitted a graduation application and then withdrew, you will need to submit a paper (pdf) graduation application when you reapply to graduate.*

     The paper (pdf) graduation is available on The Graduate School website here: https://www.montana.edu/gradschool/forms.html#forms_graduation

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Step by Step Graduation Application Instructions:

1. Once logged into MyInfo, click on the "Student Services" tab, and select "Apply to Graduate".

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

3. The next screen that will populate will be your current curriculum. Please verify your current program.

   *If you are seeking multiple credentials you will have to complete this process separately for each credential.

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💬 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
Master of Education

Level:	Graduate - Semester
Program:	Curriculum and Instruction
College:	College of Education/HHD
Campus:	MSU-Bozeman
Major and Department:	Curriculum and Instruction, Education

○ Current Program
Graduate Certificate

Level:	Graduate - Semester
Program:	Library Media Cert. Online
College:	College of Education/HHD
Campus:	MSU-Bozeman Online
Major and Department:	Library Media Certificate, Education

[Continue]

4. Graduation Date Selection:
   Select the date you expect to graduate.

💬 Please select a date for your expected graduation.

* indicates required field

Curriculum

Current Program
Master of Education

Level:	Graduate - Semester
Program:	Curriculum and Instruction
College:	College of Education/HHD
Campus:	MSU-Bozeman
Major and Department:	Curriculum and Instruction, Education

Select Graduation Date
Graduation Date:*   [None ▼]

[Continue]

5. Graduation Ceremony Selection (certificate students will not have this step):
   You will have an opportunity to change your decision regarding commencement attendance after your selection here. Note: Spring and Fall term degree candidates are expected to walk in the term in which they are completing their degree. Summer graduate level candidates are invited to walk in the fall ceremonies.

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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]

6. Diploma Name Selection (certificate students will not have this step):
    Here you can indicate what name you want printed on your diploma.

    Select a Name for your Diploma
    One of your Names: ✱   [None   ⌄]

    [Continue]

7. Diploma Mailing Address Selection (certificate students will not have this step):
    Here you can indicate what address you want your diploma sent.

    💬 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: ✱   [New   ⌄]

    [Continue]

8. 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 an erroneous screen. After you **submit** this request you must email
    degreesandcertificates@montana.edu to make corrections.

    ### 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
    Date: May 07, 2021
    Term: 2021 Spring Semester

    Ceremony
    Attend Ceremony: Undecided

    Curriculum
    Current Program
    Master of Education
    Level: Graduate - Semester
    Program: Curriculum and Instruction
    College: College of Education/HHD
    Campus: MSU-Bozeman
    Major and Department: Curriculum and Instruction, Education

    [Submit Request]

9. Graduation Application Signature Page

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

Next Steps _____

- Continue to monitor your DegreeWorks. If The Graduate Schools finds any discrepancies, they will make a note in your DegreeWorks.
- Continue to monitor your email for communication regarding the outcome of your Graduate School graduation audit, Graduation Fair, and Commencement preparation. You can also check the Commencement website: https://www.montana.edu/commencement/