



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.

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 individuals who certifies degrees. Your department administrator or Primary Advisor will give this information.

Important Notes to know before applying:

- 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 ARE 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 FOR APPLYING TO GRADUATE:

1. 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.
 - a. 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.
 - b. 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 Advisor note:"

Advisors, please enter text after this note indicating you have reviewed the students' Degree Works and is ready to be certified by the certifying officer as well as any other directions the student may need.

2. 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.**

3. 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."**

ACCESSING THE ONLINE GRADUATION APPLICATION:

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.

[1pus Apps & Resources](#)
[Employee Services](#)
[Faculty Tools](#)
[Financial Aid](#)
[Personal Information](#)
[Registration & Records](#)
[VIEW ALL CARDS](#)

CatCourse Registration

- [Instructions](#)
 Click [here](#) for detailed instructions.
- [CatCourse Scheduler](#)
 Create your best academic schedule.
- [Finalize or Adjust Your Schedule](#)
 Access your CatCourse Registration Cart, Add/Drop Classes and View Your Schedule.

DegreeWorks



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...

- [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

Apply To Graduate

- [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 Graduate link in the Additional Links menu.

2. **Curriculum Term Selection:** The first screen that will populate is the “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

1

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

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

3. **Curriculum Selection:** After selecting your curriculum term your “current program” will populate underneath the “Term” Please verify that your current major and minors (if any) are correct.
- *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.

Curriculum Selection

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 *

2025 Fall Semester

Current Program

Bachelor of Science

Level

Undergraduate - Semester

Program

University Studies

College

University College

Campus

MSU-Bozeman

Major and Department

University Studies, University Studies

Continue

4. **Graduation Date Selection:** You will select the appropriate graduation date in the drop-down menu. ***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.***

Graduation Date Selection

Current Program

Bachelor of Science

Graduation Ceremony Attendance

Graduation Date *

Term: 2025 Fall Semester

Back

Continue

5. **Diploma Name Selection:** Here you will have the option to “Select a Name for your Diploma”. This list in the drop-down menu will show all names that have been submitted through the “Name Change” process within the Registrar’s Office. This name will be used for your diploma, commencement program, name being announced as you are walking across the stage, 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

6. **Diploma Mailing Address:** In the drop-down menu you will be able to select an address that has been added into your MyMSU account. 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 a parents house if you aren’t sure where you will be.

Diploma Mailing Timeframes:

Spring candidates: mid-July

Summer candidates: mid-October

Fall candidates: mid-March

*Please note: 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

7. **Graduation Application Summary:** Here you will review and confirm your details before submitting your application. If you made a mistake, use the back arrow on your browser to correct. Once you submit you will be unable to make changes and need to reach out to diplomas@montana.edu

Graduation Application Summary

Graduation Date

Term

2025 Fall Semester

Diploma Name

First Name

Middle Name

Last Name

Diploma Mailing Address

Street

City

State or Province

Zip or Postal Code

Bozeman

Montana

Curriculum

Current Program

Bachelor of Science

Level

Program

College

Campus

Undergraduate - Semester

University Studies

University College

MSU-Bozeman

Major and Department

University Studies,

University Studies

Back

Submit Request

8. **Graduation Application Submission:** On this final page you will receive a notification that you have submitted your application to graduate. There is also a link to our main commencement website with the most up to date information.

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.

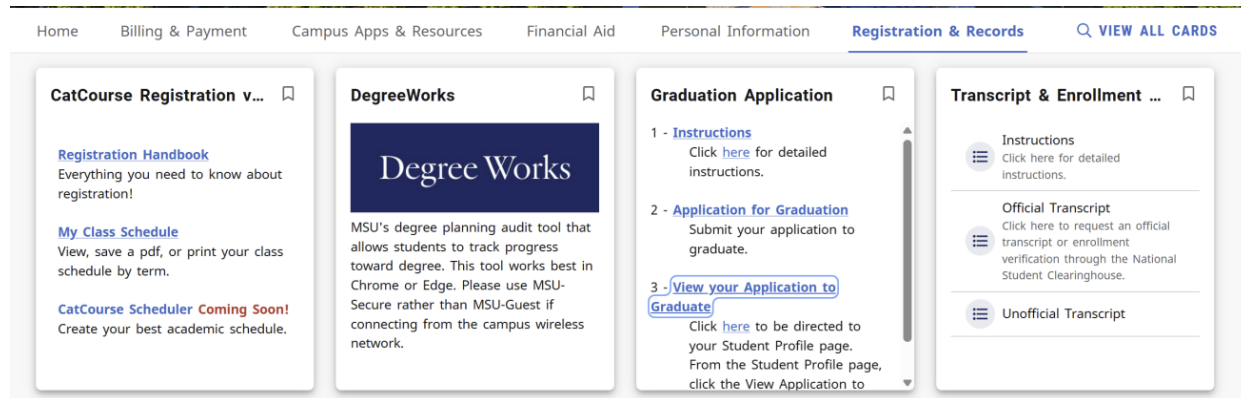
If you need assistance, please contact graduation@montana.edu or the Registrar's office.

9. **View your Application:** Navigate to “**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**”

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/>



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

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**
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Transcript & Enrollment ...

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- 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