



# OFFICE OF THE REGISTRAR

## APPLICATION FOR BACCALAUREATE DEGREE

All applications for graduation must be on file with the Registrar no later than the end of the 10th week of the semester PRIOR to the semester of completion. Applications are valid only for the year (Summer through Spring) in which they are submitted.

**To Be Completed by the Student**

**Attending Commencement ?**

YES

**Please Type or Print Legibly in Ink**

Year \_\_\_\_\_

NO

Print Name (as you wish it to appear on your diploma)

Student ID ^ (-0 xxxxxxx)

Semester of Graduation

Year of Graduation

Catalog Year

Major

2nd Major/2nd Degree

Minor

Hometown as you wish it to appear in the Commencement Program \_\_\_\_\_

Diploma Address (Street, City, State, Zip)

Phone (with Area Code)

**\*\*\*IMPORTANT PLEASE READ\*\*\***

Please submit your completed application along with your DEGREE WORKS AUDIT & \$50 APPLICATION FEE to the Registrar's office, McMullen Hall 1st floor; Email : registrar@msubillings.edu

**Signatures:** Only student & advisor signatures are necessary at the time of application for graduation. The Registrar's Office will route to department after final grades are posted.

Advisor Name (print)

Advisor Signature

Date

**NOTES:** \_\_\_\_\_

\*Signing this application overrides any non-disclosure forms signed in the past. Any and all graduation information will be released for public records. I have met with my faculty advisor and understand the requirements I must fulfill for graduation.

Degree Candidate Signature

Date

Email

Department Chair Signature

Date

Language Dept Chair ( if needed)

Total Institution Earned Credits \_\_\_\_\_

Total Transfer Earned Credits \_\_\_\_\_

Total Incomplete Credits \_\_\_\_\_

Total Credits Currently Enrolled \_\_\_\_\_

TOTAL CREDITS \_\_\_\_\_

General Ed Complete \_\_\_\_\_

Major Requirements Complete \_\_\_\_\_

Minor Requirements Complete \_\_\_\_\_

University Requirements Met \_\_\_\_\_

GPA Requirements Met \_\_\_\_\_

Major Code(s) \_\_\_\_\_ College(s) \_\_\_\_\_ Degree(s) \_\_\_\_\_ Dept(s) \_\_\_\_\_

Program(s) \_\_\_\_\_ Minor(s) Code \_\_\_\_\_ Honors \_\_\_\_\_ GPA/Grad Yr \_\_\_\_\_

Paid? YES NO Receipt # \_\_\_\_\_ Date \_\_\_\_\_ Diploma Sent \_\_\_\_\_

This section is for office use only