CITY COLLEGE
MONTANA STATE UNIVERSITY BILLINGS

OFFICE OF THE REGISTRAR
APPLICATION FOR CERTIFICATE, ASSOCIATE OR ASSOCIATE OF APPLIED SCIENCE 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

Please Type or Print Legibly in Ink

Attending Commencement ?   YES ☐

Year _____   NO ☐

Print Name (as you wish it to appear on your diploma)   Student ID ^ **(-0xxxxxxx)**

Semester of Graduation   Year of Graduation   Catalog Year

_____   Certificate ☐   Associate ☐   Associate of Applied Science ☐

Program

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
City College, Jacket Student Central. Email: registrar@msubillings.edu

Advisors Please Complete This Section		
Student has met credit requirement for certificate or degree completion	YES ___	NO___
Student's Degree Works is updated with all exceptions/substitutions	YES___	NO ___
Student has earned minimum credit hours and/or 51% of credits at MSUB/City College	YES___	NO ___

Advisor Name (print)   Advisor Signature   Date

*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

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Total Institution Earned Credits	_____	General Ed Complete _____
Total Transfer Earned Credits	_____	Major Requirements Complete _____
Total Incomplete Credits	_____	City College "C" Grade Requirements Met _____
Total Credits Currently Enrolled	_____	GPA Requirements Met _____
TOTAL CREDITS	_____	

This section is for office use only

Major Code(s)_____ College(s) _____ Degree(s)_____ Dept(s)_____

Program(s)_____   GPA/Grad Yr_____

Paid? YES   NO   Receipt #_____ Date_____   Diploma Sent_____

updated March 2023