

# Graduation Checklist

Please use the following checklist as a guide to make sure that you complete **all** of the steps required to graduate. This sheet is for your information only and does **not** need to be turned in with your application.

- Meet with your advisor to complete your Application for Degree and the curriculum worksheet for your degree program. Be sure to complete these items entirely. Any incomplete applications will **not** be accepted.
- Make sure that you've obtained **all** of the required signatures:
  - Student
  - Advisor
  - Department Head
  - Academic Dean
  - Business Office – the Business Office will sign off once you've paid the \$75 graduation fee.
- If you are substituting any courses, please make sure to submit a copy of each Petition for Course Substitution form with your degree application. If you have previously submitted a Petition for Course Substitution form, the Enrollment Services Office will have it on file. Your application will **not** be accepted if there are any missing Petition for Course Substitution forms.
- Complete the Graduation Survey by following the instructions below. Once you've completed the survey, fill in the date of completion on page 2 of your Application for Degree.
  1. Access your secure Orediggerweb account using your seven-digit USERID and six-digit PIN.
  2. Once in Orediggerweb, click the "Student Services & Financial Aid" Link. Then,
  3. Click the "Student Records" Link. Then,
  4. Click the "Montana Tech Surveys" Link. Then,
  5. Click the "Degree Candidate Survey" Link. Then,
  6. Complete the Survey.
  7. Sign off on the back of your Application for Degree that you have completed the Survey. (Note that completion of the survey is one of the steps required prior to the Enrollment Services Office accepting your Application for Degree and coding you for graduation)
  8. Your response will remain anonymous, unless you wish to provide your name.

Please be sure to complete all of the above steps prior to submitting your application for degree. **Incomplete applications will NOT be accepted.**

Caps and Gowns will be available at the Bookstore about 3-4 weeks prior to graduation, so be sure to watch for emails from the Bookstore in the Spring!!!

**Application for Associate of Science – Registered Nursing (AS-RN) Degree**  
\*Complete both sides and attach a RN program worksheet (completed with your advisor) with this form! \*

**APPLICATION WILL NOT BE ACCEPTED WITHOUT THE PROGRAM WORKSHEET**

**Name:** \_\_\_\_\_  
(Please print your name, as you want it to appear on your diploma and in the commencement program.)

**Current Address:** \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip Code)

**Phone Number:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_  
Please give an address to which we can send your diploma following the commencement.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Hometown** (to be listed on the commencement program\*\*): \_\_\_\_\_  
\*\*Defaults to Butte unless you provide this information.

**Do you plan to attend the ceremony?** (Please circle one) **Yes** **No**  
If you will not be attending the ceremony, please fill out an "Excuse from Commencement Form" which is available in the Enrollment Services Office.

**Date of the Catalog under which you are graduating:** \_\_\_\_\_  
\*Note: You may choose to complete the degree requirements listed in either the catalog that was available when you first enrolled at Montana Tech or any subsequent catalog published while you are enrolled, but you must complete those requirements within six years of the date printed on the catalog you choose.

At the conclusion of, \_\_\_\_\_ semester, \_\_\_\_\_, my degree requirements will be fulfilled.  
(Fall, Spring, Summer) (Year)

**The following signatures of approval and payment of the \$75 graduation fee are required prior to submitting this form to the Enrollment Services Office:**

Student: _____	Date: _____
Advisor: _____	Date: _____
Department Head: _____	Date: _____
Business Office: _____	Date: _____

\*Note: **Submission of this form does not ensure graduation.** Degree requirements must be completed before your degree will be posted on your transcript. Regent's policy allows the college to hold a student's diploma or transcript until all financial obligations have been met. By your signature above, you agree to release your name for inclusion in the commencement program and any other graduation announcements. **If you do not want your name in the above named documents, you must contact the Enrollment Services Office. Students who have requested confidentiality of their student records should see the Enrollment Services Office.**

**Please indicate the courses needed to finish your Associate of Science – Registered Nursing Degree by following the instructions on the reverse side of this form.**

<b>Enrollment Services Office Use Only</b>	Term: _____
Approved to Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____ Initials: _____

\*\*\*\*\*OVER\*\*\*\*\*

**\*\*WARNING\*\*** If you intend to file a *Petition for Course Substitution* and have not already filed the paperwork please file the petition with this application for degree.

Yes I am filing a *Petition for Course Substitution*.       No I will not be filing a *Petition for Course Substitution*.

**Remaining courses to be taken and passed in order to complete degree requirements:**

Course	Title	Credits	Semester Taken	Course	Title	Credits	Semester Taken
e.g. NURS 3046	Adv. Care Adult	4.00	Fall 2002				

**Current or future courses to be taken by transfer or correspondence:**

Course	Title	Credits	Semester Taken	Course	Title	Credits	Semester Taken

**Grades of "Incomplete" that must be removed:**

Course	Title	Credits	Semester Taken	Course	Title	Credits	Semester Taken

\* Total credits earned upon completion of degree requirements: \_\_\_\_\_  
 (Must equal or exceed minimum credits required for degree.)

<b><u>NURSING General Education Requirements</u></b> (36 credits)	Course	Title	Credits
<b>Communications</b> (3 credits) COMM 1046	COMM 1046	English Composition	3
<b>Humanities</b> (0 credits)	N/A	N/A	N/A
<b>Mathematics</b> (3 credits) MATH 1056	MATH 1056	College Algebra	3
<b>Physical &amp; Life Sciences</b> (21 credits) Biol 2106, 2026, 2106, CHEM 1016, 1026, 1106	BIOL 2016	Anatomy & Physiology I	5
	BIOL 2026	Anatomy & Physiology II	5
	BIOL 2106	Microbiology	4
	CHEM 1016	Intro to General Chem	3
	CHEM 1026	Basic Organic & Biochem	3
	CHEM 1106	Health Chem Lab	1
<b>Social Sciences</b> (9 credits) SOCS 1746, PSYC 1000 & PSYC 2400	SOCS 1746	Sociology	3
	PSYC 1000	General Psychology	3
	PSYC 2400	Developmental Psychology	3

**Graduate Exit Survey Completion.**

**Complete Survey online via your Oredigger web secure account!**

Date you completed form: \_\_\_\_\_

Application for degree **will not be accepted**, unless this activity has been completed. Thank You!