



Application for a Certificate

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 Spring Semester.*

Name: _____

Address: _____

Under which academic program are you pursuing a certificate? _____

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

Do you plan to attend the ceremony? (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 certificate requirements will be fulfilled.**
(Fall, Spring, Summer) (Year)

To be eligible, student's must complete all required courses within their specified program in order to receive a Certificate. The Majority of the semester credits must be complete at Montana Tech.

The following signatures of approval and 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 transcripts 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 included in the above-named documents, you must contact the Enrollment Services Office.***

Please indicate the courses needed to finish your Certificate by following the instructions on the reverse side of this form.

Enrollment Services Office Use Only Approved to Graduate? (circle one) Yes No Date: _____ Term: _____ Initials: _____
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*****OVER*****

For commencement information please visit the Enrollment Services website.

Certificate Programs require that all required courses be completed.

The following courses must still be taken and passed in order to complete degree requirements.

Course	Title	Credits	Semester Taken	Course	Title	Credits	Semester Taken
e.g. Psyc 1000	General Psyc	3.00	Fall 2003				

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: _____**

Tech needs and values your candid and honest feedback! Please take a moment to read this now.

Prior to submitting your completed *Application for Degree* to the Enrollment Services Office, **you must complete the Graduation Exit Survey via your secure Orediggerweb Account.**

Instructions:

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 Registrar's Office accepting your Application for Degree and coding you for graduation)
8. Your response will remain anonymous, unless you wish to provide your name.

Thanks in advance for taking time to make Tech a better place by providing valuable feedback to the institution!

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!