

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 and complete:
 - Application for Graduation
 - Department Specific Curriculum WorksheetYour application is not complete until you submit these forms (completed with signatures) and pay your \$77 graduation fee.

- Make sure that you've obtained **all** of the required signatures:
 - Student
 - Advisor
 - Department Head
 - Academic Dean (*School of Mines & Engineering only*)
 - Business Office – the Business Office will sign off once you've paid the \$77 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 Exit 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.

- Complete MAPP test and record the test date on page 2 of the application for degree (*north campus students only*)

- Complete the graduate survey located at <http://www.mtech.edu/career/students/graduatequestionnaire.htm> .

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!!!



Enrollment Processing Use Only:	
Approved to Graduate:	Yes No
Term:	_____
Date:	_____ Initials _____

Application for Graduation

Complete both sides and attach a program worksheet (completed w/your advisor!) and any Petition for Course Substitution forms and submit to the Enrollment Services Office.

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

Phone Number: _____ Student ID#: _____

Address: _____

*Please give an address to which we can send your **diploma** following the commencement*

Which certificate/degree are you seeking?

- Certificate Associate of Applied Science Associate of Science Bachelor of Science Bachelor of Applied Science

Major: _____ Option(s) (if any): _____

Minor(s): _____
 (You must include your completed and signed application for minor with this form)

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

Do you plan to attend the Order of the Ring ceremony ?(Engineering Graduates Only) **Yes** **No**

If you will participate in the ceremony, please see your department Administrative Associate for the application. You must fill out the Order of the Ring application the *semester you graduate*, not the semester you submit this application. There are two ceremonies: one in December for Fall grads and one in May for Spring grads.

Date of the Catalog from which you are graduating: _____

**Note:* You may choose to complete the program 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 program requirements will be fulfilled.
 (Fall, Spring, Summer) (Year)

The following signatures of approval and payment of the \$77 graduation fee are required prior to submitting this form to the Enrollment Services Office:

Student: _____	Date: _____
Advisor: _____	Date: _____
Department Head: _____	Date: _____
Academic Dean: _____	Date: _____ (School of Mines & Engineering Only)
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 and 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 to appear in the above named documents, you must contact the Enrollment Services Office.

REMAINING COURSES TO BE TAKEN AND PASSED IN ORDER TO COMPLETE PROGRAM REQUIREMENTS:

Course	Title	Credits	Semester Taken	Course	Title	Credits	Semester Taken
Engr 3210W	Sci & Tech Writ	3.00	Spring 2008				

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)

General Education Requirements (*Not required for AAS degrees or Certificates.*)

	Course	Title	Credits	Semester Taken
Communications (6 credits) e.g. COMM 1046, PTC 3896W, etc.				
Designated Upper Division Writing Req Designated by a "W" in the catalog				
Humanities (6 credits) e.g. HUMN				
Mathematical Sciences (6 credits) e.g. MATH 1056, 1066, 1176, 1186				
Physical & Life Sciences (6-7 credits)				
Social Sciences (6 credits) e.g. PSYC, SOCS, ECON				

Engineering Capstone Design Course Completion (*Engineering Graduates Only*)

Course: _____ **Semester Course Successfully Completed or Currently Enrolled:** _____
 (Subject/Number) (Fall, Spring, Summer)

Advisor's Signature: _____

Graduate Survey and MAPP Test

Graduate Survey Completion: Date: _____
 MAPP Test Completion (*north campus students only*): Date: _____

