

## APPLICATION FOR DEGREE/CERTIFICATE

The application must be approved and signed by your advisor. The graduation application fee of \$35 is paid at the Cashier's Office, Donaldson Campus. Students seeking multiple degrees must submit an application for each degree.

Name \_\_\_\_\_  
(Print name as you wish it to appear on diploma)

Student ID# \_\_\_\_\_ Phone Number \_\_\_\_\_

Mail diploma to \_\_\_\_\_  
Number and Street or PO Box Number

**Note:** Please allow 60-90 days after graduation for certificate or degree to be printed and mailed. Be sure to include a mailing address where you can be reached at that time.

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Semester and year you will complete coursework \_\_\_\_\_

Applying for degree of \_\_\_\_\_ Program \_\_\_\_\_ Option \_\_\_\_\_  
(Certificate, AAS, AA, or AS)

**LIST ALL COURSES THAT STILL NEED TO BE REGISTERED FOR IN ORDER TO COMPLETE DEGREE.**

Dept. Abbr.	Course No.	Course Title	Semester	Credits
e.g. WRIT	101	College Writing I	Spring 2016	3

**Graduation Information**

**Your name and honor status will be submitted to your hometown newspaper and the Helena Independent Record unless otherwise stated.**

Hometown Newspaper: \_\_\_\_\_

Initial if you do not want your information published in the paper \_\_\_\_\_

Are you a member of PHI THETA KAPPA? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a member of PSI BETA? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you plan on attending the graduation ceremony? Yes \_\_\_\_\_ No \_\_\_\_\_

**There is an additional fee for your cap and gown. Students who submit applications after April 15<sup>th</sup> will not appear in the graduation program, but are still encouraged to attend the ceremony.**

**Advisor Section**

Pending successful completion of the current semester and the future semester(s) as listed, the student listed will complete all academic requirements for a certificate/degree in:

\_\_\_\_\_ based on the \_\_\_\_\_ catalog.  
(Program and Option(s)) (Catalog year, i.e. 2002-03)

- Certificate of Applied Science
- Associate of Arts
- Associate of Science
- Associate of Applied Science

\_\_\_\_\_ Advisor's Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Student's Signature

\_\_\_\_\_ Date

**Office Use Only**

Circle One:    Approved      Denied      \_\_\_\_\_      \_\_\_\_\_  
   Registrar's Signature      Date

If denied, list reason(s) why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Posted to Banner: \_\_\_\_\_ Initials \_\_\_\_\_ (attach copy of denial letter to form)