



DC

DP

Name

# Missoula College Application for Certificate/Degree

Matric \_\_\_\_\_

There is a \$40 graduation fee (or \$55 if turned in during the Late Period) which is to be paid at the Cashier's Window at the Missoula College. Once the application has been approved by your advisor or department chair bring the application to the Cashier to pay the fee. *\*The graduation fee is a one-time fee for students seeking an undergraduate degree or certificate.*

Name: \_\_\_\_\_  
(print name exactly as you wish it to appear on diploma)

Student ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Applying for a:**  CAS (Certificate)  PC (Professional Certificate)  AAS or AS  AA General Studies  
 AA with Focus

**in** (list major/program/focus): \_\_\_\_\_  
(additional degrees/certificates require separate application forms)

Phone #: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Diploma Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State & Zip: \_\_\_\_\_  
(You must contact the MC Registrar's Office directly to change your diploma mailing address, (406)243 - 7887. Updating your address in Cyberbear does not affect where your diploma will be mailed.)

Catalog you are **graduating** under: \_\_\_\_\_  
(For example - the academic year you entered the program)

Do you have any transfer credits?  Yes  No

**Attach to this form a degree/program audit (aka scope and sequence) signed by your advisor which indicates the following;**

- Program requirements
- The course, semester, and year student completed each program requirement (including transfer work)
- Any substitutions must be noted by your advisor

*(Failure to attach the above material may result in denial of graduation)*

**Advisor or department chair signature required on the reverse side.**

Office Use Only:	Registrar's Office Signature and Date:
Approved <input type="checkbox"/>	
Not Approved <input type="checkbox"/>	
Reason if not Approved: _____	

Anticipated Final Semester(s) Classes:

Future Semester \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Future Semester \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All departmental requirements will be fulfilled by completion of the above courses and those courses listed on page one. Departmental waivers and substitutions which have been approved are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advisor or Department Chair must sign, date and print their name on the line below:

\_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_\_\_

**Commencement and Diploma Information**

- The MC Registrar's Office must be notified of any diploma mailing address change. Diplomas will be sent to the diploma mailing address on your application approximately three months after graduation. If a diploma is returned it will be held until a correct address is received.
- Three to four weeks after the semester ends, awarded degrees will appear in Cyberbear. If verification of degree is needed an official transcript can be ordered after that time for a fee of \$3.00
- Detailed information and instructions regarding commencement will be sent to your current mailing address as recorded in Cyberbear one month before commencement. Information will also be available on the Registrar's website: [www.umt.edu/registrar](http://www.umt.edu/registrar) or call (406)243-2421 or (406)243-2422 to speak with a Graduation Coordinator.

**Student Responsibilities (Please initial indicating that you understand the items)**

- \_\_\_\_\_ I understand that I need a cumulative GPA of 2.0 or higher
- \_\_\_\_\_ I understand a C- is the minimum grade required for graduation (unless specified otherwise by your major).
- \_\_\_\_\_ I understand that it is my responsibility to ensure that final transcripts and grades from transfer work are received by the Missoula College Admissions Office and recorded on my MC/UM transcript.

*With my signature below, and initials above, I acknowledge and understand the Missoula College of The University of Montana requirements as stated in my Catalog.*

Student Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: Submission of this form does not ensure graduation. Degree requirements must be completed before your degree will be posted on your transcript. 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 Registrar's Office.

Would you like your file transferred to the mountain campus? YES  NO

If you marked yes, what term would you like to start at the mountain campus? \_\_\_\_\_(sem/yr)

What would you like to study at the mountain campus? \_\_\_\_\_