



1115 North Roberts, Helena, MT 59601 * 1 (406) 447-6900

APPLICATION FOR DEGREE/CERTIFICATE

The application must be approved and signed by your advisor.
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 _____

Note: Please allow 2-3 months 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.

Number and Street or PO Box Number

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 2023	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. The HC Bookstore will have details.

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. 2022-23)

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

Advisor's Signature

Date

Diplomas will be mailed 2-3 months after graduation.

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)