



# Graduation Application Form

This form serves as formal notice of a student’s intent to graduate from Miles Community College, and initiates the graduation review process. This form is due by midterm of the semester BEFORE a student plans to graduate. Please check the MCC Academic Calendar for specific dates.

Return completed form to the Miles Community College Registrar’s Office at Student Services

2715 Dickinson • Miles City, MT 59301 • [registrar@milescc.edu](mailto:registrar@milescc.edu) • phone: 406.874.6214 • fax: 406.874.6283

## MCC Graduation Application Instructions:

This application must be approved and signed by your advisor, so please make an appointment with your advisor.

- A completed and signed Advising Sheet must be submitted with your Application for Graduation <https://www.milescc.edu/DegreesPrograms/> (The Advising Sheet is a form you will have been completing with your advisor as you work towards graduation).
  - If you are seeking multiple degrees, include a signed Advising Sheet for each degree.
- Confirm and review all graduation requirements in the catalog you are using, such as GPA and credit requirements.

## Degree(s) & Catalog

Degree(s) applying for (please specify which Pathway, Emphasis, or Major):

- A.A. \_\_\_\_\_
- A.S. \_\_\_\_\_
- A.S.N. Associates of Science in Nursing
- A.A.S. \_\_\_\_\_
- C.A.S. \_\_\_\_\_
- C. \_\_\_\_\_

### What catalog year are you using to determine if you are ready for graduation and have finished your degree?

\_\_\_\_\_ (You and your advisor will know this. You might be using the year you started at MCC, or you might be using a more recent catalog. For example, if your first semester was Fall 2020, and you plan to graduate Spring 2022, you could use the 2020-2021 catalog or the 2021-2022 catalog. All catalogs are stored on the website: [https://www.milescc.edu/DegreesPrograms/.](https://www.milescc.edu/DegreesPrograms/))

### What courses are left to complete in your last semester?

As you’ll complete this application in the semester before your last semester, list all courses that you will register for and complete during your final semester:

Dept. & Course No.	Course Title	Credits	Semester

## Advisor Section

As Academic Advisor, I agree that \_\_\_\_\_ (student name), will have completed all requirements for the certificate/degree in the catalog year indicated above pending successful completion of the current semester and the listed future semester. Course Substitutions/Waivers have already been submitted.

\_\_\_\_\_  
Advisor Name/Signature

\_\_\_\_\_  
Date

## Diploma Logistics

Please print or type exactly how you would like your full name to appear on your diploma and in the graduation program. For example, some people include their full middle name(s), and some people use a middle initial.

\_\_\_\_\_  
Diplomas will be mailed approximately two months after graduation to the permanent address you have set in Banner, so please make sure that you update your address in Banner as needed.

## Graduation Ceremony Logistics

The commencement ceremony is held each May, at the conclusion of the spring semester.

Do you plan to attend the commencement ceremony in the spring?

- Yes       No

If yes, please note your height, so we have the correct graduation gown for you. Caps and gowns will be purchased for you; there is no additional cost to participate in the commencement ceremony.

Height \_\_\_\_\_

I understand that if I make changes to the course registration plan identified in this application, my ability to graduate may be impacted and a new graduation application may be required. Any changes to course registration should be reviewed with my advisor and submitted to the Registrar's Office.

\_\_\_\_\_  
Student Name/Signature

\_\_\_\_\_  
Date

*For Student Services use only.*

- Meets graduation requirements  
 Recommended for graduation/will graduate  
 Does not meet graduation requirements

• Remaining requirements:

- Denied graduation

Student notified \_\_\_\_\_       Advisor notified \_\_\_\_\_

SHADEGR Updated \_\_\_\_\_       Diploma List Updated \_\_\_\_\_