

ECE Procedures for Preparing and Processing the Application for Baccalaureate Degree

Dear Senior ECE Student:

Congratulations on nearing completion of your undergraduate degree! The MSU Registrar requires an official request form be filled out and signed by the ECE Department before you are considered qualified for graduation. The Application for Baccalaureate Degree is due early in the semester prior to the semester in which you intend to graduate: October 1 for Spring graduation, or March 1 for Summer or Fall graduation.

Here are the procedures that must be followed to obtain the proper approvals.

_____ (1) You should start by collecting the following forms:

- (a) Get a copy of the departmental degree program flow sheet and “Graduation Requirements” checklist form for your major and calendar year from the rack outside the ECE Office (610 Cobleigh Hall), or online from the ECE website: <http://ece.montana.edu> .
- (b) Get a copy of the “*Application for Baccalaureate Degree*” form from the rack outside the ECE Office, or from the Registrar’s website <http://www.montana.edu/registrar/Graduation.html> .
- (c) If you are seeking a Second Major and/or Minor, you need to fill out a separate *Application for Baccalaureate Degree* or *Application for Minor* for each credential.

MSU DegreeWorks Program Flow Sheet
Electrical Engineering
Catalog Year 2014-2015 EE

Required Course	Prerequisites	Required Corequisite	Corequisite
EECE 101		EECE 101	
EECE 102	EECE 101	EECE 102	
EECE 103	EECE 102	EECE 103	
EECE 104	EECE 103	EECE 104	
EECE 105	EECE 104	EECE 105	
EECE 106	EECE 105	EECE 106	
EECE 107	EECE 106	EECE 107	
EECE 108	EECE 107	EECE 108	
EECE 109	EECE 108	EECE 109	
EECE 110	EECE 109	EECE 110	
EECE 111	EECE 110	EECE 111	
EECE 112	EECE 111	EECE 112	
EECE 113	EECE 112	EECE 113	
EECE 114	EECE 113	EECE 114	
EECE 115	EECE 114	EECE 115	
EECE 116	EECE 115	EECE 116	
EECE 117	EECE 116	EECE 117	
EECE 118	EECE 117	EECE 118	
EECE 119	EECE 118	EECE 119	
EECE 120	EECE 119	EECE 120	

_____ (2) Log in to *DegreeWorks* and verify that your Catalog Year, degree(s), minor(s) (if any), are all correctly indicated. If you are in the Honors Program, verify that the Honors portion of the worksheet is also present. If your information is not correct in DegreeWorks, fill out and submit a Curriculum Change form FIRST: http://www.montana.edu/registrar/documents/pdfs/curriculum_changes.pdf .

APPLICATION FOR BACCALAUREATE DEGREE

Student Name: _____
ID: _____
Catalog Year: _____
Degree: _____
Minor: _____

Advisor: _____
Signature: _____
Date: _____

_____ (3) In DegreeWorks, verify that any course substitutions, transfer credits, special exemptions, etc., are correctly shown. If there are any discrepancies, notify your advisor and the ECE Department Head.

_____ (4) Create a *Plan* in DegreeWorks that shows the final semester of classes you need to take to finish the degree. The ‘plan’ must be named “Final Semester Primary Degree.” If you have a second degree or a minor, create a separate DegreeWorks ‘plan’ for each degree. Students needing assistance with this process can watch videos here: <http://www.montana.edu/degreeworks/> .

_____ (5) Make an appointment with your advisor to review the DegreeWorks information, and have your advisor ‘lock’ the ‘plan’ and sign the degree application paper form(s). Do this well before the October 1 or March 1 deadline!

_____ (6) Turn in the paper degree application form(s) to the ECE Department office. If you have a second degree or a minor from a *different* department, such as a Math minor or a CS minor, bring the corresponding degree application forms to those departments for approval.

_____ (7) Check DegreeWorks to see the approval progress: your advisor, the ECE Certifying Officer, and the Registrar will check the forms for completeness and add corresponding notes to your DegreeWorks record.

If any changes to the planned coursework occur after the degree has been certified, contact your advisor, adjust the plan accordingly, and notify the ECE Certifying Officer to update the approval.