

## UNDERGRADUATE CANDIDATES FOR DEGREE & CEREMONY PARTICIPANTS

Candidates for undergraduate degrees who plan to complete all degree requirements by the conclusion of the Spring 2018 semester and students who will complete degree requirements during the Summer I, II or III Sessions 2018 should follow these instructions to apply for a degree:

1. Print a degree application from the commencement website. List your name as you wish it to appear on your diploma.
2. List the term you plan to complete degree requirements.
3. Spring & Summer applicants will automatically be registered for the May 2018 Commencement ceremony.
4. Select the degree to appear on your diploma; you will be awarded only one degree even if you have multiple majors that involve different degrees, e.g., BSE English & BA Psychology. Dual degrees are only awarded if you have taken more than 150 credits.
5. Obtain the supporting signatures of your adviser and department chairperson for your major and minor; if you have more than one major/minor, then the signatures of those advisers and department chairpersons are also required.
6. Obtain the supporting signature of the department chairperson if you are a departmental honors candidate. If you are a candidate for University Honors College graduation, obtain the supporting signature of the University Honors College director.
7. Submit the completed degree application to the Registrar's Office by **FEBRUARY 16, 2018.**

### AFTER YOU SUBMIT YOUR APPLICATION

You will receive periodic emails with graduation/Commencement updates.

If there is a problem with your eligibility to graduate, your school dean will contact you in early March 2018. However, it is YOUR responsibility to monitor your degree audit for your academic progress. Your degree will not be conferred if your degree audit does not state that all requirements have been met.

Check the commencement website or the 2017-2018 Undergraduate catalog at <http://www.millersville.edu/catalogs/undergraduate/index.pdf> for information on standards & eligibility requirements for Latin honors (summa cum laude, magna cum laude & cum laude.)

**THE COMMENCEMENT CEREMONY IS SCHEDULED FOR SAT, MAY 12, 2018 AT 10:00 A.M. ON CHRYST FIELD AT BIEMESDERFER STADIUM.**

Additional information & details concerning graduation will be emailed to all degree candidates & ceremony participants after the applications for degree have been processed in the Registrar's Office.

COMMENCEMENT WEBSITE: [WWW.MILLERSVILLE.EDU/COMMENCEMENT/](http://WWW.MILLERSVILLE.EDU/COMMENCEMENT/) or click mu homepage > current students > commencement quick link

EMAIL FOR DEGREE APPLICATION QUESTIONS: [COMMENCEMENT@MILLERSVILLE.EDU](mailto:COMMENCEMENT@MILLERSVILLE.EDU)



**Courses in Progress at Millersville University:** *(Include courses with incomplete grades pending)*

Term	Subject	Course #	Title	Credits	Required for Degree (✓)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Total Credits in Progress: <i>(including incomplete grades)</i></b>				_____	_____

**Courses Currently in Progress at another Institution**

College or University: \_\_\_\_\_ Term: \_\_\_\_\_

Subject	Course #	Title	Credits	Required for Degree (✓)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*I have reviewed the degree audit and academic record of this degree candidate.*

_____ Major 1 Advisor	_____ Date	_____ Major 1 Department Chairperson	_____ Date
_____ Major 2 Advisor	_____ Date	_____ Major 2 Department Chairperson	_____ Date
_____ Minor 1 Advisor	_____ Date	_____ Minor 1 Department Chairperson	_____ Date
_____ Minor 2 Advisor	_____ Date	_____ Minor 2 Department Chair	_____ Date
_____ Departmental Honors (Dept. Chairperson)	_____ Date	_____ University Honors College Director	_____ Date

***Signatures required for Department honors and/or University Honors College designation***