

# ECE Procedures for Preparing and Processing the Application for Baccalaureate Degree

Dear Senior 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 and the College of Engineering before you are considered qualified for graduation. Here are the procedures that must be followed to obtain the proper approvals.*

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

\_\_\_\_\_ (a) The white "MSU Graduation Requirements for BS in {Electrical Engineering} or {Computer Engineering}" form (obtain a copy from your advisor). Use the pre-filled-out form, and make sure the proper catalog year and degree program are selected.

\_\_\_\_\_ (b) The white "List of Classes Completed" form, also from the ECE auto-advising system (obtain a copy from your advisor).

\_\_\_\_\_ (c) A current copy of your unofficial academic transcript, from the MSU *MyInfo* system.

\_\_\_\_\_ Get a copy of the blue "Application for Baccalaureate Degree" form from the rack outside the ECE Office (610 Cobleigh Hall).

(2) You need to fill out the rest of the "MSU Graduation Requirements" form by placing an explanation on *every line* that does not already have a pre-printed grade. The explanation should be:

(i) write in the grade earned if the course was taken after the auto-advising form was generated;  
OR

(ii) the name of the course being transferred or substituted to fulfill the course requirement—and *make sure that a substitution form or transfer equivalency has been processed*;  
OR

(iii) the semester that the course *will* be taken, if in progress or pending (e.g., SP08, FL08, etc.)

(3) Sum up the total credits on the "MSU Graduation Requirements" form in each category and indicate that the minimums are being met in the elective list.

(4) Now fill out the front and back of the blue "Application for Baccalaureate Degree" form. All courses that are REQUIRED to fulfill the degree requirements that have not yet been completed must be indicated in the Departmental Requirements table. *This is all courses currently underway, or planned to be taken in the future, that are needed to fulfill the requirements.* No need to list *extra* EE elective courses or non-applicable classes like Billiards and Ballroom Dancing.

NOTE that EE and CpE students automatically fulfill both the Contemporary Issues in Science (CS) and the Natural Science Inquiry (IN) Core 2.0 requirements simply by taking the required courses Physics 211 & 212.

(5) Once you have filled out the blue form and the white form, check the information for correctness and double-check the total credits and elective course distribution.

(6) Make an appointment with your advisor to review the forms, and have your advisor sign the white MSU Graduation Requirements form.

(7) Finally, bring the complete set of information (as stated in item (1) above) to the ECE office.