How to Apply to Graduate through NEST:

If you have earned 105+ hours as an Undergraduate, 18+ hours as a Graduate/Master's student, or 45+ hours as a Doctoral candidate, you will be able to apply to graduate online.

Once you login to NEST, click on ‘Register for Classes’ tab
Select ‘Apply for Graduation’
This will reflect your most recent term(s) of attendance, it is NOT the term in which you will graduate, click through this.

Curriculum Term Selection

Select a term to determine curriculum for graduation application. Note this deletion we need to make on your record. You will still be able to

Select a Term: **SPRING 2004**

Submit

This screen displays all of your current Academic Programs. *(IF WHAT YOU SEE IS NOT CORRECT, STOP HERE, VISIT YOUR ADVISOR TO CHANGE YOUR PROGRAM BEFORE STARTING THE APPLICATION AGAIN)*.

If the information here is correct, click the radio button next to “Current Program” and hit ‘Continue’
On this screen, using the drop down arrow next to “Graduation date” you select the appropriate term and click “continue.”

This screen asks you what name you wish displayed on your diploma. You have the option here of changing or adding a middle name. Note that if you wish to add accents to your first or last name, or to change your legal name in any way, you will need to follow the instructions on the registrar’s website for update to a legal name

https://www.montclair.edu/registrar/
Once your name has appeared as you want it, click ‘continue’

Select the address to which you would like your Diploma mailed (approximately 4-5 weeks after your graduation date)
A summary of your graduation application will appear. If it looks correct, hit “submit”. Your next contact with your Registrar’s office evaluator will be in the form of an email sent to your MSU email account sometime during the term prior to your final term at MSU. You will not receive anything mailed to your home or campus address. You will see your “Graduation Status” updated on your Degreeworks information bars (the Red part at the top of your Degreeworks audit).

### Diploma Name
- **First Name:** Rocky  
- **Middle Name:** Red  
- **Last Name:** Hawk

### Diploma Mailing Address
- **Street Line 1:** 123 anywhere stree  
- **City:** montclair  
- **State or Province:** Iowa  
- **ZIP or Postal Code:** 123456

### Curriculum
- **Current Program:** Bachelor of Science  
- **Level:** Undergraduate  
- **College:** Science and Mathematics  
- **Major and Department:** Biology, Biology  
- **Major:** Psychology  
- **Minor:** Chemistry

You have applied!