



Office of the Registrar

CONFERMENT of DEGREE/ N.J. CERTIFICATION/ UNIVERSITY CERTIFICATE INFORMATION

The following information is provided to acquaint you with various procedures in the Office of the Registrar relative to your program completion at Montclair State University:

1. **Deadline for Completion of Degree/N.J. Certification/University Certificate**

Requirements:

IF your final audit lists outstanding credentials which you have not yet submitted, it is **YOUR RESPONSIBILITY** to make certain that any outstanding documents (i.e., transcripts from other institutions, grade changes and other credentials) are on file by the date of conferment.

2. **Financial Obligations:**

All financial obligations to the University must be cleared before diplomas, certificates, statements of completion, and transcripts will be released. The appropriate office will advise you if there are outstanding financial obligations prior to your conferment date. You may also check for any financial obligations on WESS.

3. **Diploma/University Certificate: available approximately two weeks after date of conferment for those students who have completed all requirements for graduation.**

Diplomas and University Certificates will be mailed directly from the diploma company to those students who have no outstanding financial obligations approximately two weeks after your conferment date. You may track your Diploma/University Certificate order by accessing www.michaelsutter.com/mont.

Covers for diplomas will be available at the University Bookstore in May when picking up caps and gowns. Diploma covers will also be available in the Office of the Registrar.

4. **Transcripts With Program Completion Information: available approximately two weeks after conferment date.**

Students who wish to have official transcripts of their records sent must complete a Transcript Request Form. Official transcripts may be requested online via WESS. Once you have logged in to WESS, under the Student Records heading select Official Transcript Request and follow the instructions. The transcript request form can also be printed from the MSU website, www.montclair.edu/transcript or obtained at the Office of the Registrar. The completed form may be submitted by mail, by fax, or in person. Indicate **“HOLD UNTIL DEGREE CONFERRED”** on the form. Transcripts will not be released for students who have outstanding financial obligations.

Requests should be submitted as early as possible so that clearance and processing may be completed by the time degrees are posted to the record and the transcripts are ready to be sent.

Before that date, if you need a Statement of Completion of Degree/Certification/ University Certificate requirements to show for employment, examination, or graduate school purposes other than MSU, you may fill out a request form. This form is available on our website at www.montclair.edu/registrar or in the Office of the Registrar.

Requests are generally limited to one statement per student. Requests which are on file in this office cannot be processed until after receipt of grades and final clearance and are usually processed within one week after clearance. **Please note: same day processing is not available for Statements of Completion.**

Once degree/N.J. Certification/University Certificate completion information has been posted to the record, the statement of completion will no longer be obtainable; instead, an official transcript must be requested

5. **NJ Certification Information Sent to Trenton: Approximately one week after conferment date for those students who have completed all requirements for graduation/certification.**

Applications for NJ instructional, educational services, or administrative certificates will be sent to Trenton for all students who have filed, paid, are academically clear, and have passed the required Praxis II test. Oral Proficiency Interview (OPI) tests are needed for TESL, Spanish, French, and Italian. TESL also requires the English Writing Proficiency Test (WPT). Latin requires the Latin Test for teacher certification.

The State Department of Education in Trenton (609) 292-2070 or on the web at www.newjersey.gov/education/educators/license/ will send certificates and /or letters of eligibility directly to students, provided that passing scores are on file in their office for PRAXIS II, OPI, WPT, etc.

Please note, a copy of Praxis scores must be submitted to the Teacher Education Admissions Office in University Hall, Suite 1160, (973-655-7976.)

6. **Continued Attendance At Montclair State University:**

All students who complete requirements for a degree/ N.J.Certification/ University Certificate program and who wish to continue studies at Montclair State MUST APPLY THROUGH GRADUATE ADMISSIONS FOR NEW OR CONTINUED GRADUATE STATUS at www.montclair.edu/graduate/, whether the courses to be taken are undergraduate or graduate level. Registration for courses cannot be processed unless a graduate application has been filed. Billing for such continued study will be done according to university policy of tuition and fees for graduate students. Information regarding graduate admissions may be obtained from the Office of Graduate Admissions & Support Services(973) 655-5147.

7. **Commencement Ceremony: (For DEGREE Candidates/Recipients Only)**

Commencement exercises are held in the Spring of each year. In addition to the May degree candidates, students who have earned degrees in the preceding January or August will be invited to participate in the Spring commencement exercises. (Tentative commencement date can be obtained from the Calendar link on the MSU homepage.) Information regarding the commencement ceremony will become available at www.montclair.edu sometime during March. Included at this site will be information on ordering caps and gowns which is handled through the University Bookstore. In order to participate in Commencement all requirements must be completed BEFORE degree conferral date.