

MAE Pre-Graduation Checklist – Certificate Students

- _____ **Submit course substitution form if necessary** (If a course is taken outside the approved list for the specific certificate program, you must first get approval from Dr. Yang for it to count toward the certificate. Karen Walberg [walbergk@mst.edu] will then assist you in submitting a substitution form to include the course in your program. This should be done during the semester in which you are taking the course.)
- _____ **Apply for Completion in Joe'SS (instructions can be found here, <http://registrar.mst.edu/psinfo/psstudenttraining/>)** (Must be done by 4th week of graduating semester. If not completed by the 4th week deadline, you must submit a paper form*, including a reason for submitting late and signatures at the bottom. If you are a distance student, you can email this form to Karen Walberg [walbergk@mst.edu] and she will deliver it to the Registrar's Office for you).
- _____ **Submit application for admission to the following semester, if you plan to continue to the MS program**.** (This should be done online through the Office of Admissions. You do not need to pay another application fee.)

***Link for graduate forms and deadlines:**

<http://grad.mst.edu/currentstudents/forms/>

****If you receive a B or better in all four certificate courses, that qualifies you for automatic entrance into the MS program without requiring GRE scores. However, you must still submit the application for admission.**