

# INSTRUCTIONS FOR SCHOOL OF APPLIED SCIENCES 2016-17

## DEGREE APPLICANTS

- Using the chart below, identify whether you are eligible to graduate in December, May or August of this academic year
- Refer to the deadlines below under your eligible graduation date

Graduation Date	To be eligible for this date	When you can walk in commencement
December 2016	All of your degree requirements must be completed by the end of the <b>fall semester</b>	May 2017 Commencement
May 2017	All of your degree requirements must be completed by the end of the <b>spring semester</b>	May 2017 Commencement
August 2017	All of your degree requirements must be completed by the end of the <b>August Intersession term</b>	May 2017 Commencement
<b>Please note: Participating in the commencement ceremony does not mean that you graduated. Final grades of May applicants for graduation are not available to check until the week after commencement and August grads will not have even completed their final courses at the time of the commencement ceremony.</b>		

### IMPORTANT DATES FOR DECEMBER 2016 DEGREE APPLICANTS

- 4-8-16
- to 5-6-16 Call sent out for December 2016 Letters of Intent to Graduate staggered by department (students should only submit one if they have not done so previously)
- 5-6-16 Final deadline for December 2016 Letters of Intent to Graduate
- 9-23-16 Deadline for December applicants to submit online diploma applications
- 12-2-16 All requirements must be completed by December applicants by this date
- 2-15-17 Office of the Registrar begins posting December degrees and sending out diplomas
- 4-15-17 Commencement instructions will be sent out to December graduates
- 5-13-17 Commencement Ceremony (includes Dec 2016, May 2017, and Aug 2017 grad applicants)

### Definition of Forms Associated With the Degree Application Process

**Letter of Intent to Graduate:** A form you submit to the Office of the Dean of the School of Applied Sciences that notifies your intention to graduate in an upcoming semester. After you submit that letter to our office, we update your checklist with the transcripts you provide and send you and your academic advisor a list of your remaining requirements. It is then your responsibility to work with your academic advisor to plan out your remaining semester(s) using the remaining requirement list that the dean's office sends you. You can get the form from the School of Applied Sciences Office of the Dean in the George Street House or on the school's website at [http://www.olemiss.edu/depts/applied\\_sciences/](http://www.olemiss.edu/depts/applied_sciences/)

**Diploma Application:** An online form that you will be authorized to submit to the Office of the Registrar after your Letter of Intent to Graduate has been reviewed and completed by the Office of the Dean. The Office of the Dean does not authorize students to submit this application until the beginning of the semester in which the students intends to complete his or her degree requirements. This is an online application that must be completed in order for you to be put on the university's official list of applicants (and, therefore, be sent invitations/instructions for commencement). You cannot receive a degree from The University of Mississippi without completing the online diploma application.



Office of the Dean  
P.O. Box 1848  
University, MS 38677  
Phone (662) 915-7900  
Fax (662) 915-7901

## Letter of Intent to Graduate

Full Name \_\_\_\_\_ ID Number \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone Number \_\_\_\_\_ Academic Advisor \_\_\_\_\_

Alternate E-mail \_\_\_\_\_ Mailing address \_\_\_\_\_

Check one of the options below for the semester in which you plan to complete your degree requirements (including internship/practicum): December 20 \_\_\_\_\_ May 20 \_\_\_\_\_ August 20 \_\_\_\_\_

**Check the degree you will receive:**

- B.S. in Communication Sciences and Disorders  
Minor \_\_\_\_\_
- B.S. in Criminal Justice  
Minor \_\_\_\_\_  
Emphasis \_\_\_\_\_
- Bachelor of Paralegal Studies  
Minor \_\_\_\_\_

- B.S. in Exercise Science
- B.A. in Sport & Recreation Administration  
Emphasis \_\_\_\_\_  
Minor \_\_\_\_\_
- B.S. in Dietetics and Nutrition
- B.S. in Hospitality Management
- Bachelor of Social Work

**Please note: Participating in the commencement ceremony does not mean that you graduated. Final grades of May applicants for graduation are not available to check until the week after commencement and August grads will not have even completed their final courses at the time of the commencement ceremony.**

**READ then initial each statement below:**

\_\_\_\_ I understand that I must complete all degree requirements, including courses and additional requirements by the end of the semester of graduation. I understand that an official final grade must be on file at the Office of the Registrar for all courses being applied toward the degree--including transfer courses, Independent Study courses, Study Abroad courses, and "Incomplete" grades--in order for my degree to be conferred.

\_\_\_\_ I understand that I must get written permission in advance from the Office of the Dean prior to enrolling in any of my remaining courses at another institution and that, if given permission, it is solely my responsibility for making sure an official transcript has been received by UM's Office of the Registrar within 30 days after the official graduation date.

\_\_\_\_ I understand that, if I am approved for graduation, my application will not be complete until I submit an Online Diploma Application for the Office of the Registrar. (You will receive an e-mail from the Office of the Registrar notifying you when this is available for you to complete.)

\_\_\_\_ I understand that it is my responsibility to notify the Office of the Dean if my plan for completion of my remaining requirements changes.

**Checklist of attachments—all found under your MyOleMiss (The Office of the Dean will not accept your application without these attachments):**

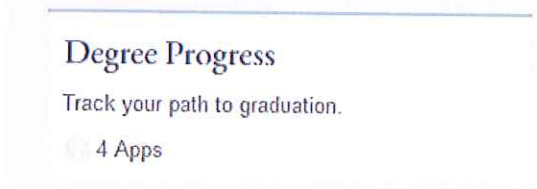
- Print Unfulfilled Requirements Section of Degree Audit (See instructions on following page)
- Current semester schedule

Signature \_\_\_\_\_

Date \_\_\_\_\_

# How do I print my unfulfilled requirements in degree audit?

1. Log into your myOleMiss account
2. Make sure the “Student” tab is highlighted
3. Click to open the apps under “Degree Progress”



4. Click on the “Degree Audit” App



5. Select your current program of study from the drop down list, and click “Next Step”

◀ Previous Step | **Next Step ▶**

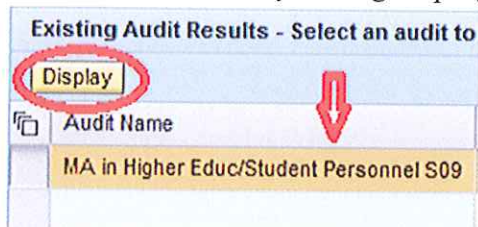
Select the program of study to audit.

Program of Study:

Audit Type:

Execution Mode:

6. Click the box next to your degree program so that it is highlighted, then click display.



7. Click the “Print Unfulfilled Recs” button. Once the PDF appears click print.

Print All w/ Details | **Print Unfulfilled Recs** | Print Unfulfilled w/ Details

# WAYS TO SUBMIT YOUR APPLICATION:

**Fax:** (662) 915-7901

**E-mail:** Last Names Beginning with A-G [skmorton@olemiss.edu](mailto:skmorton@olemiss.edu)

Last Name Beginning with H-Q [hairston@olemiss.edu](mailto:hairston@olemiss.edu)

Last Name Beginning with R-Z [vwmooore@olemiss.edu](mailto:vwmooore@olemiss.edu)

**Mail:** School of Applied Sciences

The University of Mississippi

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P.O. Box 1848

University, MS 38677-1848

**Drop off:** George Street House (located next to the main library on the Oxford campus)