

Completing the Academic / Financial Agreement

Step	Action		
1.	After logging into SOAR, click the Student Dashboard tile.		
	Student Dashboard		
2.	On the left hand menu, click the My Information header.		
	My Information		
3.	Click the Tasks option.		
	My Information		
	To Dos 2		
	Tasks 1		
	Holds		
4.	Click the Block All Enrollment option.		
	Block All Enrollment		
	Reason: Student Fin Responsibility		
	Department: Business Services		
5.	Click the *XYZ Academic and Financial Agreement header.		
	GRAD Academic and Financial A		
	Career: GRAD		
	Student ID: 975099		
	Term: 4218		
	Institution: Univ of Southern Mississippi		
	*This verbiage is dependent on your student / employee status and may look		
	different than the picture.		



Step	Action		
6.	NOTE: Turn off pop-up blockers because the next step may be displayed in a new window or tab.		
7.	Once you've read the introduction: a. click the Continue button. b. click Next. Step 1 of 8: Introduction Program Registration To proceed to the next task, click on the Continue Button Continue and then click on the NEXT Button Next >. Be sure all your information is correct before moving to the next step. Once you have moved to the next step you will be unable to update previous steps during this time. If you made a mistake in entering your contact information, you will need to contact the Registrar's Office at registrar@usm.edu to correct the information.		
8.	Review the address information: a. To add an address, click the + button. b. Otherwise, click the confirm button. c. Click the Next > button. UGRD Academic and Financial Agreement c c Step 2 of 8: Addresses NOTE: Changing your HOME address to an out of state address may result in out of state fees. Home Address to an out of state address may result in out of state fees.		





Step	Action			
	d.	Slide the bar to "Yes."		
	e.	Click the "Save" button.		
	f.	Click the "Confirm" button.		
	g.	Click the "Next" button.		
		UGRD Academic and Financial Agreement		
		< Previous Next >		
		g		
		Confirm		
		ID Name		
		Please list the physical address (including stare and country) in which you will be located while taking courses at The University of Southern Mississippi. You must click on the Edit Address link below to enter your address.		
	f	Country USA Q		
		123 Main Street Address Suite 2D		
		Sumrall, MS 39482 d		
		I verify that the above address is my physical address while taking courses at The University of Southern Mississippi.		
		e		
		Save		
10.	0. Review the email and phone information:			
	a.	To add an email or phone, click the + button.		
	b.	Otherwise, click the confirmed button.		
	с.	Click the Next > button.		
		UGRD Academic and Financial Agreement : C		
		< Previous Next >		
		Step 4 of 8: Contact Details b		
11	Review	the emergency information:		
±±.	a.	To add an emergency contact, click the + button.		
	b.	Otherwise, click the confirm button.		
	C	Click the Next > button		
	0.			
		UGRD Academic and Financial Agreement		
		< Previous Next >		
		Step 5 of 8: Emergency Contacts		
		+ a		



Step	Action			
12.	12. Once you have read the Academic Agreement:			
	a. Click the Agree button.			
	b. Click the Next > button			
	UGRD Academic and Financial Agreement			
	< Previous Next >			
	Step 6 of 8: Academic Agreement	Agree		
	University of Southern Mississippi Undergraduate Academi You must read and agree to the Undergraduate Academ	c Agreement nic Agreement before you can register for classes.		
		Academic Agreement		
13.	13. Once you have read the Financial Responsibility Agreement:			
	a. Click the Agree button.			
	b. Click the Next > button			
	LIGPD Academic and	Financial Arreement :		
		b		
	Step 7 of 8: Student Financial Responsib	ility Agreement		
	University of Southern Mississippi Financial Agreement You must read and agree to the Student Financial Resp	unsibility before registering for classes.		
	Student Financial Responsibility			
	PAYMENT OF FEES/PROMISE TO PAY I understand that when I register for any class at The	University of Southern Mississippi or receive any service from The University of Southern		
14.	Click the Submit button			
	Click the button.			
	UGRD Academic and Fina	ncial Agreement		
		Submit		
	Step 8 of 8: Finish			
	Thank you for signing the Academic and Financial Agreements. Please click the Submit button submit to finalize your change	s. Click the Exit button second in the upper left to exit the form.		
15.	Click the 🛛 Exit button.			
	× Exit	UGRD		
	944460			
	1 Introduction Complete	Step 7 of 7: Submit		
	2 Addresses	Thank you for signing the Acade Please click Submit to finalize yo		