

## STEPS TO GRADUATION FOR UNDERGRADUATES

- Step 1: Submit a graduation application by the published deadline. Late degree applications will be assessed a \$50 fee (payable at the time of submission). Applications and instructions can be found at:  
[http://www.usm.edu/registrar/graduation/steps/ugrad\\_students/degree\\_apps/Degree%20Application%20Generic.pdf](http://www.usm.edu/registrar/graduation/steps/ugrad_students/degree_apps/Degree%20Application%20Generic.pdf)
- Step 2: Submit the *Graduation Exit Survey* along with your degree application. This survey is an anonymous survey used to collect data on a student's satisfaction with services provided by Southern Miss. The overall results are used to improve services for the student body. The Exit Survey can be found at:  
[http://www.usm.edu/registrar/graduation/steps/ugrad\\_students/degree\\_apps/exit\\_survey\\_web.pdf](http://www.usm.edu/registrar/graduation/steps/ugrad_students/degree_apps/exit_survey_web.pdf)
- Step 3: Your major college will send you a *Preliminary Audit* letter by the beginning of your last term. You should review the materials sent to you by your college as soon as you receive them. These letters will be sent to the home address you have listed with the University.
- Step 4: Rent your cap and gown by the published deadline if you plan to attend the commencement ceremony. Cap and gowns are rented from Barnes & Noble Southern Miss Bookstore (601-266-4381). Students are required to be dressed in commencement regalia in order to participate in the ceremony. **Note: Renting your cap and gown DOES NOT RESERVE YOUR SEAT FOR COMMENCEMENT. You must do Step 5 in order to reserve a seat for the ceremony.**
- Step 5: RSVP seating for commencement by the published deadline. You can RSVP online at:  
<http://www.usm.edu/registrar/graduation/commencement/rsvp/index.php>
- Step 6: Complete any financial aid exit interview required (including Stafford Loans, Federal Perkins Loans, etc).
- Step 7: Clear any financial obligation to the university (i.e. tuition, textbooks, parking violations, library fines, etc).

### **Important Notes:**

1. The Registrar's Office will send graduation/commencement information to your *USM email* account. You are responsible for checking your USM email frequently for graduation/commencement information.
2. All candidates for graduation should read FAQs at:  
[http://www.usm.edu/registrar/graduation/general\\_info/faqs/index.php](http://www.usm.edu/registrar/graduation/general_info/faqs/index.php)
3. Diplomas will be mailed to the degree address you list on your degree application approximately 6-8 weeks following commencement.
4. If you do not clear degree requirements, you must contact your DEAN'S OFFICE in order to move your graduation date forward. Students changing their graduation date from one term to another will be assessed a \$50 Roll-Over fee.