

Application for Degree

Instructions for Workforce Training and Development Master's Students

1. In the excel spreadsheet located at <http://www.usm.edu/wtd/appfordegree.htm>, complete:
 - a. Name, email, and telephone number
 - b. Social security number
 - c. Emplid
 - d. Admit term (If you started in the program taking nondegree courses, the admit term is not until you were formally admitted into the program either conditionally or regularly.)
 - e. Intended graduation term
 - f. Admit type (conditional or regular)
 - g. Diploma name and address and campus of degree (Hattiesburg)
 - h. Advisor name and phone number
2. In the middle of the excel form, fill in the following:
 - a. Elective courses taken in place of WTD xxx
 - b. Approved substitutions
 - c. Transfer credits awarded
 - d. Term you will take any remaining requirements (including currently enrolled courses)
 - e. Grades for all courses previously taken
 - f. Number of hours for all courses
3. Print the form and sign next to the student signature line (bottom left).
4. Mail the original signed form and a \$50 check payable to The University of Southern Mississippi to the following address.

Workplace Learning and Performance Institute
The University of Southern Mississippi
730 East Beach Boulevard
Long Beach, MS 39560

Send this in **at least** two weeks prior to the deadline for the semester you wish to graduate. We need time to collect signatures and pay the fee at the Business Services Office. Do not wait until the last minute or you risk the chance of postponing your graduation to a later semester!

Questions? Contact Dr. Heather Annulis at 228-214-3344 or Heather.Annulis@usm.edu.

Note: If you do not graduate in the term you apply to graduate, you must contact both the WLPI and Sue Fayard at the Office of Graduate Studies (Sue.Fayard@usm.edu) to roll your graduation date to the next term. There is an additional \$50 fee for this.

During the semester in which you intend to graduate, the graduate school degree auditor will send you an audit letter indicating any gaps in your program of study based on a review of whether your transcript matches the courses listed on your degree application. If there is a discrepancy, your adviser can send a memo approving any changes to your degree application. Let your adviser know of any problems as soon as you are notified!