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Degree Application (undergraduates only)

Step	Action
1.	In SOAR, click the Student Dashboard tile.
	Student Dashboard
2.	Scroll down the page and click the Academics menu and select the Application for Degree – Undergraduate option.
	Academics
	Application for Degr - Undergr
	Apply for Graduation-Graduate
	Apply for Certificate
3.	Read the instructions at the top of the screen and then select your Acad Plan and Expected Graduation Term from the drop-down menu and click Submit.
	Application for Graduation
	You are attempting to file for graduation. All fields are REQUIRED. This process may take a few minutes to complete. Please do not press a
	In the event you do not meet all degree requirements for the term listed above, you are responsible for contacting your Department and Dea change in your graduation term, a deferment fee will be assessed.
	Your name as it appears in SOAR will automatically be listed on your degree application and diploma. Any changes to how your name apper email will automatically be listed on your degree application. This email account is used to contact you regarding graduation/commenc
	If you are applying to graduate from multiple programs a separate application will need to be completed for each program. Your primary cam application. If your major is listed incorrecity, please contact your Director of Major's office prior to the completion of the degree application. I be declared prior to the completion of the degree application.
	Please provide a diploma address that is unlikely to change following graduation as diplomas are mailed 6-8 weeks following commencement Acad Plan
	Name
	Email Address
	Campus
4.	Input the prompted information and click the Pay Application Fee link where you'll be directed to the CashNet site.
	NOTE: turn off pop-up blockers!!



	*Address Line 1
	Address Line 2
	Address Line 3
	*City
	*State Q
	*Postal
	Local/Cell
	Expected Graduation Term 4245 Spring 2023-2024
	Students graduating with a certification of have the option to participate in commencement.
	Did one or both parents graduate from USM?
	Graduation application and available to students through their SOAR account a year in advance and late fees are based off the date the degree application is generated by the student.
	Pay Application Fee Submit Application
5.	The payment amount will auto generate based on the deadline date for the semester.
	Input your MasterCard or Visa information and click Continue
	input your master card of visa information and click continue.
	* Card number
	* Expiration date * Security code ()
	MM / YY
	* Zip/Postal code
	Cancel
6.	On the next page, input an email address for payment confirmation to be sent and click Pay.
	Please review your information below. * Email address
	seymour nagle@usm.edu
	Summary
	Application Fee \$125.00 Record ID: 1002R88-4245-UBEC0-85C85 Name (Pt and Last): Kenning Bridges
	Tetal \$125.00
	Payment details Change
	Card number 5454 😂
	Expiration date 12/24
	Cancel Pay \$125
7	A confirmation will display. Click the Exit button to the navment window
<i>.</i>	to the payment windown, eller the batton to the payment window.



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8.	The open window should still display your diploma mailing address in SOAR. Click the Submit Application link to officially submit your degree application with payment. NOTE: Degree applications will not be accepted without payment.
	Graduation applications are made available to students student. Pay Application Fee Submit Application
9.	A confirmation email will be sent to your Southern Miss account denoting the successful submission of your degree application.
	A second confirmation email will be sent once your degree application has been reviewed and approved by all signature authorities.