Dear Student,

As director of the Center for Logistics, Trade and Transportation (CLTT) I would like to remind you that it is time for you to select the courses that you will be taking the upcoming semester (Spring).

As you prepare for the Spring semester (Beginning middle of January), this e-mail is to guide you on your next steps. Please notice that you must complete ALL of the steps below BEFORE Oct 1st.

**Step 1:** Find your Plan of Study with your signature and Dr. Sulbaran’s signature. If you cannot find your Plan of Study, feel free to send an e-mail to Ms. Dale Hill at Dale.Hill@usm.edu requesting a copy.

**Step 2:** Using your Plan of Study fill out the Advisement Form following the Sample Provided.

**Step 3:** After COMPLETELY filling the Advisement Form, please print, sign, scan and send by e-mail the Advisement form to Ms. Dale Hill at Dale.Hill@usm.edu and Dr. Tulio Sulbaran.

**Step 4:** After you receive the reply from Ms. Dale (indicating that you are clear to register), you must go to SOAR to register for the courses that you indicated that you were planning to take.

**Step 5:** Contact the professors for the courses that you registered for, to obtain Syllabus and book’s titles for the courses. Then proceed to secure the books as soon as possible and begin reviewing them.

**Step 6:** If you are planning to graduate in the Spring semester you must submit by e-mail to Ms. Dale Hill at Dale.Hill@usm.edu the following information required by the Office of the Graduate School:
   a. Submit your Application for Degree Form
   b. Progress to Degree Transcript
   c. Graduate School Exit Survey
   d. MSLTT Part 1 of 2 - Graduate Exit Survey - Demographic Information
   e. MSLTT Part 2 of 2 - Graduate Exit Survey - Program Information
   f. RCR Training certificate

**Step 7:** If you are planning to graduate in the Spring semester, you must read the MS LTT Comprehensive Exam Guidelines and send an e-mail to Dr. Tulio Sulbaran at Tulio.Sulbaran@usm.edu with the date that you would like to take the comprehensive exam (Following the Comprehensive Exam Guideline – Exam Schedule Set-up Process)

Finally, we would like to bring to your attention that USM offers many excellent support services through our Career Services Office. So, we encourage you to visit their web page for more information.

If you need further assistance feel free to contact at your convenience, Ms. Dale Hill - Dale.Hill@usm.edu – 601.266.6358.

We look forward to helping you complete your Master of Science in Logistics, Trade and Transportation (MS LTT) at USM. We also would like to encourage you to keep in contact with us and participate in the CLTT Industry Advisory Council. Additional, information regarding the CLTT Industry Advisory Council can be found at: http://www.usm.edu/logistics-trade-transportation/industry-advisory-council

Regards,

-Tulio

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