How to Apply for Graduation – College of Business

1. Undergraduate student will complete the application form by logging into SOAR and navigating to Self Service.

![SOAR Logo]

2. Select Application for Graduation in the drop-down list of options under the Academics section.

![Dropdown List]

3. Read all information before completing the application.

![Application Form]

1. Enter the required information (note: Your name, Email address, and campus will automatically be populated from the SOAR system. You must TYPE in the remaining information as outlined below- Handwritten applications are not accepted):
   a. Address you wish to have your diploma mailed to (diplomas cannot be mailed to USM Post Office boxes). (Note: Diplomas are typically mailed 4-6 weeks following the end of the graduation term.)
   b. Local/cell number
   c. Expected Graduation Term
4. Print the application form. In the event your application does not print, check to make sure you do not have a Pop-up Blocker turned on and/or clean your cache. *If your printed application does not populate your information (Name, EMPLID, Address, etc.), clean your cache, browsing history, and cookies. If you continue to have issues, please call 602.266.6175 for assistance.*

2. Schedule an appointment with your academic advisor to review your classes and degree progress.
   a. Hattiesburg students should schedule their appointment in Joseph Greene Hall, room 110.
   b. Gulf Coast students should contact Linda.Jordan@usm.edu; Business Building 110; or 228.214.3447.

3. If you and your advisor agree that you will meet degree requirements for the term requested, have your advisor sign the application. Both you and your advisor should also complete the summary page (page 2 of the application).

4. Once signed by your advisor, have your department chair sign the application.

5. If you have a double major and/or minor, you will need to obtain the appropriate signatures.

6. If you are an Honors College student, you must also complete the Honors College Degree Application and Questionnaire. Once completed, you will need to schedule an appointment with the Honors College to review your Honors College Degree Application.

7. If you do not clear graduation for the term listed on your application, you must complete a new application for the new graduation term and a $50 fee will be assessed.