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 → Student Center.

![SOAR Image]

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

![Academics Image]

3. Read all information before completing the application.

![Application for Graduation Image]

Application for Graduation

You are attempting to file for graduation. Please read the Explanation of Key Fields before proceeding. All fields are REQUIRED.

This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place.

Explanation of Key Fields:

Name: Your name as it appears in SOAR will automatically be listed on your degree application and diploma. Any changes to how your name appears should be listed on the Change of Information form found at http://www.usm.edu/Registrar/graduation-commencement.

Email: Your USM email will automatically be listed on your degree application. This email account is used to contact you regarding graduation/commencement information. You should check your USM email frequently for updates.

Campus: Your primary campus of study will automatically be listed on your degree application.

Primary College: The academic organization housing your major/emphasis will automatically be listed on your degree application.

Major/Minor: All declared majors will automatically be listed on your degree application. If your major is listed incorrectly, please contact your dean’s office prior to the completion of the degree application. If your minor does not appear, please see the chair of the minor area of study. Note: the minor must be declared prior to the completion of the degree application.

Diploma Address: Students enter the address your diploma should be mailed to.

Note: Please provide an address that is unlikely to change following graduation as diplomas are mailed 4 - 6 weeks following commencement pending all financial obligations to the university have been satisfied.
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

2. Schedule an appointment with your academic advisor to review your classes and degree progress.
   a. Hattiesburg students should schedule their appointment in Scianna Hall, room 2035 with application in hand.
   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, s/he will complete the application process if your application is submitted on time. If the application is late, you will need to pay your late fee at the Registrar’s Office (after your advising appointment) before your application can be processed.

5. If you have a double major and/or minor, you will need to obtain the appropriate signatures BEFORE meeting with your College of Business advisors.

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.