How to Apply for Graduation – College of Arts & Letters

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

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

3. Read all information before completing the application.

4. 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 6-8 weeks following the end of the graduation term.)
   b. Local/cell number
   c. Expected Graduation Term
5. 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 601-266-6175 for assistance.*

6. Schedule an appointment with your departmental academic advisor to review your classes and degree progress. Be sure to take a copy of your DPR (Degree Progress Report) to your scheduled appointment.

7. If you and your departmental advisor agree that you will meet degree requirements for the term requested, have your departmental advisor sign the application. Both you and your departmental advisor should also complete the summary page (page 2 of the application) in addition to the attached CAL Exit Survey.

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

9. If you have a double major and/or minor, you will need to obtain the appropriate signatures for all departments.

10. 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.

11. If you are an Education/Licensure student, you must obtain the Teacher Education signature (Owings-McQuagge Hall – room 121A) for your degree application.

12. Return your degree application to:
   a. Hattiesburg Students – Liberal Arts Building Room 213
   b. Gulf Coast Students – Elizabeth Hall Room 101

13. 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.