Dear Student,

My name is Dr. MD Sarder – Assistant Director of the Center for Logistics, Trade and Transportation (CLTT). I welcome you and congratulate you for your admission into our Master of Science in Logistics, Trade and Transportation (MS LTT) at the University of Southern Mississippi (USM).

As you prepare to begin the MS LTT at USM in Fall (Beginning middle of August), this e-mail is to guide you on your next steps. Please notice that you must complete ALL of the steps below BEFORE July 15th.

**Step 1:** Prepare a **DRAFT Plan of Study** including the 10 courses that you are planning to take to obtain your MSLTT using the following spreadsheet and list course offerings. After you complete the DRAFT Plan of Study please send it to Dr. MD Sarder at MD.Sarder@usm.edu. Dr. Sarder is using as a base the DRAFT Plan of Study (that you prepared) will contact you to discuss and fine tune it prior to proceed with signatures.

**Step 2:** Send an e-mail to Ms. Pam Posey at Pam.Posey@usm.edu indicating:
   a. if you are planning (or not) to start taking courses in the Fall (Beginning middle of August), AND
   b. The list of course IDs and name that you are planning to take during the Spring Semester (See Link with offerings)

*Please be sure to include first the two “Core Courses” offered during Fall. Also be sure that the courses that you plan to take are scheduled to be offered during the Fall semester and they are in the delivery format (Online, Hybrid or Face-to-Face) that meets your needs.*

**Step 3:** If you are a US citizen go directly to step 4. If you are not a US citizen, in addition to the e-mail above, you must send an e-mail to Elizabeth.Shoemake@usm.edu and Pam.Posey@usm.edu with a copy of your VISA Stamp and Immunization Records. Upon arrival to USM you must also go to the International Center Building Room 411 and provide to Ms. Shoemake a copy of your I-94, Passport and x-ray.

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

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

**Step 6:** If you are a US Citizen go directly to step 7. If you are not a US Citizen, attend:
   a. International Student Orientation. So, please send an e-mail to Elizabeth.Shoemake@usm.edu requesting date and location of the international student orientation.

**Step 7:** If you are an in-person student, plan to attend:
   a. Graduate School Orientation. Date, time and location can be found at the Graduate School Web page

**Step 8:** Attend the MS LTT Orientation on date and time indicated on the CLTT web page.
   a. In person: Bobby Chain Tech. Bldg. Rm 252, OR
   b. Via teleconference: https://www.usm.edu/construction/master-science-logistics-trade-and-transportation-%E2%80%93-graduate-students-orientation

Finally, I would like to bring to your attention that USM offers many excellent support services through its Counseling Center, Disabled Student Services Office, Financial Aid Office, the Health Clinic, and the Payne Fitness Center. We encourage you to visit these offices and centers for more information.

If you need further assistance feel free to contact at your convenience, Ms. Pam Posey - Pam.Posey@usm.edu – 601.266.6753.

We look forward to helping you complete your Master of Science in Logistics, Trade and Transportation (MS LTT) at USM.

Regards,

-MD

MD Sarder, Ph.D.
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