

# Graduate School Admission Standards and Application Procedures

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## Registration

### Priority Registration

Continuing students may register online by using their WebID through the myOleMiss portal. Online class schedules for an upcoming priority registration period are available approximately two weeks prior to the beginning of priority registration. An academic adviser must approve each student's schedule. Students accept the responsibility for maintaining acceptable grades and for the payment of fees at the time they register.

### Late Registration

Students who do not register before classes begin have until the last day to register, which is the 10th day of classes of a regular semester, to complete the process. During this period, a late registration fee will be assessed. No student will be permitted to register for classes after the last day to register without a serious and compelling reason approved by the dean of the student's school or college. In no case may a student register after the last regular class day in any semester.

### Late Withdrawal from a Course

After the course withdrawal deadline, a student may drop a course only in cases of extreme and unavoidable emergency as determined by the student's academic dean. Unacceptable reasons for late withdrawal include dissatisfaction over an expected grade or a change in a student's degree program or major. In no case may a class be dropped after the last regular class day in any semester, session, or term. Courses dropped after the course withdrawal deadline will still appear on the student's official transcript. The W mark will be recorded if the student is passing the course at the time of withdrawal; the F grade will be recorded if the student is failing.

### Drop-Add Procedures

Students may add courses, using the myOleMiss portal, through the fifth day in which classes meet during a regular semester. After the fifth day, students must have the approval of the instructor in the course. After the 10th day of classes (the last day to register), courses may be added only under extraordinary circumstances approved by the dean of the school or college in which the student is enrolled, and a small fee will be assessed per added course. In no case may a student add a class after the last regular class day in any semester.

A student may drop any course, using the online system, until the course withdrawal deadline, which is the 30th day in which classes meet during a regular semester. However, after the 10th day of classes a small fee will be assessed per dropped course. No indication of enrollment in a course properly dropped will be shown on any University of Mississippi record.

### Withdrawal from the University

A student who wishes to withdraw from the university (i.e., withdraw from all courses) during the course of a semester, intersession, or summer term can withdraw online at myOleMiss.edu or can provide written notification via fax, mail, or in person to the Office of the Registrar. Appropriate university offices (Student Housing, Financial Aid, Bursar, ID Center, Library, and Academic Dean) will be notified of the withdrawal. Full refunds of tuition and fees (minus a processing fee) are given for withdrawals during the first 10 days of classes of a regular semester, and no refunds are given after the 10th day of classes. Students who withdraw must apply for readmission if not enrolling for the subsequent term.

A student required to withdraw from the university for involuntary military service may be given full credit for course work in progress provided at least four-fifths of the course requirements have been completed. The student's academic dean will decide if the four-fifths requirement is met, and the student's instructors will decide whether or not final examinations will be required. An unofficial withdrawal is defined as occurring when a student simply stops attending classes without going through the formal process to withdraw. If a student unofficially withdraws before completing the period of attendance of which federal aid eligibility is based, there are additional consequences.

As noted in the Federal Student Financial Aid Handbook, the U.S. Department of Education mandates that universities develop a mechanism for determining whether a student recipient of a Title IV grant or loan has ceased attendance without notification during the period of enrollment. To meet this requirement, the Office of Financial Aid has created a term-based report that identifies all students who received federal aid and posted all "F" and/or "W" grades. For students falling into these categories, the university must determine if the student actually began attendance and, if so, when the attendance ceased. Based on this information, these students are processed as schedule cancellations (if never attended) or as unofficial withdrawals (if attended and left without officially withdrawing). For schedule cancellations, the student account will be charged for all disbursed aid. For unofficial withdrawals, a calculation is performed for refund purposes.

Each student is responsible for having class instructors contact the Office of Financial Aid with a last date of attendance or class-related activity by the accounts receivable posting date that is shown in the student's Unofficial Withdrawal letter. If acceptable documentation is provided, the later date will be used for the unofficial withdrawal calculation.

### Summer Term Deadlines

During a summer term, the last day for full refunds on complete withdrawals is the third day of classes, which is the last day to register or add courses, and the course withdrawal deadline is the 10th day of classes.

