

**MISSISSIPPI STATE UNIVERSITY - OFFICE OF THE GRADUATE SCHOOL
TRANSIENT UNDERGRADUATE REQUEST TO ENROLL IN GRADUATE COURSE(S)**

An undergraduate student enrolled at an institution other than MSU (transient student) is permitted to enroll in MSU course(s) for graduate credit if the following criteria are met.

CRITERIA FOR AN UNDERGRADUATE STUDENT TO ENROLL IN GRADUATE COURSE(S):

- Cumulative GPA must equal or exceed minimum GPA required for admission to graduate program
- Must be in final semester and within 12 hours of completing bachelor's degree requirements
- Maximum of nine (9) graduate credit hours of enrollment allowed
- Sum of undergraduate and graduate credit hours during semester of enrollment must not exceed 13 hours at BOTH institutions

A request for exception to the above criteria must include justification and be approved by the MSU Provost

REQUIRED PROCEDURE:

- **COMPLETE A TRANSIENT UNDERGRADUATE REQUEST TO ENROLL IN GRADUATE COURSE(S) FORM:**

- **ACADEMIC OUTREACH AND CONTINUING EDUCATION (AOCE) DISTANCE EDUCATION CAMPUS:** A student who wishes to enroll through AOCE should send the request form to the address below or fax the form to 662.325.2657.

AOCE Operations Office
PO Box 5247
Mississippi State, MS 39762

- **STARKVILLE (MAIN) CAMPUS:** A student who wishes to enroll on the Starkville Campus should send the request form to the address below or fax the form to 662.325.1967.

Office of the Graduate School
PO Box G
Mississippi State, MS 39762

- **APPROVAL OF REQUEST:**

- The student will be notified as to whether or not the request has been approved.
- If approved, the transient undergraduate student should **APPLY ONLINE** to the Graduate School as an unclassified graduate student. To apply online, go to www.grad.msstate.edu and click on "Apply Online Now" in the upper right corner.

- **SUBMISSION OF REQUIRED SUPPORTING DOCUMENTS:**

- Send official transcript, letter of good standing from undergraduate institution, and \$30 non-refundable application fee (check, money order, or credit card paid online) to the Graduate School:

Office of the Graduate School
PO Box G
Mississippi State, MS 39762

- **REGISTRATION FOR COURSE(S) AFTER ADMISSION:**

- **ACADEMIC OUTREACH AND CONTINUING EDUCATION (AOCE) DISTANCE EDUCATION CAMPUS:** After admission to the Graduate School as an unclassified graduate student, AOCE will register the transient student. Direct questions on registration status to AOCE at 662.325.2677.
- **STARKVILLE (MAIN) CAMPUS:** After admission to the Graduate School as an unclassified graduate student, the Office of the Graduate School will provide the transient student with a Registration Access Code and instructions for online class registration via the OnCampus system. Direct registration questions to the Graduate School at 662.325.7400.

- **FINANCIAL AID:** No financial aid is available for transient undergraduate students at Mississippi State University

