

**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.

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**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*

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**REQUIRED PROCEDURE:**

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

A student who wishes to enroll should send the attached 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](http://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 \$60 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:**

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 MyState Banner 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.

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TRANSIENT UNDERGRADUATE REQUEST TO ENROLL IN GRADUATE COURSE(S)**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
*Last First Middle*

Undergraduate (Degree Granting) Institution: \_\_\_\_\_

Email: \_\_\_\_\_

Semester Requesting Enrollment: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer Year Requesting Enrollment: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_ Hours Needed to Complete Bachelor's Degree: \_\_\_\_\_

Sum of Undergraduate and Graduate Hours Expected to Be Scheduled: \_\_\_\_\_

Enrollment Requested for the following graduate course(s):

Course Symbol & Number	CRN Code	Section	Course Title

Justification for exception to criteria (if applicable):

**Typed/Printed Name:**

**Approval Signatures:**

\_\_\_\_\_  
Undergraduate Institution Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Undergraduate Institution College Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Undergraduate Institution Provost (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
MSU Course Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
MSU Course Instructor (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
MSU Course Instructor (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
MSU Graduate Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
MSU College Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
MSU Provost (if applicable)

\_\_\_\_\_  
Date

**Submit this page only per instructions on previous page to Mississippi State University for approval and processing. Please retain the previous page for instructions needed after approval is granted for admission to the Graduate School and for course registration information.**