

THE UNIVERSITY OF MISSISSIPPI

LIBERAL ARTS
STUDENT
E-NEWSLETTER



VOLUME 1, ISSUE 2 - MARCH 2006

[[Liberal Arts News](#)] [[Dates and Deadlines](#)] [[Important Information](#)]

Liberal Arts News

Greetings from the College of Liberal Arts

Each semester the electronic newsletter for students in the College of Liberal Arts contains important and timely information. [Read more.](#)

Nominations Sought for Liberal Arts Teaching Awards

Nominations are being sought by the College of Liberal Arts for the **Liberal Arts Outstanding Teacher of the Year** and the **Cora Lee Graham Award for Outstanding Teaching of Freshmen** awards. [Read more.](#)

Change in Mathematics Requirement for the BA Degree

The lower division mathematics requirement for the Bachelor of Arts degree will change beginning with students who graduate in December 2006. [Read more.](#)

Change in University Class Attendance Policy

Effective Fall 2006, students who do not attend the first day of class may be dropped from the course. [Read more.](#)

Dates and Deadlines

MONDAY, FEBRUARY 27, 2006 : Course Withdrawal Deadline

The last day to drop a class for the Spring 2006 Semester was Monday, February 27, 2006. [Read more about the official University policy regarding the course withdrawal deadline.](#)

FRIDAY, MARCH 17, 2006 : May 2006 and August 2006 Diploma Application Deadline

Seniors who have filed a degree application for May 2006 or August 2006 in the Dean's Office will be notified by e-mail that the Diploma Application form is available online. [Read more.](#)

WEDNESDAY, MARCH 22, 2006 : Academic Advising Begins for Priority Registration

WEDNESDAY, MARCH 29, 2006 : Priority Registration for Summer (including Intersessions) and Fall 2006

Priority registration is scheduled to open on Wednesday, March 29, 2006, for all Summer 2006 Sessions (including May and August Intersessions) and for the 2006 Fall Semester. [Read more](#) and also [view a step-by-step guide for academic advising](#).

THURSDAY, APRIL 6, 2006 : Honors Convocation

THURSDAY, APRIL 13, 2006 : Deadline for Liberal Arts Teacher Award Nominations

[See the Liberal Arts news story above.](#)

MONDAY, APRIL 17, 2006 : December 2006 Degree Application Deadline

Degree applications for December 2006 are due in the Dean's Office by Monday, April 17, 2006. [Read more.](#)

SATURDAY, MAY 13, 2006 : Commencement

Commencement ceremonies for students who graduated in December 2005 and for students who plan to graduate in May or August 2006 will be held on Saturday, May 13, 2006. [Read more.](#)

IMPORTANT INFORMATION

Letter to Seniors Planning To Graduate in Spring 2006

In mid-September 2005, a letter was sent to all senior Liberal Arts students concerning important deadlines for degree applications and diploma applications. [Read entire letter.](#)

Steps for Academic Advising

Priority registration is a busy period for students, faculty, and staff. Please schedule an appointment with your advisor as early as possible so that you can register as soon as your time window opens. [View the steps for academic advising.](#)

Prerequisite Checking and Priority Registration

Prerequisite checking went live December 2005 and will be active during the upcoming Priority Registration period. [Read more.](#)

Academic Calendars

- [Spring Semester 2005-2006](#)
- [Summer 2005-2006](#) (Includes May and August Intersessions)
- [Fall Semester 2006-2007](#)

Exam Schedule

- [Spring 2006 Exam Schedule](#)--The College of Liberal Arts strictly adheres to the official University policy concerning final examinations. [Read more.](#)

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LIBERAL ARTS STUDENT E-NEWSLETTER



VOLUME 1, ISSUE 2 - MARCH 2006

Greetings from the College of Liberal Arts

Each semester the electronic newsletter for students in the College of Liberal Arts contains important and timely information. This issue of the newsletter has information on a change in the degree requirements for the Bachelor of Arts degree, deadlines for graduation, news about priority registration in March, and information about a change in the University class attendance policy, among other items.

We hope that you find this newsletter helpful. Let us know if there is information you would like to see in future newsletters; send your comments to libarts@olemiss.edu.

If you ever have questions about academic matters in the College of Liberal Arts, please call 915-7177 or send an e-mail message to ventress@olemiss.edu. Our capable and cordial staff stands ready to answer any questions that you might have.

Glenn Hopkins, Dean
College of Liberal Arts

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LIBERAL ARTS STUDENT E-NEWSLETTER



VOLUME 1, ISSUE 2 - MARCH 2006

Nominations Sought for Liberal Arts Teaching Awards

Nominations are being sought by the College of Liberal Arts for the ***Liberal Arts Outstanding Teacher of the Year*** and the ***Cora Lee Graham Award for Outstanding Teaching of Freshmen*** awards.

Eligibility for both awards is limited to faculty of professorial rank (Assistant Professor through Full Professor) in the College of Liberal Arts. In addition, the Graham award is limited to faculty actively involved in teaching 100- or 200-level courses or other courses intended primarily for freshmen. Temporary and visiting faculty, as well as previous recipients, are not eligible.

Criteria for the award include, but are not limited to, excellence of class instruction, intellectual stimulation of students, and concern for students' welfare. Both recipients will be recognized during the College's commencement ceremony, have their names added to award plaques in the Dean's office, and receive \$1,000.

Instructions for Submitting Nominations for 2006

All nominations must be received in the Office of the Dean ***no later than Thursday, April 13, 2006***.

IMPORTANT:

- The following forms are available for download in PDF format, which requires the free, downloadable [Adobe Reader 7](#).
- Mac users should use the Adobe Reader and ***not*** the Preview application.

METHOD 1: Electronic Submission by E-Mail

If you have Adobe Reader Version 7, fill out the following PDF forms and click the "SUBMIT BY E-MAIL" button.

- Liberal Arts Outstanding Teacher of the Year Award Form (620 KB)
- Cora Lee Graham Award for Outstanding Teaching of Freshmen Form (620 KB)

If you submit the form by e-mail, you do ***NOT*** need to mail a copy to the College of Liberal Arts.

METHOD 2: Submission of Printed Form

If you have Adobe Reader Version 5 or Version 6, fill out the following PDF forms and print them. (Forms can also be obtained in Ventress Hall.)

- Liberal Arts Outstanding Teacher of the Year Award Form (252 KB)
- Cora Lee Graham Award for Outstanding Teaching of Freshme Form (252 KB)

Forms may also be obtained in the Dean's Office in Ventress Hall. Hand deliver or mail the completed form to the following address:

Liberal Arts Teacher Award Nomination
College of Liberal Arts, Ventress Hall
University of Mississippi
University, MS 38677

Previous Recipients

First awarded in 1985, the previous recipients of the Liberal Arts Outstanding Teacher of the Year award are: Sheila Skemp (History), Jerrold Heindel (Biology), James Cooke (History), William Lawhead (Philosophy and Religion), Mary Kallman (Psychology), Eldon Miller (Mathematics), Kenneth McGraw (Psychology), Donald Dyer (Modern Languages and Linguistics), John Hull (Biology), Talmadge James Reid (Mathematics), Colby Kullman (English), Lee Bolen (Physics), Daniell Matern (Chemistry and Biochemistry), Rebecca Holberton (Biology), Edmund Keiser (Biology), Douglass Sullivan-Gonzalez (History), Samir Husni (Journalism), Ethel Young-Minor (English), Benjamin Fisher (English), and John Neff (History).

The Cora Lee Graham Award for Outstanding Teaching of Freshmen has been awarded since 1987 to the following recipients: Jon Parcher (Chemistry and Biochemistry), Lee Bolen (Physics), Kwang-Sik Yun (Chemistry), Daniel Williams (English), Jeffrey Watt (History), Gerard Buskes (Mathematics), William Scott (Chemistry and Biochemistry), Kees Gispen (History), Paul Lago (Biology), Hans-Jurgen Gaycken (Modern Languages), Walter Cleland, Jr. (Chemistry and Biochemistry), Michael Lynch (Philosophy and Religion), L. Marvin Overby (Political Science), Holly Reynolds (Political Science), Kathryn McKee (English and Southern Studies), Gary Gaston (Biology), Frederick Lorenzo (History), Timothy Nordstrom (Political Science), and Aileen Ajootian (Classics).

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VOLUME 1, ISSUE 2 - MARCH 2006

Change in Mathematics Requirement for the BA Degree

The lower division mathematics requirement for the Bachelor of Arts degree has been changed from 6 semester hours to 3 semester hours. This change will officially become effective at the beginning of the Fall Semester 2006.

Beginning with students who graduate in December 2006, students earning the Bachelor of Arts degree will be required to complete 3 semester hours of mathematics for the lower division requirement.

Students who graduate in May 2006 and August 2006 are ***still required to complete 6 semester hours of mathematics*** for the lower division requirement.

NOTE: Some departments may require more advanced mathematics courses for a particular major.

Please call the Student Services division of the Dean's Office at 915-7177 if you have questions regarding this change.

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VOLUME 1, ISSUE 2 - MARCH 2006

Change in University Class Attendance Policy

A change to the Undergraduate Catalog on class attendance has been approved by the University.

Effective Fall 2006, students who do not attend the first day of a class may be removed from the class roll. The new official catalog statement follows:

"Students must attend the first meeting of every course for which they are registered, unless they obtain prior departmental approval. Without such approval, a student who is absent from the first class meeting may be dropped from that class by the dean of the school or college with the responsibility for the course."

It is the student's responsibility to contact the department office prior to the first day of class to request permission to be absent. Each department will decide whether to enforce this policy.

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Course Withdrawal Deadline

The last day to drop a class for the Spring 2006 Semester was Monday, February 27, 2006. The following is the official policy regarding late withdrawal from a course as stated on page 128 of the 2005-2006 Undergraduate Catalog.

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 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 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.

Students who wish to petition for a late withdrawal from a course should contact the Office of Student Services in Ventress Hall 103.

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VOLUME 1, ISSUE 2 - MARCH 2006

May and August 2006 Graduating Seniors

Seniors who have filed a degree application for May 2006 or August 2006 in the Dean's Office will be notified by e-mail that the Diploma Application form is available online. Students should check their Ole Miss e-mail accounts on a regular basis. The deadline for processing the diploma application is **Monday, March 17, 2006**.

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LIBERAL ARTS STUDENT E-NEWSLETTER



VOLUME 1, ISSUE 2 - MARCH 2006

Priority Registration for Summer Sessions and Fall Semester

Student Time Windows

Priority registration is scheduled to open on Wednesday, March 29, 2006, for all Summer 2006 Sessions (including May and August Intersessions) and for the 2006 Fall Semester. As has been the case in previous semesters, each student is assigned a time window that indicates the time of day and the date on which he or she may begin registering for classes. The time windows of students are assigned based on classification with seniors being allowed to register before juniors, juniors before sophomores, and sophomores before freshmen.

Prerequisite checking "went live" in December 2005. [Read more about this change in the registration process.](#)

Academic Advising and Advisor Holds

Each student enrolled in the College of Liberal Arts is assigned an advisor based upon the student's major. Immediately before the priority registration period, an advisor hold will automatically be placed on each student's account. This advisor hold will prevent the student from registering for classes.

In order for the advisor hold to be lifted, a student must be advised by his or her academic advisor. Each department within the College of Liberal Arts determines how academic advising is handled. To have the advising hold lifted, each student must meet with an advisor. The name and contact information of the advisor is available through myOleMiss (formerly UM Online Services).

Visit [Steps for Academic Advising in the College of Liberal Arts](#) for a step-by-step guide to academic advising for students in the College.

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VOLUME 1, ISSUE 2 - MARCH 2006

Steps for Academic Advising in the College of Liberal Arts

Priority registration is a busy period for students, faculty, and staff. Please schedule an appointment with your advisor as early as possible so that you can register as soon as your time window opens.

1. SCHEDULE AN APPOINTMENT WITH YOUR ADVISOR.
2. OBTAIN A COPY OF YOUR CURRENT COURSE SCHEDULE, YOUR MOST UM TRANSCRIPT, YOUR TRANSFER EQUIVALENCY REPORT, AND ANY EXTERNAL TRANSCRIPTS FROM ALL EXTERNAL ACADEMIC INSTITUTIONS FOR WHICH TRANSFER WORK DOES NOT APPEAR ON YOUR TRANSFER EQUIVALENCY REPORT.
3. PREPARE A TENTATIVE SCHEDULE USING A [LIBERAL ARTS ADVISING WORKSHEET](#) BEFORE VISITING YOUR ADVISOR.
4. MEET WITH YOUR ADVISOR.
5. KEEP A COPY OF YOUR SIGNED ADVISING WORKSHEET.

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Degree Applications for December 2006 Due in Dean's Office

Degree applications for December 2006 are due in the Dean's Office by Monday, April 17, 2006. The degree application should be on file in the Dean's Office at least one full semester before the actual date of graduation. Forms are available in Ventress Hall at any time.

The degree application must be filled out by the student, then signed by the advisor and department chair before it can be accepted by our office. You will need a copy of your transcript (including transfer work) to fill out this form.

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VOLUME 1, ISSUE 2 - MARCH 2006

Spring 2006 Commencement Ceremony

The Commencement Ceremony for students who graduated in December 2005 and for students who plan to graduate in May or August 2006 will be held on Saturday, May 13, 2006.

There will be a general ceremony for all University graduates beginning at 9:00 a.m. in the Grove. Liberal Arts students should arrive no later than 8:30 a.m. at Ventress Hall in order to line up in time for the procession.



The College of Liberal Arts will have a separate ceremony, beginning at 2:00 p.m., in the Coliseum. Students should arrive no later than 1:15 at the Coliseum. At this ceremony, diplomas will be awarded to all students taking baccalaureate and master's degrees in the College of Liberal Arts.

Detailed instructions regarding the 2:00 p.m. ceremony in the Coliseum will be mailed to students later in this semester and will also be posted on the Liberal Arts web site at <http://www.olemiss.edu/libarts/>.

NOTE: If you require special assistance relating to a disability, please contact the Dean's Office at (662) 915-7177 as soon as possible.

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LIBERAL ARTS STUDENT E-NEWSLETTER



VOLUME 1, ISSUE 2 - MARCH 2006

September 16, 2005

Dear Graduating Senior:

1. DIPLOMA APPLICATIONS FOR DECEMBER 2005 GRADUATES.

Diploma applications are required for all graduates. The Diploma Application form is used to order diplomas and to compile the information included in the Commencement program. In order to complete the graduation process, you must file a diploma application online. You will be notified by e-mail through your Ole Miss e-mail account when your diploma application is available online. **THIS IS VERY IMPORTANT!** You cannot graduate without filing a diploma application. **THE DEADLINE IS SEPTEMBER 26.** As you may already know, the University of Mississippi has only one graduation ceremony each year. Students graduating in December will be invited to participate in the May 2006 ceremony.

2. DEGREE APPLICATIONS FOR MAY & AUGUST 2006 GRADUATES.

According to the University catalog, degree applications are due in the Dean's Office two full semesters before the date of graduation. It is, therefore, your responsibility to come by the Dean's Office and pick up the degree application, fill it out, have your adviser and chair of your major department sign the form, and return it to the Dean's Office. **IF YOU ARE GRADUATING IN MAY OR AUGUST 2006, YOU MUST FILE A DEGREE APPLICATION IN THE DEAN'S OFFICE NO LATER THAN OCTOBER 28!!!** Failure to do so will result in a delay of your graduation for spring semester.

3. DEGREE REQUIREMENTS FOR GRADUATES.

Please be aware of the catalog requirements for specific grade point averages in your major and minor, your University of Mississippi credits, and your overall grade point average. Failure to meet these requirements prevents many seniors from graduating each year.

If you have questions concerning any of these deadlines, or degree requirements, please contact me immediately. My e-mail address is bleeton@olemiss.edu.

Sincerely,

Barbara Leeton
Director of Academic Support

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VOLUME 1, ISSUE 2 - MARCH 2006

Prerequisite Checking and Priority Registration

Prerequisite checking went live December 2005 and will be active during the upcoming Priority Registration period.

In previous semesters if a student's academic coursework did not satisfy a course's prerequisites, the registration system gave a student a warning that the prerequisite was not met. However, the system would allow the student to book the class.

With prerequisite checking turned on, the registration system will **NOT** allow the student to book the course if a prerequisite has not been met. The student will receive an error message similar to the error messages which are already in use for courses limited to majors only or to students in the Honors College.

If you receive an error message that you believe is a mistake (i.e. you have met or are currently enrolled in a prerequisite for a course), then contact the department office. If you wish to request an exception to the prerequisite, contact the department office.

Work is in progress to have external coursework entered into Campus Management so that transfer work will be taken into account in prerequisite checking.

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Final Examination Instructions

Any student having three or more examinations scheduled for the same day will arrange with the instructor to take the noon examination or the 7:30 p.m. examination on some other mutually satisfactory date. Please note that only the noon and 7:30 p.m. examination may be rescheduled for this reason.

Students should be allowed 3 hours to complete the final examination unless the instructor has previously informed the class otherwise.

No other examinations are to be given at other than scheduled hours, either for an individual or for a class, unless the instructor concerned has specific approval from the academic dean. The [Spring Semester 2006 Final Exam Schedule](#) is posted on the [Registrar's web site](#).

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