

THE UNIVERSITY OF MISSISSIPPI

LIBERAL ARTS
STUDENT
E-NEWSLETTER



VOLUME 3, ISSUE 1 - SEPTEMBER 2007

[[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.](#)

Departmental Relocations for Art and Journalism

The Department of Art has moved back into Meek Hall, and the Department of Journalism has moved back into Farley Hall. [Read more.](#)

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Dates and Deadlines

FRIDAY, SEPTEMBER 21, 2007 : May and August 2008 Degree Application Deadline

Students whose last name begins with A-D should submit degree applications for May 2008 and August 2008 in the Dean's Office by Friday, September 21, 2007. [Read more.](#)

MONDAY, OCTOBER 1, 2007 : Course Withdrawal Deadline

The last day to drop a class for the Fall 2007 Semester is Monday, October 1, 2007. [Read more about the official University policy regarding the course withdrawal](#)

[deadline.](#)

FRIDAY, OCTOBER 5, 2007 : May and August 2008 Degree Application Deadline

Students whose last name begins with E-K should submit degree applications for May 2008 and August 2008 in the Dean's Office by Friday, October 5, 2007. [Read more.](#)

MONDAY, SEPTEMBER 24, 2007 : December 2007 Diploma Application Deadline

Seniors who have filed a degree application for December 2007 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, September 24, 2007.**

FRIDAY, OCTOBER 19, 2007 : Academic Advising Begins for Priority Registration

FRIDAY, OCTOBER 19, 2007 : May and August 2008 Degree Application Deadline

Students whose last name begins with L-R should submit degree applications for May 2008 and August 2008 in the Dean's Office by Friday, October 19, 2007. [Read more.](#)

FRIDAY, OCTOBER 26, 2007 : Priority Registration for Wintersession and Spring 2008

Priority registration is scheduled to open on Friday, October 26, 2007, for the Winter Intersession 2008 and for the Spring Semester 2008. [Read more](#) and also [view a step-by-step guide for academic advising.](#)

FRIDAY, NOVEMBER 2, 2007 : May and August 2008 Degree Application Deadline

Students whose last name begins with S-Z should submit degree applications for May 2008 and August 2008 in the Dean's Office by Friday, November 2, 2007. [Read more.](#)

IMPORTANT INFORMATION

Letter to Seniors Planning To Graduate in December 2007

In mid-September 2007, 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

- [Fall Semester 2007-2008](#)

[Winter Intersession 2007-2008](#)

- [Spring Semester 2007-2008](#)
- [Summer 2007-2008](#) (Includes May Intersession)
- [August Intersession 2007-2008](#)

Exam Schedule

- [Fall 2007 Exam Schedule](#)--The College of Liberal Arts strictly adheres to the official University policy concerning final examinations. [Read more.](#)

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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 about the class attendance policy, deadlines for graduation, and the new wait list functionality during priority registration in October, 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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Departmental Relocations for Art and Journalism

The Department of Art has moved back into Meek Hall, and the Department of Journalism has moved back into Farley Hall.

The Department of Art has moved back into Meek Hall following renovations to the front part of Meek. In addition, some faculty offices, studios, labs, and the art history classroom have relocated from the Old Chemistry Building to Meek Hall. For the first time in many years, almost all of the faculty and studios in the Department of Art are in the same building. The one exception is the photography darkroom that is located in Kinard Hall. The department's main office is located in Meek 116.

The Department of Journalism has moved back into Farley Hall after a two year renovation and expansion of that building. The S. Gale Denley Student Media Center, which houses the Daily Mississippian, Rebel Radio, NewsWatch, and the Ole Miss Annual, will remain in Bishop Hall. Construction on the new extension of Farley Hall, the Overby Center for Southern Journalism and Politics, should be completed soon. The department's main office is located in Farley 114.

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First Day Class Attendance Policy

Students must attend the first meeting of every course for which they are registered, unless they obtain prior departmental approval.

The University's official policy on class attendance appears on page 135 of the University of Mississippi Spring 2007 - Fall 2008 Undergraduate Catalog. An excerpt pertaining to the first day of class 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."

Each department in the College of Liberal Arts decides its own method of enforcing this policy. It is the student's responsibility to contact the department office prior to the first day of class to request permission to be absent.

Students who stop attending a class are reminded that they need to drop the class from their schedule.

Check your schedule at this point in the semester to verify that all courses on your schedule are correct. Some students are surprised at mid-term to find courses still on their schedule that they forgot to drop or made an error in the process of dropping.

Contact information for all Liberal Arts departments can be found on the Liberal Arts Web site at <http://www.olemiss.edu/libarts/contacts/>.

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Monday, September 10, 2007 3:44 PM

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VOLUME 3, ISSUE 1 - SEPTEMBER 2007

Incomplete Grade Deadline

The College provides an update for students who received the temporary mark of I.

The temporary mark of I (incomplete) is given to a student when, for unusual reasons acceptable to the instructor, course requirements cannot be completed before the end of the semester. The I Mark Assignment Form is submitted by the instructor and details the work to be completed by the student and the deadline for completion. A copy of this form is emailed by the Registrar's office to the student.

If the I mark has not been changed to a regular grade before the course withdrawal deadline (the 30th day of classes) of the next regular semester, the I automatically changes to an F and is computed in the GPA. The 2007-08 Undergraduate Catalog mistakenly states that the course withdrawal deadline is the 25th day of classes; the course withdrawal deadline is now the 30th day of classes – Monday, October 1.

If you received an I for a course from the Spring 2007 semester, the summer 2007 sessions, or the May 2007 or August 2007 intersession, then check your I Mark Assignment Form to understand the conditions for completing the coursework.

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Online Course Wait List System Coming

Beginning with priority registration in October, students will be able to use a new online wait list system for closed course sections.

When students register for the Spring 2008 semester during priority registration (October 26-November 23) and encounter closed course sections, a new online function will allow some students to add themselves to a wait list for a closed section of many 100-500 level courses. Ten percent of the maximum number of seats for a section will be the number of spaces on the wait list. For example if there are 50 seats in a section, then 5 seats will be available on a wait list. Students must meet all prerequisites for a course in order to add themselves to the wait list. Departments will be able to determine whether the computer system will move students automatically from the wait list into the class when a seat becomes available or whether the department will manage the wait list.

You may have many questions about the details of how this system will work. More thorough explanations and instructions will be provided as the time for priority registration nears.

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Degree Applications for May and August 2008 Due in Dean's Office

Degree applications for May and August 2008 are due in the Dean's Office this semester. The deadline is based on the student's last name, as follows.

First Letter of Last Name	Due Date
A-D	September 21, 2007
E-K	October 5, 2007
L-R	October 19, 2007
S-Z	November 2, 2007

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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Course Withdrawal Deadline

The last day to drop a class for the Fall 2007 Semester is Monday, October 1, 2007. The following is the official policy regarding late withdrawal from a course as stated on page 134 of the Spring 2007-Fall 2008 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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Priority Registration for Wintersession and Spring Semester 2008

Student Time Windows

Priority registration is scheduled to open on Friday, October 26, 2007, for the Wintersession 2008 and for the Spring Semester 2008. As has been the case in previous semesters, each student is assigned a time window which 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 having a program in the College of Liberal Arts is assigned an advisor based upon the student's program of study. 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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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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September 7, 2007

Dear Graduating Senior:

1. DIPLOMA APPLICATIONS FOR DECEMBER 2007 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 24. 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 2008 ceremony.

2. DEGREE APPLICATIONS FOR MAY & AUGUST 2008 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 2008, YOU MUST FILE A DEGREE APPLICATION IN THE DEAN'S OFFICE ACCORDING TO THE FOLLOWING SCHEDULE!!! Failure to do so will result in a delay of your graduation for spring semester.

First Letter of Last Name	Due Date
A-D	September 21, 2007
E-K	October 5, 2007
L-R	October 19, 2007
S-Z	November 2, 2007

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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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.

Now that prerequisite checking has been turned on, the registration system will allow a student to book a course if one of the two following conditions has been met:

1. if the prerequisite has been completed successfully in a previous semester
2. if the student is currently enrolled in the prerequisite course or courses.

A "CONDITIONALLY BOOKED" flag will be applied to a course if the student is currently enrolled in the prerequisite. After final grades have been submitted for the current term,

- If the prerequisite course **IS** completed successfully, the conditionally booked flag will be removed.
- If the prerequisite course is **NOT** completed successfully, the course will be dropped from the student's schedule.

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 [Fall Semester 2007 Final Exam Schedule](#) is posted on the [Registrar's web site](#).

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