

THE UNIVERSITY OF MISSISSIPPI

LIBERAL ARTS  
STUDENT  
E-NEWSLETTER



VOLUME 3, ISSUE 2 - FEBRUARY 2008

[[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.](#)

Incomplete Grade Deadline

The College provides an update for students who received the temporary mark of I. [Read more.](#)

Online Course Wait List System

Since priority registration in October 2007, students have been able to use a new online wait list system for closed course sections. [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.](#)

Dates and Deadlines

**WEDNESDAY, FEBRUARY 27, 2008** : Course Withdrawal Deadline

The last day to drop a class for the Spring 2008 semester is Wednesday, February 27, 2008. Since no University staff will be available after hours, students should complete the withdrawal by 4:45 PM that day. [Read more about the official University policy regarding the course withdrawal deadline.](#)

**WEDNESDAY, MARCH 19, 2008** : Academic Advising Begins for Priority Registration

**MONDAY, MARCH 24, 2008** : May and August 2008 Diploma Application Deadline

Seniors who have filed a degree application for May and August 2008 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 24, 2008**. Students who process diploma applications **after** Monday, March 24, 2008, will not have their names in the Commencement Program.

**WEDNESDAY, MARCH 26, 2008** : Priority Registration for May Intersession, Summer, August Intersession, and Fall 2008

Priority registration is scheduled to open on Wednesday, March 26, 2008, for May Intersession, Summer, August Intersession, and Fall 2008. [Read more](#) and also [view a step-by-step guide for academic advising](#).

**THURSDAY, APRIL 3, 2008** : Honors Convocation

**WEDNESDAY, APRIL 9, 2008** : Deadline for Liberal Arts Teacher Award Notifications

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

**FRIDAY, APRIL 18, 2008** : December 2008 Degree Application Deadline

Degree applications for December 2008 are due in the Dean's Office by Friday, April 18, 2008. [Read more.](#)

**SATURDAY, MAY 10, 2008**: Commencement

Commencement ceremonies for students who graduated in December 2007 and for students who plan to graduate in May or August 2008 will be held on Saturday, May 10, 2008.

## IMPORTANT INFORMATION

### 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. [Read more.](#)

### Letter to Seniors Planning To Graduate in Spring and Summer 2008

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.](#)

### Determining Honors Designation for Graduation

To graduate with honors, a student must complete at least 63 semester hours of work in residence at the University of Mississippi. [Read more.](#)

### 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 2007-2008](#)
- [Summer 2007-2008](#) (Includes May and August Intersessions)
- [Fall Semester 2008-2009](#)

## Exam Schedule

- [Spring 2008 Exam Schedule](#)--The College of Liberal Arts strictly adheres to the official University policy concerning final examinations. [Read more.](#)

[\[Liberal Arts Home\]](#) [\[Ole Miss Home\]](#) [\[myOleMiss\]](#) [\[Webmail @ Ole Miss\]](#)

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THE UNIVERSITY OF MISSISSIPPI

# LIBERAL ARTS STUDENT E-NEWSLETTER



VOLUME 3, ISSUE 2 - FEBRUARY 2008

## 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, 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](mailto: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](mailto: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 3, ISSUE 2 - FEBRUARY 2008

## 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 – Wednesday, February 27, 2008.

If you received an I for a course from the Fall 2007 semester or from Wintersession 2008, then check your I Mark Assignment Form to understand the conditions for completing the coursework.

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# LIBERAL ARTS STUDENT E-NEWSLETTER



VOLUME 3, ISSUE 2 - FEBRUARY 2008

## Online Course Wait List System

Since priority registration in October 2007, students have been able to use a new online wait list system for closed course sections.

When students try to register for 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.

For additional information about the wait list system, contact the [Office of the Registrar](#).

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# LIBERAL ARTS STUDENT E-NEWSLETTER



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## 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, Associate Professor, and 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.

The deadline for submitting nominations for 2008 is Wednesday, April 9, 2008.

## Instructions for Submitting Nominations for 2008

All nominations must be received in the Office of the Dean ***no later than Wednesday, April 9, 2008.***

### IMPORTANT:

- The following forms are available for download in PDF format, which requires the free, downloadable [Adobe Reader 8](#).
- 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 or 8, 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 Freshmen 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 Mattern (Chemistry and Biochemistry), Rebecca Holberton (Biology), Edmund Keiser (Biology), Douglass Sullivan-Gonzalez (History), Samir Husni (Journalism), Ethel Young-Minor (English), Benjamin Fisher (English), John Neff (History), Ann Fisher-Wirth (English), and Sheri Rieth (Art).

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), Aileen Ajootian (Classics), Joe Turner Cantú (Theatre Arts), and Jason Ritchie (Chemistry and Biochemistry).

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# LIBERAL ARTS STUDENT E-NEWSLETTER



VOLUME 3, ISSUE 2 - FEBRUARY 2008

## Course Withdrawal Deadline

The last day to drop a class for the Spring 2008 semester is Wednesday, February 27, 2008. 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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THE UNIVERSITY OF MISSISSIPPI

# LIBERAL ARTS STUDENT E-NEWSLETTER



VOLUME 3, ISSUE 2 - FEBRUARY 2008

## Priority Registration for May Intersession, Summer, and Fall 2008

### Student Time Windows

Priority registration is scheduled to open on Wednesday, March 26, 2008, for May Intersession, Summer, and Fall 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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# LIBERAL ARTS STUDENT E-NEWSLETTER



VOLUME 3, ISSUE 2 - FEBRUARY 2008

## 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.

- Visit [myOleMiss](#) to find out the name and contact information of your advisor.

### 2. OBTAIN A COPY OF THE FOLLOWING ITEMS:

- [Current course schedule](#)
- [Most recent UM transcript](#)
- [Transfer Equivalency Report](#)
- 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.

- The Liberal Arts Advising Worksheet form is available in PDF format on the [Liberal Arts web site](#). Course offerings for the upcoming semesters will be available to view in [myOleMiss](#) in the near future.

### 4. MEET WITH YOUR ADVISOR.

### 5. KEEP A COPY OF YOUR SIGNED ADVISING WORKSHEET.

## Useful Registration Links

The [Liberal Arts Advising Worksheet](#) is available in PDF format on the College of Liberal Arts web site at <http://www.olemiss.edu/libarts/onlineforms/AdvisingWorksheet.pdf>.

The [Registrar's web site](#) at <http://www.olemiss.edu/depts/registrar/> contains detailed academic calendars and exam schedules for current and upcoming semesters.

[myOleMiss](#) at <http://my.olemiss.edu/> allows students to view and print advisor information, print unofficial copies of UM transcripts, print course schedules, and search course offerings

for upcoming semesters.

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# LIBERAL ARTS STUDENT E-NEWSLETTER



VOLUME 3, ISSUE 2 - FEBRUARY 2008

## Degree Applications for December 2008 Due in Dean's Office

Degree applications for December 2008 are due in the Dean's Office by Friday, April 18, 2008. 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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THE UNIVERSITY OF MISSISSIPPI

# LIBERAL ARTS STUDENT E-NEWSLETTER



VOLUME 3, ISSUE 2 - FEBRUARY 2008

## University Class Attendance Policy

Students who do not attend the first day of a class may be removed from the class roll. The following statement is an excerpt from page 42 of the official Spring 2008 Undergraduate Catalog:

***"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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## THE UNIVERSITY OF MISSISSIPPI

LIBERAL ARTS  
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VOLUME 3, ISSUE 2 - FEBRUARY 2008

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 &amp; 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](mailto:bleeton@olemiss.edu).

Sincerely,

Barbara Leeton  
Director of Academic Support

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# LIBERAL ARTS STUDENT E-NEWSLETTER



VOLUME 3, ISSUE 2 - FEBRUARY 2008

## Determining Honors Designation for Graduation

To graduate with honors, a student must complete at least 63 semester hours of work in residence at The University of Mississippi. The required GPA must be attained on all work completed in residence at The University of Mississippi separately considered, as well as on all college work attempted both at the university and at other institutions, including independent study (correspondence or Internet-based) courses taken, regardless of whether such work has been accepted for transfer credit at the university.

### Cum Laude

To be eligible for a degree CUM LAUDE, a student must have a grade-point average of 3.50 or above but below 3.75 on all college work attempted.

### Magna Cum Laude

To be eligible for a degree MAGNA CUM LAUDE, a student must have a grade-point average of 3.75 or above but below 3.90 on all college work attempted.

### Summa Cum Laude

To be eligible for a degree SUMMA CUM LAUDE, a student must have a grade-point average of 3.90 or above on all college work attempted.

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VOLUME 3, ISSUE 2 - FEBRUARY 2008

## 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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THE UNIVERSITY OF MISSISSIPPI

# LIBERAL ARTS STUDENT E-NEWSLETTER



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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 2008 Final Exam Schedule](#) is posted on the [Registrar's web site](#).

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