1. A minimum of 10 working days prior to registration, any individual who wishes to take graduate courses and has not been accepted into a program of study at the University of Mississippi Medical Center may register for course credit as a Non-Degree Seeking Student (NDSS) in the John D. Bower School of Population Health (SOPH).

2. Request an official transcript from the school where he/she received his/her latest degree and have it sent to the following address:
   Office of Student Records and Registrar
   University of Mississippi Medical Center
   2500 North State Street
   Jackson, MS 39216

3. Applicants must complete a Registration Approval Form located on the SOPH website.
   a. Applicants must secure permission (signatures) to attend class from the course instructor/director, advisor and program director.
   b. The student submits the signed Registration Approval Form to the Office of the Dean for approval. Course(s) are not approved until authorized by the Dean or designee in the SOPH.
   c. After the Dean or dean’s designee signs the form, the administrative staff will e-mail a copy of the signed form to the registrar’s office and the SOPH Associate Dean of Academic Affairs.

4. The Registrar’s office will send an e-mail to the student containing a link to the on-line application for a non-degree seeking student. The applicant must complete the on-line application for admission.

5. The SOPH academic dean will process the application and send an e-mail to the student stating they have been admitted and are ready to be registered. The student will receive instructions on how to register for the course at this time.

6. A maximum of nine (9) credit hours may be taken as a non-degree seeking student.

7. At the time of registration, the student can apply for the Workforce Development Scholarship.

8. If the course to be taken meets during normal working hours, an Education Leave Request Form must be completed and submitted to the Department Chair/Head. For additional information regarding the Education Leave Policy, or to obtain a copy of the Education Leave Request Form, click UMMC Education Leave Policy and Form.