

## NON-DEGREE SEEKING STUDENT PROCESS

### UMMC Employee:

- A minimum of 10 working days prior to registration, a UMMC employee 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 School of Graduate Studies in the Health Sciences.
- 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

- Applicants must complete an **Approval to Register Form** located on the website under Non-Degree Seeking Student link.
- Applicants must secure permission (signatures) to attend class from the Course Instructor/Director and Program Director. However, the course is not approved until authorized by the Dean of the School of Graduate Studies in the Health Sciences.
- The student submits the signed Approval to Register Form to the Graduate School office for the Dean's signature.
- After the Dean or designee signs the form, the Graduate School administrative staff will e-mail a copy of the signed form to the Registrar's office, the Associate Dean of the Graduate School and the Director of Business Operations of the Graduate School.
- 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.
- The SGSHS Admissions Officer will process the application and send an e-mail to the SGSHS Administrative Assistant stating that the student has been admitted and is ready to be registered.
- The SGSHS Administrative Assistant will send the student the instructions to register.
- A **maximum of 9 credit hours** may be taken as a Non-Degree Seeking Student.
- At the time of registration, the student must obtain an **Employee Tuition Benefit Form** from Student Accounting. This form must be signed by the student and submitted to the Chair/Head of the department in which the individual is employed. After the Chair/Head signs the form and indicates the appropriate account, the student must return the signed form to Student Accounting. 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**, please visit our Non Degree Seeking Student website.