



# Quick-Start Guide to Doctoral Programs

This comprehensive guide to applying to the DNP and PhD in Nursing programs at the University of Mississippi School of Nursing contains links to websites, application information and useful contacts.

## Step 1: Review the application deadline, admission criteria and program start date.

For PhD in Nursing admission, access [umc.edu/son/phd/admission\\_info/](http://umc.edu/son/phd/admission_info/).

For DNP admission, access [umc.edu/son/dnp/admission\\_info/](http://umc.edu/son/dnp/admission_info/).

For DNP early-entry admission, access [umc.edu/son/early-entry/dnp\\_admission\\_information.aspx](http://umc.edu/son/early-entry/dnp_admission_information.aspx).

- For post-master's and post-baccalaureate DNP admissions, the deadline for receipt of all program application materials is March 31. Early entry into the DNP program is offered to outstanding UMMC and Alcorn State University MSN students who have completed an entire semester of MSN coursework. The deadline for DNP early entry is February 15.
- The deadline for receipt of all PhD program application materials is December 15 for admission in the fall.

## Step 2: Do you know which program you want to pursue?

- If yes, skip to next step.
- If not, contact a program director before advancing to the next step.

### Doctoral Program Directors:

PhD in Nursing: Dr. Mary Stewart  
(601) 984-6260      [mstewart4@umc.edu](mailto:mstewart4@umc.edu)

Doctor of Nursing Practice: Dr. Michelle Palokas  
(601) 815-4161      [mpalokas@umc.edu](mailto:mpalokas@umc.edu)

## Step 3: Have you completed at least one research and one statistics course at the graduate or undergraduate level?

- If yes, skip to next step.
- If not, complete these courses prior to application.

**If unsure, please contact [cmchann@umc.edu](mailto:cmchann@umc.edu) or (601) 984-6221 for PhD, or [bbutler@umc.edu](mailto:bbutler@umc.edu) or (601) 815-4128 for DNP.**

## Step 4: Go to [umc.edu/son/apply/](http://umc.edu/son/apply/) and click on "Apply Online" to get started.

If you encounter any problems with the online application, please contact the Office of Student Records and Registrar, (601) 984-1080. Please note: PhD in Nursing program applicants, please select "School of Graduate Studies in the Health Sciences" as the area of interest, and then select "PhD in Nursing." DNP program applicants will select "School of Nursing."

## Step 5: Request official transcripts.

Contact each community college or university attended and request that your transcripts be sent to:

**Office of Student Records and Registrar  
University of Mississippi Medical Center  
2500 N. State Street  
Jackson, MS 39216-4505**

**If you have questions regarding transcripts, please contact the Office of Student Records and Registrar, at (601) 984-1080.**



### Step 6: Secure the email addresses of three individuals willing to provide a recommendation.

Examples for references include a past/present supervisor, professional colleague, academic dean, and/or instructor. All doctoral candidates must include at least one reference from a faculty member. Further instructions are included in the online application.

### Step 7: Prepare for and take the GRE<sup>®</sup>.

Applicants are advised to take the GRE<sup>®</sup> as early as possible. This gives you an opportunity to retake the test, if necessary. For admission to the DNP program, only the analytical section of the GRE<sup>®</sup> is considered; for the PhD in Nursing program, all three scores — verbal, quantitative and analytical — are considered for admission.

- Visit the Educational Testing Service's GRE<sup>®</sup> website for information about the test, dates and locations, scoring and preparation: [ets.org/gre](https://ets.org/gre).
- Locate a test site:  
[ets.org/gre/revise/general/register/centers\\_dates?WT.ac=grehome\\_centersdates\\_130108](https://ets.org/gre/revise/general/register/centers_dates?WT.ac=grehome_centersdates_130108).
- Review information regarding the analytical writing portion of the test:  
[ets.org/gre/revise/general/prepare/analytical\\_writing](https://ets.org/gre/revise/general/prepare/analytical_writing). You may also conduct an online search or visit your local bookstore for additional studying materials.

### Step 8: After taking the GRE<sup>®</sup>, check your test results. Are they competitive?

- If yes, go to next step.
- If not, schedule to retake the test.

If you have questions about competitive GRE<sup>®</sup> scores, please contact the Office of Student Records and Registrar graduate admissions officer, at (601) 984-1080. The Registrar's office requires an official score, received directly from the Educational Testing Service. A paper copy of test results is required, and scores may take several weeks to be received. **The University of Mississippi School of Nursing institution code on the GRE<sup>®</sup> is 1857.**

### Step 9: Check your email regularly.

Respond promptly if alerted that an item needs attention. If your email address or mailing address changes, be sure to notify the Registrar's office.

### Step 10: Complete the application process.

- Did you finish the online application, including payment of the \$25 application fee?
- Did you submit transcripts from all colleges and universities that you have attended?
- Did you submit your official GRE<sup>®</sup> scores?
- Please note: All materials — transcripts, recommendations, test scores and the application — must be received by the application deadline.

**Although the Registrar's office checks for completeness, it is the applicant's responsibility to ensure that the application is complete. Please call (601) 984-1080.**

### Step 11: If requested, attend an interview and complete a criminal background check.

Students, who are accepted into the program, must successfully complete these requirements prior to final acceptance.

School of Nursing  
University of Mississippi Medical Center  
2500 North State Street  
Jackson, MS 39216-4505  
[umc.edu/son](https://umc.edu/son)

The University of Mississippi Medical Center  
offers equal opportunity in education and  
employment, M/F/D/V.