**Degree Application (undergraduates only)**

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| **Step** | **Action** |
|  | In SOAR, click the **Student Dashboard** tile.  A building with a dome and a pool in front of it  Description automatically generated |
|  | Scroll down the page and click the **Academics** menu  and select the **Application for Degree – Undergraduate** option.  A close-up of a certificate  Description automatically generated |
|  | Read the instructions at the top of the screen and then select your **Acad Plan** and **Expected Graduation Term** from the drop-down menu and click **Submit**.  A screenshot of a application form  Description automatically generated |
|  | Input the prompted information and click the **Pay Application Fee** link where you’ll be directed to the CashNet site.  NOTE: turn off pop-up blockers!!  A screenshot of a computer screen  Description automatically generated |
|  | The payment amount will auto generate based on the deadline date for the semester. Input your **MasterCard or Visa information** and click **Continue**.  A screenshot of a computer  Description automatically generatedA grey circle with a white circle  Description automatically generated |
|  | On the next page, input an email address for payment confirmation to be sent and click **Pay**. |
|  | A confirmation will display. Click the **Exit** button **to the payment window**. |
|  | The open window should still display your diploma mailing address in SOAR. Click the **Submit Application** link to officially submit your degree application with payment.  NOTE: Degree applications will not be accepted without payment. |
|  | A confirmation email will be sent to your Southern Miss account denoting the successful submission of your degree application.  A second confirmation email will be sent once your degree application has been reviewed and approved by all signature authorities. |