

## Completing the Academic / Financial Agreement

Step	Action			
1.	After logging into SOAR, click the My Information header.			
	i My Information			
2.	2. Click the Tasks option.			
	My Information			
	To Dos 2			
	Tasks 1			
	Holds			
3.	3. Click the Block All Enrollment option.			
	Block All Enrollment			
	Reason: Student Fin Responsibility			
	Department: Business Services			
4.	Click the *XYZ Academic and Financial Agreement header.			
	GRAD Academic and Financial A Ζ			
	Career: GRAD			
	Student ID: 975099			
	Term: 4218			
	Institution: Univ of Southern Mississippi			
	Due: 12/10/2021 *This verbiage is dependent on your student / employee status and may look			
	different than the picture.			
5.	NOTE: Turn off pop-up blockers because the next step may be displayed in a new window or tab.			



Step	Action		
6.	Once you've read the introduction:		
	a. click the <b>Continue</b> button.		
	b. click Next.		
	Step 1 of 8: Introduction		
	Program Registration		
	To proceed to the next task, click on the Continue Button <b>continue</b> and then click on the NEXT Button Next > .		
	Be sure all your information is correct before moving to the next step. Once you have moved to the next step you will be unable to update previous steps during this time. If you made a mistake in entering your contact information, you will need to contact the Registrar's Office at registrar@usm.edu to correct the information.		
7.	Review the address information:		
	a. To add an address, click the 🕇 button.		
	b. Otherwise, click the confirmed button.		
	c. Click the Next > button.		
	UGRD Academic and Financial Agreement		
	< Previous Next >		
	Step 2 of 8: Addresses NOTE: Changing your HOME address to an out of state address may result in out of state fees.		
	Home Address a		



8.	Review the physical address
	a. Click the Edit Address link.
	UGRD Academic and Financial Agreement
	Step 3 of 8: Physical Address Confirm
	ID Norm
	Please list the physical address (including state and country) in which you will be located while taking courses at The University of Southern Mississippi. You must click on the Edit Address link below to enter your address.
	Country USA Q
	Address
	Edit Address No
	I verify that the above address is my physical address while taking courses at The University of Southern Mississippi.
	Save
	h Enter the correct physical address
	c. Click the OK button
	Country United States
	Change Country
	Address 1 123 Main Street
	Address 2 Suite 2D
	Address 3
	City Sumrall
	State MS Q
	Postal 39482
	C C
	County
	{process continues on next page}



Step	Action		
	Slide the bar to "Yes."		
	Click the "Save" button.		
	Click the "Confirm" button.		
	Click the "Next" button.		
	UCRD Academic and Figure in Assessment		
	UGRU Academic and Financial Agreement		
	< Previous Next >		
	Stan 2 of 8: Bhusiael Address		
	Confirm		
	ID Name		
	Please list the physical address (including state and country) in which you will be located while taking courses at The University of Southern Mississippi. You must click on the Edit Address link below to enter your address.		
	f Country USA Q		
	123 Main Street Address Suite 2D		
	Sumrall, MS 39482 d		
	I verify that the above address is my physical address while taking courses at The University of Southern Mississippi.		
	e		
	Save		
9.	Review the email and phone information:		
	a. To add an email or phone, click the 🛨 button.		
	b. Otherwise, click the confirm button.		
	c. Click the Next > button.		
	UGRD Academic and Financial Agreement : C		
	< Previous Next >		
	Step 4 of 8: Contact Details Confirm		
	Email		
10			
10.	a To add an emergency contact click the <b>+</b> button		
	h Otherwise click the <b>Confirm</b> button		
	c. Click the Next > button		
	UGRD Academic and Financial Agreement		
	< Previous Next >		
	Step 5 of 8: Emergency Contacts		
	+ <b>a</b>		



Step	Action			
11.	1. Once you have read the Academic Agreement:			
	a. Click the Agree button.			
	b. Click the Next > buttor	۱.		
	UGRD Academic and Financial Agreement			
	<pre></pre>			
	Step 6 of 8: Academic Agreement	Agree		
	University of Southern Mississippi Undergraduate Acade You must read and agree to the Undergraduate Acad	nic Agreement smic Agreement before you can register for classes.		
		Academic Agreement		
12.				
	a. Click the Agree button			
	b. Click the Next > buttor	۱.		
	UGRD Academic and Financial Agreement			
	Ston 7 of 9, Student Einensiel Boonens	< Previous Next > a		
	Step 7 of 8: Student Financial Responsibility Agreement       Agree         University of Southern Mississippi Financial Agreement       You must read and agree to the Student Financial Responsibility before registering for classes.         Student Financial Responsibility			
	PAYMENT OF FEES/PROMISE TO PAY I understand that when I register for any class at T	he University of Southern Mississippi or receive any service from The University of Southern		
13.	Click the Submit button.			
	UGRD Academic and Financial Agreement :			
	Subalit			
	Step 8 of 8: Finish			
	Thank you for signing the Academic and Financial Agreements. Please click the Submit button <b>submit</b> to finalize your chan	ges.Click the Exit button even in the upper left to exit the form.		
14				
14.	<sup>14</sup> · Click the <b>Exit</b> button.			
	Exit	UGRD		
	944460			
	1 Introduction	Step 7 of 7: Submit		
	Complete	Thank you for signing the Acade		
	2 Addresses	Please click <b>Submit</b> to finalize yo		