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UNIVERSITY OF SOUTH ALABAMA



Graduate

Application for Admission

INSTRUCTIONS AND INFORMATION

Office of Admissions
University of South Alabama
2500 Meisler Hall
Mobile, AL 36688-0002
(251) 460-6141
(800) USA-JAGS
Fax (251) 460-7876
E-mail: admiss@usouthal.edu
<http://www.southalabama.edu>
Office Hours:
Monday - Friday
8 a.m. - 5 p.m.

General Information for Graduate Applicants

Priority Deadlines for Admission: Your Application for Admission will be processed as soon as it is received (along with the processing fee, if applicable) by the Office of Admissions. However, an admission decision cannot be made until all official required supporting documents are received. The priority dates for admission are listed below. **Some programs have special deadlines and supplemental application forms; refer to the appropriate sections of this publication for details. Early application is strongly encouraged.**

Semester of Entry

Fall (August)
Spring (January)
Summer (June)

Priority Deadline for New Graduates

July 15
December 1
May 1

Application Processing Fee: A processing fee of \$35 is required with the submission of an admissions application. The application fee is valid for one calendar year. Students reapplying to the University after an absence of longer than one year must submit a \$35 processing fee with their new application. New graduate students or graduate students who are changing their program or classification must submit the \$35 processing fee.

Supporting Documents: It is the responsibility of the student to request all required official supporting documents (i.e., transcripts, test scores, etc.) to be mailed directly from the institution(s) or testing agency to the Office of Admissions. A separate transcript is required from each institution attended. For former USA students, the Office of Admissions will automatically request documents from the student's permanent USA file; if all required documents are not available in the permanent file, the student will be notified to request the missing information. All prior enrollment information will be verified by the National Student Clearinghouse.

Financial Aid, Assistantships, and Fellowships: To be considered for financial aid, students must complete the Free Application for Federal Student Aid, which is available online at www.fafsa.ed.gov. Graduate students who are interested in assistantships or fellowships should contact the department of the program to which they are applying (telephone numbers are listed in the graduate information section of this publication).

Students with Special Needs: Students with special needs as defined under Section 504 of the Rehabilitation Act of 1973 should contact the Office of Special Student Services to schedule an appointment with the coordinator to determine special needs and accommodations. It is strongly recommended that contact be made prior to enrollment. Contact the Office of Special Student Services, 270 Student Center, USA, Mobile, AL 36688-0002, 251/460-7212.

Information About State Residency: Contact the Office of the Registrar for information about state residency requirements and applications to apply for in-state status. Information and residency applications are also available online at: <http://www.southalabama.edu/registrar/residency.htm>. Students must be admitted to the University before they can apply for residency reclassification.

Graduate Admission Guidelines

ADMIT TYPE	REQUIRED OFFICIAL DOCUMENTS	ADDITIONAL COMMENTS
Graduate applicants hold a bachelor's degree or higher and wish to seek a Master's degree, post-Master's or Ph.D.	Official transcripts from each institution attended since high school, regardless of whether credit was earned.	Test scores, letters of recommendation, and other documents may be required for some programs. Refer to the <i>University of South Alabama Bulletin</i> for details or contact the Office of Admissions.
Non-Degree applicants hold a bachelor's degree or higher and wish to enroll in graduate courses for credit but do not wish to obtain a degree at this time. <i>Note:</i> Because of limited class sizes and resources, academic divisions may limit the enrollment of Non-Degree Graduate students. Permission to enter each course must be obtained from the Graduate Coordinator/Director in the appropriate college, school, and/or department prior to registering for the course. Also note that Non-Degree Graduate students are not eligible for financial aid.	Official transcripts from each institution attended since high school, regardless of whether credit was earned.	Some graduate programs are closed to Non-Degree Graduate applicants. Some graduate programs require all official transcripts and other documents for admission consideration. Certain other restrictions apply to enrollment for Non-Degree Graduate students. Refer to the <i>University of South Alabama Bulletin</i> or contact the Academic Department for information. Non-degree applicants must meet provisional status for admission.
Transfer applicants are students pursuing a post-baccalaureate degree at another institution's graduate school and wish to have their graduate credits considered for transfer to one of USA's graduate programs.	Official transcripts from each institution attended since high school, regardless of whether credit was earned.	Test scores, letters of recommendation, and other documents may be required for some programs. Certain restrictions apply to transfer of graduate course work. Refer to the <i>University of South Alabama Bulletin</i> for details or contact the Office of Admissions.
Transient applicants are degree-seeking graduate students at another institution who wish to enroll at USA (usually for only one term) to transfer graduate course work back to their home institution. <i>Note:</i> Admission as a Graduate Transient student is for one term only. Continued enrollment requires completion of the Readmission procedure through the Registrar's Office. Also note that transient students are not eligible for financial aid.	Official Transient form. This form must be completed by the registrar or college dean at the student's home institution.	

Graduate Programs with Earlier Deadlines and Supplemental Applications

Allied Health:

Occupational Therapy - January 15
 Physical Therapy - January 15
 Physician Assistant Studies - November 15
 Speech and Hearing - February 15
 Audiology - February 15
 Communication Sciences and Disorders - February 15

Apply directly to each department.

Basic Medical Sciences:

Applications taken through a priority deadline of April 1 for Fall Semester.
 Apply through Office of Admissions.
 Also fill out forms with Basic Medical Sciences department.

Mitchell College of Business:

Master of Business Administration and Master of Accounting - July 15
 Apply Fall Semester only
 Apply through Office of Admissions.

Marine Sciences:

March 1 (for Fall Semester priority).
 Apply through Office of Admissions.

Nursing:

April 1 (for Fall Semester priority). September 1- Spring, February 1 - Summer
 Apply through Office of Admissions.
 Also fill out forms with Nursing Department
www.southalabama.edu/nursing/msn.html
 Doctor of Nursing Practice - apply directly to department

Psychology:

February 15 for Fall Semester.
 Apply through Office of Admissions.
 Also complete departmental application.

Education:

The following College of Education programs have early priority deadlines:
 Master's programs in Community Counseling, School Counseling, Educational
 Media, Educational Administration and Instructional Design; and Ph.D.
 program in Instructional Design. **Check with the College of Education for
 specific deadlines.**
 Apply through Office of Admissions.

Departmental Contacts for Graduate Programs

College of Allied Health Professions	251/445-9250
Department of Occupational Therapy	251/445-9222
Department of Physical Therapy	251/445-9330
Department of Physician Assistant Studies	251/445-9334
Department of Speech Pathology and Audiology	251/445-9378
College of Arts and Sciences	251/460-6280
Department of Biological Sciences	251/460-6331
Department of Communication	251/380-2800
Department of English	251/460-6146
Department of History	251/460-6210
Department of Marine Sciences	251/460-7136
Department of Mathematics/Statistics	251/460-6264
Department of Political Science (M.P.A.)	251/460-7161
Department of Psychology	251/460-6371
Department of Sociology	251/460-6347
Mitchell College of Business	251/460-6180
Environmental Toxicology	251/380-2785
College of Education	251/380-2738
College of Engineering	251/460-6140
College of Medicine	251/460-6153
College of Nursing	251/445-9400
School of Computer and Information Sciences	251/460-6390

Departmental Websites

College of Allied Health Professions	http://www.southalabama.edu/alliedhealth
College of Arts and Sciences	http://www.southalabama.edu/artsandsci/
Mitchell College of Business	http://www.southalabama.edu/mcob/
College of Education	http://www.southalabama.edu/coe/
College of Engineering	http://www.southalabama.edu/engineering
College of Medicine (PhD)	http://www.southalabama.edu/com/shtml
College of Nursing	http://www.southalabama.edu/nursing/
School of Computer and Information Sciences	http://www.cis.usouthal.edu
Environmental Toxicology	http://www.southalabama.edu/toxicology

Information About Graduate Admissions Tests

Most graduate programs require test scores before an admissions decision can be made. **Test scores must be received through the mail directly from the testing agency** which takes **approximately three weeks** from the time the test is taken until our office receives the scores. The Office of Admissions **DOES NOT** accept hand delivered test scores as official documents.

GRE: www.ets.org

The GRE is available through the Sylvan Learning Center.
 Contact numbers: (251) 344-6284 or (800) 473-2255.
USA College code for GRE is 1880.

GMAT: www.mba.com

Contact the Pearson Professional Center in Mobile.
 Contact number: (251) 343-2601.
USA College code for GMAT is QXN-FG-32.

MAT: <http://harcourtassessment.com>

Contact the USA Testing Services Office:
 Alpha Hall East, Room 326
 Phone: (251) 460-7051
 Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
 Note: The MAT is given by appointment at the USA Testing Services Office.
 You can also contact Harcourt Assessment, Inc: (800) 622-3231
USA College code for MAT is 1019.