

**The University of Southern Mississippi
Office of Undergraduate Admissions**

Undergraduate Dual Enrollment, Memorandum of Understanding

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b. Post-Admissions:

- i. Verify High School Roster** | Admissions provides class list of ID Numbers t

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3. **Billing and Scholarship:** Business Services and High School Representatives
 - a. A “Do Not Bill” hold is placed on a student’s record. This ensures a student does not receive a bill since the actual account balance does not accurately reflect the amount owed by the student.
 - b. **Scholarship:** Business Services sends a list of students with the appropriate scholarship amount to the Office of Undergraduate Scholarships.
 - i.

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F. Contact Information:

- a. Office of the Provost: Dr. Doug Masterson
- b. Vice President for Student Affairs and Enrollment: Dr. Kristi Motter
- c. Office of Admissions:
 - i. Recruitment Contact for High School Counselors and USM Units: DJ Preiss
 - ii. Operations and Evaluation for Admissions Contact: Naomi Clement
- d. Office of the Registrar:
 - i. Registrar: Greg Pierce
 - ii. Enrollment and Course Registration: Nichol Greene
- e. Office of Undergraduate Scholarships: Dannetta Winters
- f. Business Services: Barbara Madison

REVIEW: