

DEGREE ONLY REGISTRATION

What is “Degree Only”? Students, who have completed all degree requirements, including final examinations taken in a previous semester, may register for “degree only” and graduate in the following semester. A student may not be registered for courses while registered for “Degree Only” and will pay only the graduation fee. **Master’s degree fee:** \$35; processing fee, \$20 **Doctoral degree fee:** \$55; processing fee, \$35

Requirements (Eligibility): The following must have been completed in a previous semester (semesters end on commencement day):

- All coursework for the degree
- The final exam (project or thesis/dissertation defense)
- Submit or update the Application for Degree by the “Degree Only” deadline (see GS calendar)
- **Meet all other Graduate School deadlines for timely paperwork submission.**

DOCTORAL & MASTER THESIS CANDIDATE’S:

1. The ECE Graduate Program Office submits your final/oral exam results to the Graduate School the prior semester.
2. At this time you should notify the Graduate Records Office (114 David Boyd/578-3181) of your intent to register "Degree Only" by completing or updating an Application for Degree.
3. Your thesis or dissertation must be submitted to and approved by the Graduate School by the "Degree Only" deadline in the semester in which you plan to graduate*. (See the current semester academic calendar).
4. MS Thesis or Doctoral Dissertation Approval Sheets must also be received and approved by the "Degree Only" deadline in the semester in which you plan to graduate. (See the current semester academic calendar).
5. An MS Thesis/Doctoral **student WILL NOT be added to the Degree Only list** until the Graduate School has received the Application for Degree, the final edited Thesis/Dissertation and the Approval Sheets by the deadline.

***Process for Thesis/Dissertation Submission:**

- Turn in a paper PDF copy of your thesis or dissertation at 114 David Boyd. This begins the turn-in process.
- When the Graduate School editor has reviewed your document, she will call/email you to give any corrections.
- You will receive a special log on ID and password; use this to upload your corrected files on the ETD site.
- At this time you should notify the Graduate Records Office (114 David Boyd/578-3181) of your intent to register "Degree Only."
- Do not upload your document until the editor has instructed you to do so.

MASTER NON-THESIS CANDIDATE’S:

1. The ECE Graduate Program Office submits your final/oral exam results to the Graduate School the prior semester.
2. At this time you should notify the Graduate Records Office (114 David Boyd/578-3181) of your intent to register "Degree Only" by completing or updating an Application for Degree.

Registration Overview:

1. Once the above steps have been completed, confirm via MYLSU that you are scheduled "Degree Only" or check with the Graduate School for confirmation.
2. Pay your graduation fees to complete your registration at either the Bursar's Office, 125 Thomas Boyd, or on MYLSU. Students will not be registered "Degree Only" until graduation fees have been paid.
3. If you have entered a schedule or have completed registration for thesis/dissertation hours or a course, you must drop your schedule, before the Graduate Records Office can enter your degree only registration. Hence, you will not be considered an enrolled student once your degree only registration is completed.
4. Once the GS registers the student as Degree Only, he or she will receive an email requesting payment of the required diploma and commencement fees, completion of registration through his or her MYLSU account.

****Deadlines**:**

- **Degree Only candidate deadlines** are always before the degree candidate deadlines.
- **Degree Only theses/dissertations deadline** is always on or before the last day to add courses for credit.
- **Degree Only registration deadline** is always on or before the close of business on the last date to add classes for the semester of graduation.
- The deadlines for Degree Only are listed on the Graduate School Semester Calendar.