

# iStudy Application Instructions for UM Faculty/Staff

In order for a faculty/staff member to take an iStudy class using the F/S tuition benefit, the below steps must be completed:

**1) Apply for admission to UM as an **undergraduate**.**

Formal admittance to UM as an undergraduate is required, regardless of degree status. IHL requires the Department of Admissions to have either a transcript or a copy of a degree on file for every student. If you don't have a degree, you'll need to meet the IHL admissions requirements.

When applying:

- If you've attended college before select "**new transfer**." A transcript from every school you've attended is required.
- If you attended and/or graduated from Ole Miss you'll be getting **readmitted**. Choose the major you had when you were last enrolled. If you haven't attended another institution after leaving UM, no additional transcripts are required. Transfer credits earned or academic standing issues can delay the admission process.
- If you attended and/or graduated from another institution choose "undeclared" as your major.
- If you've never attended college select "**new**" on the admissions application. You'll need to supply a high school transcript, and ACT/SAT scores.
- If you are a degree seeking undergraduate already admitted to UM, there's no need to reapply. Please note that your iStudy course application will need to be approved by your academic dean's office. Details about that process appear in the course application.

Apply here: (<http://admissions.olemiss.edu/>)

- 2) Get a Form 19 from HR. Fill it out and have it signed by your supervisor.**  
(<http://www.olemiss.edu/hr/files/benefits/Form%2019.pdf>)
- 3) Fill out an iStudy course application on our website.**  
(<http://www.outreach.olemiss.edu/istudy/forms.html>)
- 4) After enrollment is completed and your Bursar account has been charged, accept the tuition award through your myOleMiss account. Your acceptance alerts HR to credit your Bursar account.**

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## **General information:**

You are allowed a year to complete a course, but completion in a minimum of two months is permitted. Synchronicity or asynchronicity with the semester calendar is determined by the student. Employees using Federal Financial Aid in addition to their F/S benefit must follow the semester calendar.

Please contact the iStudy office if you have any questions.

iStudy

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