

REGISTRATION PROCEDURES

Fall 2008 – 100% of tuition and fees due by August 7, 2008

PRE-REGISTRATION

Pre-registration is by appointment with an academic adviser in the major department, or if undeclared, by appointment with Advising, Counseling and Testing Services.

PRE-REGISTRATION INSTRUCTIONS

1. Print your Degree Audit CAPP in LANDSCAPE format.
2. Make an appointment with your adviser. A list of available appointment times will be posted by the adviser's office. Your adviser will assist you; however you are responsible for selecting courses. Check your catalog for prerequisite requirements.
3. After meeting with your adviser, have the schedule entered in the computer terminal according to your approved registration date listed on the schedule below and during the hours posted by your major department, or use Web Registration (see page 4 for details).

YOUR SCHEDULE CANNOT BE ENTERED IN THE COMPUTER PRIOR TO THE DATE SCHEDULED BELOW.

(Faculty and Staff may not be available for advising or registration during final exams May 9 -15, 2008.)

PRE-REGISTRATION SCHEDULE

April 11, 2008

Honors, Junior and Senior Varsity Athletes, Junior and Senior Athletic Trainers, Students with Disabilities (must be pre-approved by the Coordinator of Disability Services), and approved participants in Project STAY.

April 14 through May 30, 2008

Students with 90 or more hours or who have an approved application to graduate in December 2008 with an Associate Degree.

April 17 through May 30, 2008

Students with 60 or more hours.

April 21 through May 30, 2008

Students with 30 or more hours.

April 23 through May 30, 2008

Transfer Students

April 24 through May 30, 2008

Students with 1 or more hours and first time Post-Graduate students.

April 28 through May 30, 2008

Open Registration

EVENING PRE-REGISTRATION

April 14 - 17 and April 21 - 24, 2008

5:30 - 7:00 p.m., 100 Hearnese Hall

Evening students and those unable to see their adviser during the day, may register at these times. You may not register prior to the date scheduled according to earned hours listed previously.

REGULAR REGISTRATION

(Students who are unable to pre-register)

(Day) August 14 and 15, 2008

Registration will be from 1:00 - 4:30 p.m. in the major department. Undeclared majors should register with the Advising, Counseling & Testing Services, 114 Hearnese Hall.

(Evening) Thursday, August 14, 2008

Registration will be from 5:30 - 7:00 p.m. on the first floor of Hearnese Hall.

Faculty and staff will not be available for advising or registration before 1:00 p.m. on August 14 and 15, 2008.

Returning students who were not enrolled during the Spring 2008 semester will start the registration procedure in the Admissions Office, 109 Hearnese Hall, to obtain a permit to register.

LATE REGISTRATION

(Day) August 18 - 22, 2008

Late Registration will be in the major department. Undeclared majors should register with Advising, Counseling & Testing Services (114 Hearnese Hall).

(Evening) August 18 - 21, 2008

Late Registration will be in Hearnese Hall 100 from 5:30 - 7:00 p.m.

Changes in class schedules may be made during these times.

SPECIAL REGISTRATION

(Day) August 25 - 29, 2008

Adding a single class or enrolling in multiple classes will be done in the appropriate department of the class only with the permission of the instructor and Head of the Department offering the course.

(Evening) August 25 - 28, 2008

Hearnese Hall 100 from 5:30 - 7:00 p.m.

Changes in class schedules may be made, but there will be a \$10 late fee as governed by the University Refund Policy. (See Refund Policy on page 6.)

INCOMING FRESHMEN

Incoming freshmen will register during the Southern Welcome Program. Contact the Southern Welcome office at (417) 625-3158 for additional information. Reservations are required. Southern Welcome dates are (Day) June 16, 17, 18, 23, 24, 25 and July 14, 15, 16. (Evening) July 7.

TRANSFER STUDENTS • April 23, 2008

A special transfer orientation and pre-registration for transfer students will be held at 12:00 p.m. on April 23, 2008. Invitations for Southern Welcome for Transfer students will be mailed to eligible students. An unofficial copy of the student's transcript should be brought to assist in selecting courses for pre-registration.

Transfer students who can not attend the transfer orientation meeting may register after April 23, 2008. Students must report to the Office of Admissions, 109 Hearnese Hall, for a permit to register before their appointment with their major adviser.

CREDIT-IN-ESCROW • April 28, 2008

The CREDIT-IN-ESCROW program consists of university studies for outstanding high school students who have (1) completed their sophomore year, (2) who have a cumulative grade point average of 3.0 on a 4.0 scale, (3) who are pursuing the state-designated university preparatory high school curriculum, and (4) who have the recommendation of their principal or counselor. A high school transcript is required with the application form. Application and approval is for one semester only. The student must apply each semester. These courses may be taken during the day or evening, and are available in the Fall, Spring, and Summer terms. If the student earns a grade of "C" or better in a CREDIT-IN-ESCROW class, the credit for the course will be held in escrow. Upon successful completion of the course and high school graduation the CREDIT-IN-ESCROW will be placed on the permanent academic record. Call the Admissions Office for further information.

DUAL CREDIT • April 28, 2008

The Missouri Department of Elementary and Secondary Education has authorized Missouri Public High Schools and Missouri Public Colleges and Universities to grant dual credit to high school students simultaneously enrolled in college and high school. Missouri Southern is pleased to participate in this program. Admission to courses for dual credit is selective, and is subject to specific conditions. Additional information may be obtained from the Office of the Vice President for Academic Affairs (Hearnese Hall Room 201, 417-625-9555).