

## REGISTRATION PROCEDURES

### FALL 2009 – 100% of tuition and fees due by 5 P.M., AUGUST 18, 2009

#### 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 8-14, 2009.)

#### PRE-REGISTRATION SCHEDULE

##### **April 10, 2009**

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 13 through May 28, 2009**

Students with 90 or more hours or who have an approved application to graduate in December 2009 with an Associate Degree.

##### **April 16 through May 28, 2009**

Students with 60 or more hours.

##### **April 20 through May 28, 2009**

Students with 30 or more hours.

##### **April 22 through May 28, 2009**

Transfer Students

##### **April 23 through May 28, 2009**

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

##### **April 27 through May 28, 2009**

Open Registration

#### REGULAR REGISTRATION (Students who are unable to pre-register)

##### **August 20 and 21, 2009**

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 Hearnes Hall.

**Faculty and staff will not be available for advising or registration before 1:00 p.m. on August 20 and 21, 2009.**

Returning students who were not enrolled during the Spring 2009 semester will start the registration procedure in the Admissions Office, 109 Hearnes Hall, to obtain a permit to register.

#### LATE REGISTRATION

##### **August 24 - 28, 2009**

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

Changes in class schedules may be made during this time.

#### SPECIAL REGISTRATION

##### **(Day) August 31 – September 4, 2009**

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.

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 Freshman Orientation Program. Dates for Southern Welcome 2009 are June 15, 16, 17, 22, 23, 24 and July 13, 14, 15. Reservations are required. Visit <http://www.mssu.edu/acts/swfhome.htm> or contact the Southern Welcome office at (417) 625-3158 for additional information.

#### TRANSFER STUDENTS & FORMER STUDENTS • April 22, 2009

A special transfer orientation and pre-registration for transfer students will be held at 11:30 p.m. on April 22. Invitations for the Transfer Orientation & Enrollment Day will be mailed to eligible students starting in March. Former students are also invited to the program. Students should bring an unofficial copy of transcript(s) to assist in selecting courses for pre-registration. Visit <http://www.mssu.edu/acts/transfer-home.htm> or contact the Southern Welcome office at (417) 625-3158.

Transfer students who can not attend the transfer orientation meeting may register after April 22 at the department of their major – undecided majors through ACTS. Before students meet with an academic adviser, they should check with the Admissions Office, (417-625-3098, Hearnes Hall 109) to make sure they are eligible to enroll in classes.

#### CREDIT-IN-ESCROW • April 27, 2009

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 27, 2009

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 Assistant Vice President for Life Long Learning (Webster Hall Room 117, 417-625-9368).

#### SIXTY PLUS PROGRAM

Persons sixty years of age or older may register in regular university courses. Each 60+ student will be entitled to take three credit hours per semester with no tuition fee charged. Any additional credit hours taken by the 60+ student will be charged at 50% of regular tuition. Book rental charges and special course fees will be the responsibility of the student.

Continuing Education classes are not included under the 60+ program. Call the Lifelong Learning office at 625-9384 or our toll free number (866) 727-4108 for further information.

Previous 60+ students will register at the same time as other students based upon the number of credit hours they have accumulated. Previous students need to follow the regular student registration procedures found in this schedule booklet on page 5. New 60+ students are invited to register at the Lifelong Learning Office Webster Hall Room 117. Sixty plus students may audit regular university courses on a space available basis. To audit means to participate without grades. Audit permission forms must be obtained from the Registrar's Office, 100 Hearnes Hall.