

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	04-0005				
Name of Policy:	Enrollment After Full Tuition Refund Deadline Policy				
Date of Last Revision:	April 2024	Initial Date of Approval:	April 2024	Initial Effective Date:	Summer 2024
Policy Owner	Office of the Registrar				
Policy/Chapter Sections					
Date of Next Review:	April 2027				

1.0 PURPOSE

To provide information and process for how to request enrollment into classes after the full refund deadline.

2.0 SCOPE

This policy applies to all University administration, faculty, staff, and students, and all such parties are expected to abide by the procedural guidelines outlined herein

3.0 POLICY

This policy applies to two types of enrollment requests after the full tuition refund deadline.

1. Students who are dropped due to class roster cancellation for non-attendance/participation may be re-enrolled within one week after the full refund deadline of the applicable part-of-term schedule upon the approval of the instructor and Bursar's office using the Re-enrollment form.
2. Students requesting new enrollment into classes after the full refund will need the approval of the instructor, Department Chair of the course and Bursar's office. The Department Chair may consult the instructor and advisor in making the decision.

Both processes start in Office of the Registrar. If approved, the Office of the Registrar will enroll the student.

4.0 HISTORY

The practice prior to this policy was that students interested in enrolling after the full refund period were either approved by The Office of the Registrar or the Deans depending on how close the request was to the full refund deadline. Starting fall of 2023, the requests were submitted to the Deans for approval, but yet there was no formal or published process.

5.0 RELATED DOCUMENTS

Enrollment after full tuition deadline form

Questions? Contact the Office of the Registrar at registrar@mssu.edu or 417-625-9389.