



**Missouri State**  
UNIVERSITY

# FAQ FALL



## Frequently Asked Questions

Information for Incoming Students for the Fall 2009 Semester

# Congratulations

on your admission to **Missouri State University** for the fall 2009 semester! We look forward to having you with us, and have prepared this booklet to answer some of the questions most frequently asked by new students.

## Is there anything else I must do to complete my admission?

If you are still in high school, we will need a final, official transcript from your school after you graduate, showing your date of graduation and completion of the 16-unit high school core curriculum. Failure to complete the core curriculum may result in cancellation of your admission.

If you have taken courses for college credit while in high school, we also will need a transcript from each college through which you will have earned credit, even if your credit appears on your high school transcript. Please contact the college(s) through which you have earned credit and request that your official academic transcript be mailed directly from the college to the Missouri State Office of Admissions.

It is very important that we know about the college credit that you have earned before you register for your first semester at Missouri State. By providing a transcript and a listing of courses in which you are currently enrolled, you enable us to provide you with a course-by-course evaluation of your coursework and how it will transfer to Missouri State. Please see the “When do I find out how my credits have transferred from other colleges and universities?” section later in this booklet for more information on transfer work.

If you have taken, or will take, Advanced Placement (AP) examinations, please request that your scores be sent to the Missouri State Office of Admissions. To request your official AP score report, call 609-771-7300 or toll free at 888-225-5427. If you have requested that your scores be sent to us previously, please feel free to contact our office to see if they are on file.

If you are a transfer student and are currently enrolled in college classes, your admission will be complete when we have your final, official transcript showing your grades for all courses. You must have an overall, cumulative grade point average of 2.00 or higher in transferable courses to complete your admission.

If you fall in one of the above categories, a “Transcript Request Form” is enclosed. If needed, additional forms may be printed off our Web site at [www.missouristate.edu/admissions/transcriptrequest.htm](http://www.missouristate.edu/admissions/transcriptrequest.htm). Please follow the instructions provided on this form. As you will see, transcripts must be mailed directly to us by your former school(s). Please do not obtain and send copies yourself or request your school(s) to fax them, as such copies cannot be considered official.

## When will I register for classes?

We know that you are eager to find out about your classes. We also are eager to help you get off to a great start at Missouri State. Your orientation and registration options will be based upon your admission classification and admission date.

You are considered a *freshman* if you are still in high school or if you will have completed fewer than 24 semester hours of college credit following high school graduation. You are considered a *transfer* student if you will have completed 24 or more semester hours of transferable college credit following high school graduation, but prior to your first semester at Missouri State. College credit you may have earned during high school is not included in determining that status. Please refer to the appropriate section below for information on when you will register.

### Freshmen

You have probably heard about our Student Orientation, Advisement and Registration (SOAR) program, which we have offered to new students for nearly 40 years. SOAR is specially designed to introduce you to our campus, familiarize you with some of the many services and programs for students at Missouri State, assist you in selecting courses and registering for your first semester, and answer any questions you might have. During SOAR, you also will have the opportunity to take required placement tests. **Attendance at a SOAR session is required of all first-time freshmen.**

You and your family will receive additional information and an invitation to register for a SOAR session of your choice based on your date of admission as indicated in the table below. We also have a special program for families during these sessions, which runs concurrently with, but separately from, the student program.

To receive additional information, or to reserve space in a SOAR session, please visit [www.missouristate.edu/soar](http://www.missouristate.edu/soar). **Please note that SOAR reservations may be made beginning in mid-April.**

| Date of Admission  | SOAR Date       | Invitation Mailed  |
|--------------------|-----------------|--------------------|
| Prior to Feb. 1    | June or July    | Mid-April          |
| Feb. 1 – April 10  | July            | Mid-April          |
| April 10 – July 20 | July            | With this brochure |
| After July 20      | Week of Aug. 13 | With this brochure |

## IDS 110: Introduction to University Life

One of the courses for which you will register is IDS 110, Introduction to University Life. During this one-credit hour course, you will learn even more about the University and how to make the most of your experiences at Missouri State. In addition, IDS 110 is specially designed to help you become acquainted with the 20 to 25 other members of your class, as well as your instructor, who will be available to help you work through questions or problems you might experience during your first semester at Missouri State.

## Transfer Students

We look forward to having you with us and are eager to help. Transfer students are a very important part of the Missouri State University student body and make up nearly one-third of our total enrollment.

Admitted transfer students will receive step-by-step instructions by mail; however, the instructions also are available on our Web site at [www.missouristate.edu/admissions/transfer](http://www.missouristate.edu/admissions/transfer). Please follow these step-by-step instructions to ensure a successful registration experience. If you have questions or experience problems, please call the Office of Admissions at 800-492-7900 or 417-836-5517, or e-mail [info@missouristate.edu](mailto:info@missouristate.edu).

## Placement Tests

**Mathematics:** If you do not have transfer credit for MTH 103 or higher, then your placement in mathematics at Missouri State will be based on your math score from the ACT. If you do not have transfer credit or ACT scores, then you must either:

- Take our mathematics placement exam, or
- Begin your math sequence at Missouri State with MTH 101 (Intermediate Algebra I)

You may also choose to take our placement exam if you are not satisfied with your placement based on your ACT math score. See [www.missouristate.edu/SOAR/mathexam.htm](http://www.missouristate.edu/SOAR/mathexam.htm) for information on placement based on ACT scores.

**English:** If you do not have transfer credit for ENG 110, then you will be placed in English based on your ACT or SAT scores. If you do not have either ACT or SAT scores, then you must either begin with ENG 100 or contact the Department of English at 417-836-5107 for other options.

## How can I get a catalog or class schedule?

Freshmen will receive a Missouri State undergraduate catalog during SOAR. If you would like to review the catalog prior to SOAR you can find it online at [www.missouristate.edu/catalog](http://www.missouristate.edu/catalog) or you may request a copy to be mailed to you by contacting the Office of Admissions at 800-492-7900.

The class schedule, which lists the courses that are offered during the fall semester, will be available online by Feb. 17. You will find it at [www.missouristate.edu/classschedule](http://www.missouristate.edu/classschedule).

## Do I need to declare a major before I register?

No. Many of our new students have not decided on a major. We encourage new students to keep an open mind about their choice of a major and career and to explore all of the possibilities available to them at Missouri State.

You are not required to declare a major until you have completed 60 credit hours (approximately the end of your sophomore year). Until you declare a major, you will be advised by a professional adviser who will help you with the selection of your classes and a major. You also will have the opportunity to sample various areas through your general education courses. In addition, our Career Center and other offices on campus have resources and services to assist you.

If you indicated a major on your application, you will meet with an adviser for that major during SOAR. Following that program, you will be assigned to your permanent adviser, who will work with you as you register for future semesters and prepare for graduation and your career.

## When do I find out how my credits have transferred from other colleges and universities?

You should receive a “Transfer Equivalency Worksheet” with your letter of admission. This evaluation lists your previous courses and their equivalences at Missouri State. You also should receive our “Policy Regarding Transfer of Credit for Undergraduate Students.” *We encourage you to review your “Transfer Equivalency Worksheet” prior to meeting with your adviser.*

Your adviser will assist you in understanding your evaluation and how your transfer credit will apply toward your degree at Missouri State. If you have any questions or concerns regarding your evaluation prior to registering, please contact the Office of Admissions. If you are transferring from a Missouri public college or university, you should be aware that a designated “articulation officer” is available at each institution to assist if you should encounter difficulty in transferring courses. Dr. John Catau, assistant provost for undergraduate programs, has that responsibility at Missouri State. Dr. Catau may be reached at 417-836-4589 or by e-mail at [JohnCatau@missouristate.edu](mailto:JohnCatau@missouristate.edu).

## Does Missouri State University offer special assistance to students who will be taking classes in the evening and students with special family or employment constraints?

Yes. If you have not been in school for an extended period of time, if you are married or have children, if you plan to attend part-time (either day or evening) or if you have special questions or needs regarding returning to school, we encourage you to contact the Office of Adult/Commuter Student Services at 417-836-6929 or toll free at 877-678-2005. You can also visit them on the first floor of Morris Hall (located downtown at the corner of Jefferson Avenue and McDaniel Street). The office offers many services which may be of benefit to you, including special advisement, orientation and registration opportunities. A satellite office is now open in Room 204 of the Meyer Library from 4 to 8 p.m. on Tuesdays and Thursdays for the convenience of those who are unable to come to campus during regular work hours.

## When should I notify you that I am coming to Missouri State University?

We do not require a formal verification of your intent to enroll. If you have decided not to attend Missouri State, however, we would appreciate receiving notification from you.

If you are awarded financial aid or scholarships, the Student Financial Aid Office will send you an award letter. Please follow the instructions in this letter regarding acceptance of your award.

## How do I find out about housing?

We require all single students younger than 21 with fewer than 30 hours of transferable credit to live in University housing. We also encourage all other students to consider the many advantages of living on campus.

All students required to live on campus should receive a contract packet within days of their admission letter. Included with the contract will be complete information on the university housing policy, facilities and costs. We believe that you will enjoy the excitement and the advantages of living on campus at Missouri State! If you would like more information, please call the Department of Residence Life and Services at 417-836-5536 or 800-284-7535, send an e-mail to [ResidenceLife@missouristate.edu](mailto:ResidenceLife@missouristate.edu) or visit [reslife.missouristate.edu/reslife](http://reslife.missouristate.edu/reslife).

Students who are not required to live on campus and choose not to do so may obtain information about locating off-campus housing by contacting the Office of Student Retention Services at 417-836-6618 or by e-mail at [StudentRetentionsSevices@missouristate.edu](mailto:StudentRetentionsSevices@missouristate.edu).

## Is there anything special I need to know if I will be commuting from home?

We will have special sessions for commuting students that you may find helpful during the June and July SOAR programs. These sessions will include information on programs and services for students who will live at home while attending Missouri State.

If you are younger than 21 with fewer than 30 hours of transferable credit and plan to commute from your parents' permanent address, you may be permitted to do so as long as your parents' address is within a 60-mile radius of Springfield. To seek approval you will need to complete and return a "Request for Exception to the University Housing Policy" form which will be made available to you through the materials you receive from the Department of Residence Life and Services following your admission. This form also is available online at [reslife.missouristate.edu/exception.htm](http://reslife.missouristate.edu/exception.htm). **You will need to have this request form on file and approved before you may register for classes.**

## When and how do I receive my student identification card?

When you register, you will be issued your student identification card— also known as the "ZipCard." Many activities on campus—such as cashing a check, registering for classes, using the Taylor Health and Wellness Center, and eating in the dining centers—will require the use of your ZipCard. Your ZipCard can function also as a debit card, sometimes called a declining balance card. By depositing money into your debit-card account, you can use your ZipCard instead of cash at campus vending and copy machines, to eat at every food establishment on campus and to make purchases at the Missouri State Bookstore and convenience stores. For more information, visit the ZipCard Web site at [www.missouristate.edu/zip](http://www.missouristate.edu/zip) or call the ZipCard Office at 417-836-8409.

## How much does it cost to attend Missouri State University?

Your required student fees, sometimes referred to as "tuition and fees," will be based on the number of credit hours you take. For the 2008-09 academic year, the basic fee is \$186 per credit hour for Missouri residents and \$362 for out-of-state students. The student services fee, also based on credit hours, is an additional \$344 per semester for seven or more credit hours. For a Missouri resident taking 15 credit hours per semester, the required student fee would be \$3,128 per semester. Information on required student fees is provided in the catalog, class schedule and on the Web at [www.missouristate.edu/costs](http://www.missouristate.edu/costs).

Fees for the 2009-10 academic year had not been established at the time of printing this brochure. When they are available, they will be posted on the Web at [www.missouristate.edu/costs](http://www.missouristate.edu/costs). The information you receive from the Department of Residence Life and Services will include details on the cost of room and board. We also encourage you to budget approximately \$450 per semester for books and supplies. This amount will vary based on the number of courses you take, your major and your choice of new or used books, as well as whether or not you sell your books at the end of the semester. You should be able to estimate your personal expenses based on what you are currently spending.

## When and how will I pay my fees?

You will be given a statement of your required fees when you register. You also will be given information about our deferred payment plan. Under this plan, you are able to pay your balance in installments during the semester. You also may use the deferred payment plan for your room and board. Currently, the interest rate on the deferred payment plan is one percent per month on the unpaid balance.

If you will receive financial aid or scholarships through Missouri State, you will receive information from the Office of Student Financial Aid regarding how your benefits will be credited to your account. If you anticipate receiving benefits for veterans of the armed services, please contact our Office of Veteran Services at 417-836-5520 or by e-mail at [VeteranServices@missouristate.edu](mailto:VeteranServices@missouristate.edu).

The University accepts personal checks, VISA, Discover, MasterCard and American Express for payment of fees, room and board and health-service charges.

## How do I apply for scholarships and financial aid?

### Scholarships

Most of the basic scholarships for freshmen at Missouri State (Governors, Academic, Recognition and out-of-state fee stipends) are awarded based on your application for admission and do not require a special application. If you qualify, you should receive a letter and details from our scholarship coordinator within three weeks of your admission (or of our receipt of your qualifying test scores, class rank or grade point average). The Presidential Scholarship, Multicultural Leadership Scholarship and some transfer-student scholarships require a separate application. For most scholarships, you must either apply for admission or submit a scholarship application prior to March 1.

If you receive outside scholarships (e.g., from other agencies or organizations) and have questions about how to apply those scholarships toward your fees at Missouri State, please contact the Office of Student Financial Aid at 417-836-5262 or 800-283-4243.

### Financial Aid

Missouri State University offers a comprehensive program of financial assistance, including federal and state grants, loans and work-study programs. Some of these programs are based on financial need while others are available to all students. Here are the steps you should take to apply:

- Complete the 2009–10 version of the Free Application for Federal Student Aid (FAFSA) available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be sure to provide accurate and complete information. (*The Missouri State University Title IV financial aid code is 002503.*)
- To receive full consideration, submit the FAFSA to the financial-aid processor no later than March 31. If you apply after March 31, you will still be considered for many of the basic aid programs (e.g. Stafford Loans and Pell Grants); however, there will be certain programs (e.g. College Work Study and Perkins Loans) for which you will not be considered. Students who complete the application process by March 31 should receive an award letter in late April or early May. Other students will be notified as their applications for financial aid are processed.

The process of applying for financial aid at any college or university can be somewhat lengthy, so please be patient. Our goal is to provide you with an award letter as soon as possible.

Following your admission, you should receive additional information on scholarships and financial aid from our Office of Student Financial Aid. If you have additional questions, please contact that office at 417-836-5262 or 800-283-4243. Missouri State University has developed an extensive Web site with general information about applying for financial aid and specific information about the programs at Missouri State. Access our Financial Aid home page at [www.missouristate.edu/financialaid](http://www.missouristate.edu/financialaid).

## How do I access my student information online?

The University is implementing a new administrative computer system effective with the fall 2009 semester. You will use this new system via the Web at [My.MissouriState.edu](http://My.MissouriState.edu) to obtain important information from the University, access your transcript and degree audit, register for classes and perform many other functions.

To access [My.MissouriState.edu](http://My.MissouriState.edu), you will create a user ID and password using an online system. That system is currently in development and is expected to be available in late March. Please watch your mail in early April for further information, including your student identification number (also known as an “M-number”) and instructions for setting up a user ID and password. You will need your M-number in order to set up an account.