Welcome back students! We hope you are as excited about the upcoming academic year as we are! This is the first of many communications that you will receive from the Honors College concerning academic requirements, policies and procedures, upcoming events and important deadlines, and news that may be of interest to you as Honors College students.

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NEWS/UPDATES

- The preliminary list of fall 2015 Honors College courses, along with a registration guide for students, is now available on the Honors College website. See the registration section below for additional information.

- *LOGOS: A Journal of Undergraduate Research, volume 7* is now available in the Honors College and at sites around campus. The Editorial Board is currently accepting submissions for volume 8. The submission deadline is March 1st. See the LOGOS section below for additional information.

- The Honors College is on Facebook (Honors College at Missouri State University). Please like our page and instantly follow all of the latest news and updates about our community.

- For additional news, please visit our News & Updates website.

ANNOUNCEMENTS

Scholarship Application Information

- The Missouri State University common scholarship application will be available for all Honors College students beginning on November 1st. The online application is located in the Financial Aid section of My Missouri State. The common scholarship application takes approximately 1-2 hours to complete (you may save your progress along the way) and will match you with up to 800 departmental scholarships that you may be eligible for. The application deadline date is March 1st.

- Many of the scholarships require you to complete the Free Application for Federal Student Aid (FAFSA). We recommend that you submit the FAFSA on or after January 1st and no later than March 1st each year.

- Please note that the common scholarship application is used only to distribute departmental scholarships and is separate from the administration of programs such as the Presidential, Board of Governors, and Provosts Scholarships. Recipients of these scholarships may also compete for departmental scholarships.

- For additional information on the common scholarship application, please visit the Office of Financial Aid.

Phi Kappa Phi Fellowship

- Every year, the Honors Society of Phi Kappa Phi awards 51 fellowships of $5,000 each and six at $15,000 each to members entering their first year of graduate or professional study. Each Phi Kappa Phi chapter may select one candidate from among its local applicants to compete for the Society-wide awards.

- The competition is open to all active Phi Kappa Phi members who have applied to enroll as a full-time student in a post-baccalaureate program of study during the 2015-2016 academic year.
• Go to phikappaphi.org/fellowships to access an online application and review submission instructions. All applications are due to the MSU Phi Kappa Phi chapter on March 27th, 2015.

**Upcoming Events/Deadlines**

**March 1st (Su):**
- Application deadline for General & Departmental Scholarships
- Submission deadline for LOGOS: A Journal of Undergraduate Research, volume 8

**March 9th-15th:** Spring Break, no classes

**March 19th (R):**
- Mid-term advisory grades available on my.missouristate.edu
- Study Away 101 Information Session, 2:00-3:00 PM, PSU 310, sponsored by Study Away Programs

**March 23rd-24th:** Women's Leadership Conference, Plaster Student Union. Pre-registration is required for this event. Sponsored by the Office of Public Affairs

**March 24th (T):** Marmaduke’s Southwest Missouri Raid: the Battle of Springfield and the Battle of Hartville, featuring Dr. William Piston, 5:30-7:30 PM, Meyer Library 101, sponsored by Meyer Library

**March 27th (F):**
- Deadline for submission of the Intent to Graduate Form for seniors planning to graduate in May 2015
- Application deadline for the Phi Kappa Phi Fellowship
- Application deadline for LOGOS Summer 2015 Internship

**March 30th (M):** Seniors begin registration for summer & fall 2015 classes
### March 2015

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1. Scholarship deadline; *LOGOS* deadline
2. Spring Break
3. Spring Break
4. Mid-term grades available; Study away 101 info session
5. Deadlines: Graduation form; Phi Kappa Phi; *LOGOS* Intern
6. Senior registration begins
**Registration Information**

- Honors College students will register for fall 2015 classes in late March and early April. [Honors College course offerings](#) and a [guide to our registration and advising procedures](#) are now available online at the [Honors College website](#).

- The [fall 2015 Schedule of Classes](#) is available online from the [Office of the Registrar](#).

- Students who have declared a major have been assigned a faculty advisor who specializes in their field of study. If you have **completed fewer than 75 credit hours**, you must meet with this individual in order to receive permission to register for classes. If you are not certain who your faculty advisor is, you can check in [my.missouristate.edu](#): click on the [Academics](#) tab and look for your advisor under [Academic Profile](#).

- Students who have not declared a major must meet with [Hanna Landgrebe](#) or [Scott Handley](#) in the Honors College in order to receive permission to register. Please call [Janelle Melton](#) at 417-836-6370 to reserve an appointment.

**Advising Information**

- Honors College students who have declared an academic major program have been assigned a faculty advisor in their home department. This advisor is your first point of contact for information on major requirements, developmental opportunities in your field of study, and advice on graduate study or career plans.

- Students who have not yet declared a major are advised by [Scott Handley](#), Assistant Director of the Honors College, and [Hanna Landgrebe](#), who is the Academic Advisor for the Honors College and an Honors College alumna (Class of 2014).

- All students are welcome to contact Scott or Hanna for general academic advice, information on campus resources, or for assistance with the transition to university life and academic success.

- Students may make advising appointments by calling [Janelle Melton](#), Program Administrator, at 836-6370. Students may also walk-in for appointments anytime that an advisor is available.

- The Honors College is located in [University Hall 212](#) and is open from 8:00 AM – 5:00 PM Monday – Friday.

**Mid-Semester Advisory Grades**

- Instructors teaching 100 and 200 level courses will assign mid-semester advisory grades to students during the month of March. Mid-semester grades help you to assess your performance in a class and to make adjustments as necessary in order to improve performance. If your grades are not as strong as you had hoped, there are many resources available to help you improve, including your academic
advisors, your professors, the Counseling & Testing Center, and the Bear CLAW. Don’t be discouraged by mid-semester grades; there is plenty of time to get back on track!

- Mid-semester grades will appear in my.missouristate.edu beginning on March 19th. Click on the Academics tab and look for Grades (Midterm) under the Student Records section.

- Mid-semester grades are not part of your permanent academic record and do not appear on your transcript or calculate into your GPA.

**Academic Merit Scholarship Requirements**

- **Presidential Scholars**: Complete 30 Missouri State credit hours each academic year with a 3.60 cumulative Missouri State grade point average. Additionally, to renew for your fourth year, you will be required to complete 120 hours of community or campus service during your first three years of study.

- **University Scholars**: Complete 30 Missouri State credit hours each academic year with a 3.50 cumulative Missouri State grade point average. Additionally, to renew for your fourth year, you will be required to complete 120 hours of community or campus service during your first three years of study.

- **Board of Governors Scholars**: Complete 30 Missouri State credit hours each academic year with a 3.50 cumulative Missouri State grade point average. Additionally, to renew for your fourth year, you will be required to complete 120 hours of community or campus service during your first three years of study.

If you have any questions about the conditions that govern your scholarship, please contact the Office of Financial Aid.

**Scholarship Service Hours Deadline**

Third-year students with the Presidential, University, and Board of Governors Scholarships must submit documentation of 120 hours of community service in order to renew their scholarships for a fourth year. The deadline for submitting all documentation is May 1st. For additional information on your service requirement, see http://www.missouristate.edu/studentengagement/scholarshipservice.

**Information for Seniors**

- Comprehensive information on Commencement and graduation policies and procedures is available from the Office of the Registrar. Please review this information early in the spring semester.

- Seniors planning to graduate in May 2015 must submit an Application to Graduate Form, available through my.missouristate.edu, no later than Friday, March 27th.
Seniors planning to graduate in spring 2015 must enroll in and complete **GEN 499 University Exit Exam** in order to be eligible for graduation.

Seniors may request letters of recommendation from Missouri State faculty members or the Honors College by completing a letter of recommendation request form and FERPA release. Please provide recommenders with at least two weeks’ notice before any application deadlines.

**Graduate School Exams:**

- The **GRE** and **GMAT** exams are computerized and students may make individual appointments in order to complete these exams.

- **DAT Exam Dates & Registration Deadlines**

- **LSAT Exam Dates & Registration Deadlines**

- **MCAT Exam Dates & Registration Deadlines**

- **PCAT Exam Dates & Registration Deadlines**

**LOGOS: A Journal of Undergraduate Research**

**LOGOS** is currently accepting applications for a summer Internship. The Intern will work 5-10 hours per week on average. The period of the appointment for this position is June 2015 – September 2015, depending upon the completion time of the journal.

**Position responsibilities:**

- Serving as Copyeditor for **LOGOS**, which involves proofreading all accepted submissions for grammar, phrasing, noticeable content issues, clarity of language, punctuation, documentation of sourcing, and up-to-date sourcing formats

- Serving as Publisher for **LOGOS**, which involves laying out content in InDesign including front matter, header/footer information, submission content flow from page to page, and embedded graphics like pictures, tables, graphs, and title headings under supervision of Honors College Graduate Assistant (Managing Editor)

- Communicating effectively via email, phone, and in person between the Managing Editor and MSU Printing Services

- Designing and formatting of front and back covers for **LOGOS** in conjunction with Managing Editor

- Updating the **LOGOS** university website including webpages, content, graphics, video, organization, and structure
Assisting in promotional events and campus advertising of LOGOS via creation of fliers, brochures, and other materials

Other duties as assigned by the Honors College Director, Assistant Director, or Graduate Assistant.

Position Benefits:
- Summer stipend totaling $750 upon completion of the project

Position Qualifications:
- Demonstrated record of academic research and writing
- Knowledge of documentation styles: MLA, APA, Chicago, etc.
- Excellent interpersonal communication skills
- Commitment to the promotion of LOGOS and being a team player
- Responsiveness to feedback and willingness to revise appropriately
- Previous editorial experience strongly preferred
- Experience with web-publication applications, particularly WebPress, preferred
- Current majors including Professional Writing, Graphic Design, Journalism, Mass Media, or similar Master's emphasis strongly preferred
- Experience with InDesign, Adobe Acrobat, and/or MS Word preferred
  Experience with Photoshop/Illustrator a plus.

For application information, please visit the Honors College website. Applications are due on March 27th.

Honors College

Academic Requirements

- Requirements for students entering the Honors College between 2009-2013
- Requirements for students entering the Honors College in fall 2013 or Later
- All students are welcome to contact Scott Handley or Hanna Landgrebe for advice on completing Honors College academic requirements.
USEFUL WEB RESOURCES FOR HONORS COLLEGE STUDENTS

- Honors College
- Honors College Facebook
- Honors Council
- 2014-2015 Undergraduate Catalog
- Academic Integrity
- Bear Claw (Center for Learning & Writing)
- Career Center
- Citizenship & Service Learning
- Computer Services Help Desk
- Counseling & Testing Center
- Disability Resource Center
- Duane G. Meyer Library
- Spring 2015 Class Schedule
- Spring 2015 Final Exam Schedule
- LOGOS: A Journal of Undergraduate Research
- Office of Financial Aid: Guidelines for Fulfilling Scholarship Service Requirements
- Office of the Registrar
- Study Away Programs
- University Fellowships Office
- Volunteer Programs

CONTACT INFO

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Scott Handley, M.A., Assistant Director
Hanna Landgrebe, B.F.A., Academic Advisor
Janelle Melton, C.P.S., Program Administrator