

Fall 2009

Registration Guide

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How to Use the Web Class Schedule

www.missouristate.edu/classschedule

The web class schedule provides an up-to-date listing of all scheduled sections of courses. A “Look Up Classes” feature is available.

Prerequisites are listed to inform the students what they must have in order to enroll in the course. Prerequisites are checked at the time of registration. Students will only be allowed to register for courses for which they meet the prerequisites. Many courses have the prerequisite of "permission required." Unless otherwise stated, permission is to be granted by the department head. Students may contact the department to request a prerequisite override or departmental permission.

Current Course Numbering System:

Number	Definition
0-99	Background courses
100-199	Lower division courses designed primarily for freshmen
200-299	Lower division courses designed primarily for sophomores
300-399	Upper division courses designed primarily for juniors
400-599	Upper division courses designed primarily for seniors
600-799	Graduate courses designed primarily for master’s level study
800-899	Upper-level graduate courses primarily for students in specialist or doctoral programs
900-999	Upper-level graduate courses primarily for students in doctoral programs

Bldg. (see “Building Codes and Accessibility” and “Campus Map” sections of this guide)

Instructors are subject to change without notification.

Standard Use of Section Numbers

Any section number may be assigned to a class. However, the following numbering scheme has been observed by practice over the years. View the section comment for specific information related to the class.

Section Number	Description
1 – 299	Any class
300 – 320	Evening classes
450 – 699	Dual Credit classes (classes taken by precollege students at high schools)
490 – 491	Classes reserved for non-native English speakers
500 – 599	Study away classes
701 – 710	Intersession classes
750 – 760	Cable and Interactive CD classes
777	eMBA classes (scheduled by the Extended Campus)
790 - 799	China campus classes (scheduled by the Extended Campus)
800 – 895	Off-campus classes taught at Bearnet locations
896 – 899	Internet classes (Missouri State Online)
900 - 905	Blended classes
950 – 952	Missouri London Program
996 – 999	Honors College classes

Fall 2009 Important Dates and Deadlines

Also available on the Missouri State Master Calendar at <http://calendar.missouristate.edu/>

April 6 – April 22	Early Registration (Sequenced; Initial Deferred payment plan installment due August 15)
April 23 – June 30	Early Registration (No Sequence; Initial Deferred payment plan installment due August 15)
July 1 – August 21	Regular Registration (No Sequence; Initial Deferred payment plan due immediately upon registering for classes)
July 20	Reinstatement Application Deadline for Students Who Were Suspended
July 20	New Student Application Deadline To Avoid Late Admission Application Fee
August 2	Last Day to Drop Intersession Classes and Receive Credit of 100%
August 3	Intersession Classes Begin/Last Day to Register or Add Intersession Classes
August 15	Fall Deferred Payment Plan Installment Due
August 21	Intersession Classes End; Last Day to Register for Fall to Avoid Late Fee
August 24	First Day of Classes
August 24	Intersession Grade Rosters Available Online; Must be Submitted by 10:00 a.m. on August 31
August 24 – 28	Late Registration/Change of Schedule Period
August 25	Last Day to Drop First Block Classes and Receive a Credit of 100%
August 28	Last Day to Drop Full Semester Classes and Receive a Credit of 100%
August 28	Last Day to Change Sections Without Financial Penalty; Last Day to Enroll in First Block or Full Semester Classes
August 31	Intersession Grades Must Be Submitted Online By 10:00 a.m.
September 1	Intersession Grades Available Online for Students
September 4	Last Day for Students to Submit a FERPA Hold Request to Prevent Inclusion in the Printed Campus Directory
September 4	Last Day for Instructors to Drop Students Who are Not Attending First Block or Full Semester Classes
September 7	Labor Day Holiday (No Classes/Offices Closed)
September 15	Fall Deferred Payment Plan Installment Due
September 22	Office of the Registrar Semester Audit (No drops, withdrawals, change of schedules, grade changes, etc. processed today; forms/requests will be accepted and processed at a later time.)
September 23	Grading Options Deadlines for First Block Classes: Last Day to Withdraw From Classes With “W” Grade, Pass/Not-Pass Declaration, and Change to or from Audit
October 12	Mid-Semester Grade Rosters Available; Must be Submitted Online By 10:00 a.m. on October 19
October 12	Last Day to Withdraw from First Block classes
October 13	First Block Classes End
October 14	Mid-Semester/First Block Final Exams Period
October 15	Fall Deferred Payment Plan Installment Due
October 15 – 16	Fall Holiday (No Classes/Offices Open)
October 19	Second Block Classes Begin
October 19	Mid-Semester Grade Rosters Must Be Submitted Online By 10:00 a.m.
October 20	Last Day to Register or Add Second Block Classes; Last day to Drop Second Block Classes and Receive 100% Credit
October 20	Mid-Semester Grades Available Online
October 28	Grading Options Deadlines for Full Semester Classes: Last Date to Withdraw From Classes With “W” Grade, Pass/Not-Pass Declaration, and Change to or from Audit
October 30	Last Day for Instructors To Drop Students Who Are Not Attending Second Block Classes
November 15	Final Deferred Payment Plan Installment Due; Failure to Pay Will Result in Cancellation of Spring 2010 Classes
November 17	Grading Options Deadlines for Second Block Classes: Last Date to Withdraw From Classes With “W” Grade, Pass/Not-Pass Declaration, and Change to or from Audit
November 24	Thursday Evening (4:00 p.m. or Later) Classes Will Meet; Tuesday Evening Classes Will Not Meet
November 25	Thanksgiving Holiday (No Classes/Offices Open)

November 26 – 29	Thanksgiving Holiday (No Classes/Offices Closed)
December 4	Last Day to Withdraw from Full Semester or Second Block Classes
December 10	Final Grade Rosters Available; Must Be Submitted By 10:00 a.m. on December 21
December 10	Last Day of Classes
December 11	Study Day (No Classes/Offices Open)
December 12 – 17	Final Exams Period
December 18	Commencement: JQH Arena
December 21	Final Grades Must Be Submitted By 10:00 a.m.
December 22	Students' Final Grades, GPA Calculations, and Academic Status Available on Transcripts
December 22 – 23	Deans Review Students' Academic Status
December 24 – January 3	Holiday Break (No Classes/Offices Closed)
TBA	Transcripts with Fall 2009 Degrees Earned Available Beginning Today
TBA	Diplomas for Fall 2009 Graduates Mailed Beginning Today

Registration Periods

Early Registration for Fall (sequenced): April 6 – 22, 2009

All current and admitted students (with exceptions*) may register according to the following sequence. Sequences are grouped by student classification and earned credit hours. **Earned credit hours refers to completed hours and does not include currently enrolled classes.** Students may register any time after their scheduled time, but not before. Your scheduled date/time is also available on the web My Information System under the "Registration Status" option.

*Exceptions are as follows:

- First-time freshmen must attend a SOAR (Student Orientation and Registration) session.
- First-time precollege and first-time nondegree seeking students may register beginning with the Regular Registration Period (see below for dates.)

Student Classifications:

- | | | |
|-----------------------------------------|---------------------------|-----------------------------|
| • Precollege = PC | • Junior = JR | • Graduate-Masters = GM |
| • Undergraduate non-degree seeking = ND | • Senior = SR | • Graduate-Specialists = GS |
| • Freshman = FR | • Postbaccalaureate = PB | |
| • Sophomore = SO | • Graduate-Doctorate = GD | |

Registration Date*	Students Eligible to Register
April 6, 2009	<ul style="list-style-type: none"> • Seniors with 100+ hours with a last name A-Gk • Graduate students with a last name A-Gk • Senior Athletes • Senior Honors College students
April 7, 2009	<ul style="list-style-type: none"> • Seniors with 100+ hours with a last name GI-N • Graduate students with a last name GI-N
April 8, 2009	<ul style="list-style-type: none"> • Seniors with 100+ hours with a last name O-Z • Graduate students with a last name O-Z
April 9-10, 2009	Spring Holiday
April 13, 2009	<ul style="list-style-type: none"> • Seniors with 90-99 hours • Post baccalaureate students • Junior athletes • Junior Honors College students
April 14, 2009	<ul style="list-style-type: none"> • Juniors with 75-89 hours
April 15, 2009	<ul style="list-style-type: none"> • Juniors with 60-74 hours • Sophomore athletes • Sophomore Honors College students
April 16, 2009	<ul style="list-style-type: none"> • Sophomores with 45-59 hours
April 17, 2009	<ul style="list-style-type: none"> • Sophomores with 30-44 hours • Freshmen athletes • Freshmen Honors College students
April 20, 2009	<ul style="list-style-type: none"> • Freshmen with 15-29 hours
April 21, 2009	<ul style="list-style-type: none"> • Freshmen with 0-14 hours with a last name A-K • Pre-College students with 0-14 hours with a last name A-K • Non-Degree Seeking students with 0-14 hours with a last name A-K
April 22, 2009	<ul style="list-style-type: none"> • Freshmen with 0-14 hours with a last name L-Z • Pre-College students with 0-14 hours with a last name L-Z • Non-Degree Seeking students with 0-14 hours with a last name L-Z
April 23, 2009 begins open registration	

*Beginning at 7:00 am

Early Registration for Fall (non-sequenced): April 23 – June 30, 2009

Open to all current and admitted students as described under “Early Registration (non-sequenced)”.

Regular Registration Period for Fall: July 1 – August 21

Open to all current and admitted students including first-time precollege and nondegree seeking students admitted to the University.

Late Registration Period for Fall: August 24 – 28, 2009

Open to all current and admitted students. A \$25 non-refundable late registration fee is assessed of all registrations processed during this period.

Change of Registration Period for Fall: April 6 – August 21, 2009 (before classes begin)

Students may change their registration online using Web Registration (with exceptions*) or in person at an authorized registration center. Departmental and advisor approvals are not required during this period. Students who process a change that increases fees, will have their balance due adjusted and billed according to the Deferred Payment Plan. Students who are *not* eligible for the Deferred Payment Plan must pay any increase in fees the same day as registration or as specified on the registration invoice.

***Exceptions**

- Honors College students wishing to drop an honors course must do so at the Honors College Office, University Hall 115.
- Student Athletes must make changes in person at the Achievement Center for Intercollegiate Athletics, Forsyth Athletics Center 239.
- Precollege students must make changes in person at an authorized registration center.

Change of Schedule Period for Fall: August 24 – 28, 2009 (after classes begin)

Students may change their schedule online using Web Registration (see exceptions above) or in person at an authorized registration center. Departmental and advisor approvals are not required during this period.

Notes:

- Check your Student Account on the My Missouri State system to ensure that changes were completed properly and if additional fees are due.
- If the course you wish to add requires permission to enroll, you must first request permission by contacting the departmental office of the course.
- August 28 is the last day to change sections for Fall without financial penalty. Section changes for Fall processed after August 28 are considered a drop/add and are treated as such in determining the refund or credit to be granted.
- October 20 is the last day to enroll/add Fall second block classes

Change of Schedule (after the Change of Schedule period has ended)

After the Change of Schedule period has ended, web registration (see exceptions above) for first block and full semester courses is only available to drop classes or add classes that have not yet started (e.g. second block classes). First block or full semester adds must be processed in person at an authorized registration center.

Dropping a course: See above.

- **Adding a course:** In general, only courses which have not yet begun (e.g., second block classes, short courses) may be added after the Change of Schedule Period has ended. Department approval is required for all adds except for Fall second block classes added on or before the second day of classes.
 1. Go to the department that offers the course to seek approval to add. If approved, the department office will affix the department signature and stamp on a Course Permission form or directly to a Registration Request/Change of Schedule form.
 2. Take the completed form to an authorized registration center with photo identification for processing.
- **Changing sections:** Section changes are considered a drop and add, and are treated as such in determining the refund or credit to be granted.
 1. Go to the department office of the course and request permission to change sections. The department may require instructor approval. If approved, the department office will affix the department signature and stamp on a Course Permission form or directly to a Registration Request/Change of Schedule form.
 2. Take the completed form and photo identification to an authorized registration center for processing.
 3. If the change is due to extenuating circumstances the department may, at its discretion, indicate on the form that the drop should be processed with a 100% credit on the dropped section. The form **must** be processed in the Office of the Registrar, Carrington Hall 320, to be processed with the correct refund.

Registration Instructions

Web Registration

Students may register and/or change their schedules beginning the first day of early registration through the end of the Change of Schedule period. After the Change of Schedule period, the web registration is available for dropping full and first block classes and adding second block classes.

A user ID and password is required. For information on obtaining a user ID and password, visit: <http://computerservices.missouristate.edu/>

BearMail is an official means of communication of Missouri State and is used by the Office of the Registrar to notify students when their classes have been cancelled due to nonpayment of fees, changes in class meeting times, etc. Students should access their BearMail account on a regular basis.

Note: In compliance with University policies, Intercollegiate athletes and precollege (high school based dual enrollment) students are required to register in person through an authorized registration center and are **not eligible** to use web registration. In addition, first-time freshmen may only use web registration on campus during their SOAR (Student Orientation and Registration) appointment with an advisor.

Web Registration Instructions

1. Determine your earliest registration date/time by going to My Missouri State
2. Verify that all holds on your record have been cleared by going to the web My Missouri State system and selecting the “Student Records” option.
Note: Students who are given a temporary clearance form for a Degree Program hold (DG or DX code) **must** bring the form to the Office of the Registrar, Carrington Hall 320. The hold will be removed allowing the student to use web registration.
3. Review the course prerequisites which are available on the web class schedule. Prerequisites are checked at the time of registration and students will not be allowed to register for classes for which they do not meet the prerequisites. Students should contact the department to request a prerequisite be waived, if an exception is warranted.
4. An advisor’s release is required for all freshmen, sophomores, graduate students, students on probation, and new transfer students. Students should contact their advisor well in advance of their registration date. In order for you to use web registration, the Advisor Release must be submitted electronically by your advisor.
5. Create a Trial Schedule, if needed, by using the form available at: http://www.missouristate.edu/registrar/reg_info.html. Please make note of the CRN (course reference number) for each of your classes as you will use these in the web registration system.
6. Request any required course permissions. Unless otherwise stated, permission is to be granted by the department head. Students may request permission by contacting the departmental office. The permission must be granted by the department before you can enroll in the class.
7. Access the web registration site through the “Add or Drop Classes” option in the My Missouri State system. You will be required to electronically sign an Enrollment Agreement each semester.

Web Registration Limitations

- Students may only enroll to the maximum load (see Overload Permission section of this guide for more information). You should use web registration to enroll up to the maximum load, obtain the required Overload Permission, and then add the additional hours.
- Students who are given permission to enroll in a class which exceeds the close level, must obtain permission from the departmental office of the course.
- Undergraduate students wishing to enroll in a graduate-level course must first obtain a “Senior Permission for Graduate Credit” or a “Mixed Credit” form and then bring the form in person to the Office of the Registrar, Carrington Hall 320, to add the class(es). Refer to the Academic Regulation section of this guide for more information on Senior Permission for Graduate Credit and Mixed Credit.

In-Person Registration

1. Complete items numbered 1 through 6 above.
 - Required Course Permissions may be submitted electronically through the web My Missouri State system, or you may bring a paper copy of the form with you.
 - An Advisor Release, if required, can be submitted electronically or the advisor can sign your Registration Request form.
2. Complete a Registration Request form available online at www.missouristate.edu/registrar/regforms.htm or obtain a form from the Office of the Registrar, Carrington Hall 320.
3. Obtain any necessary Overload Permission. Refer to the Academic Regulations section of this guide for more information.
4. Bring your completed Registration Request form, photo ID, and all required forms to one of the authorized registration centers.

Mail/Fax Registration

Mail/fax registration is available to the following students: evening students (defined as having the majority of their classes begin 4:00 pm or later), graduate students, postbaccalaureate students, or nondegree undergraduate students. Students must be currently enrolled, or admitted as postbaccalaureate or nondegree students, or – if degree-seeking—admitted for Fall 2009.

Mail/fax registration for first-time undergraduate nondegree seeking students opens after early registration has ended. Open registration begins April 23, 2009, for Fall semester. The Course Enrollment Form, with mail/fax instructions, is available in the Extended Campus Handbook. It may also be downloaded and printed from the Missouri State website at <http://ec.missouristate.edu/admission/enrollform.htm>, then mailed or faxed. To receive a Course Enrollment Form in the mail, contact (417) 836-4126 or toll-free (877) 678-2005.

Authorized Registration Centers (for in-person registrations and change of schedules):

- Honors students must process in-person registrations in the Honors College Office, University Hall 115. Honors students may use web registration for their initial registration; however, any dropping of honors classes after the initial registration must be done in the Honors College Office.
- Student athletes must process all registrations and change of schedules in the Achievement Center for Intercollegiate Athletics, Forsythe Athletics Center 239.
- Declared business majors may process registrations in the Business Advisement Center, Glass Hall 106.
- Evening college, graduate, and Extended Campus students may register by fax, mail, or in person (see Mail/Fax Registration above for more information). The Extended Campus Registration Services are available on first floor of the Jim D. Morris Center for Continuing Education, 301 S. Jefferson, downtown Springfield. The building is accessible via the Bearline Shuttle Service.
- Undeclared majors may process registrations in the Academic Advisement Center, University College Hall 109. Students must make an appointment with their advisors well in advance of their registration date.
- All other students may process registrations in the Office of the Registrar, Carrington Hall 320.

As a student at Missouri State University, you are responsible for ensuring that you:

- Pay the required student fees (or make arrangements through the Financial Aid, Financial Services, Human Resources, Graduate College or other appropriate office) by the due date in effect at the time of your initial registration.
- Review your class schedule and registration invoice for accuracy and request corrections immediately.
- Complete the courses for which you enroll. Drop courses by the specified deadlines, based on class length. **Failure to properly drop or withdraw from courses will result in the assignment of an “F” grade(s) and a continued financial obligation for those courses.**

Costs and Fees

For more detailed information, refer to the Costs and Fees web site at: www.missouristate.edu/costs.

Fall 2009 Tuition and Fees

Tuition and fees are a combination of Basic Fees-Tuition and Student Services Fees. Basic Fees-Tuition are assessed based on the student’s chosen tuition plan and the level, type, location, and delivery of the course. Audited courses are assessed the same fees as courses taken for credit. ***The Required Student Fees Schedule is subject to revision by the Board of Governors without notice.***

Fall 2009 Basic Fees-Tuition

Regular Instruction (per credit-hour rate) Note:

- Courses numbered 1-599: \$186 for Missouri resident, \$362 for non-Missouri resident
- Courses numbered 600-899: \$214 for Missouri resident, \$418 for non-Missouri resident

Internet-Based Instruction (per credit-hour rate)

- Master of Science in Administrative Studies courses numbered 600-799: \$235 for Missouri resident, \$235 for non-Missouri resident
- Master of Science in Computer Information Systems courses: \$410 for Missouri resident, \$410 for non-Missouri resident
- All other courses taught via the internet: \$275 for Missouri resident, \$275 for non-Missouri resident

For more detailed information regarding fees for BearNet sites, dual high school courses, and other exceptions, refer to the Costs and Fees web site at www.missouristate.edu/costs.

Fall 2009 Student Services Fees

Student Services Fees are assessed for classes meeting on the Springfield Campus. Fees are based on an incremental scale based on the number of hours enrolled with the maximum amount being \$348.00 for the fall and spring semesters, and \$188.00 for the summer session. The Student Services Fees are committed to provide activities, programs, and services available to students and cannot be waived regardless of whether or not a student desires to utilize the activities, programs, or services offered.

The student services fees are assessed at the current semester rate regardless of students' chosen tuition plan. However, the student services fees will generally not be assessed for sections identified in the semester class schedule as: Workshop (WKSH), Dual Credit/High School Based (DUCR), Intersession (INTR), Cable TV (CBLE), Video Rental (VDEO), Cable TV and Video Rental (CBVR), Internet (INET), Interactive CD (INCD) and courses taught in any location other than Springfield Campus (SPFD). Sections identified as short (SHRT) will only be assessed Student Services Fees if the class is scheduled to meet on campus more than four times. **For more detailed information regarding the Student Services Fees, refer to the Costs and Fees web site at www.missouristate.edu/costs.**

Supplemental Course Fees

Supplemental course fees may be assessed on individual courses to cover the cost of specialized supplies, equipment, or services for instructional purposes that are provided by the University to all students enrolled in the course and are in addition to routine instructional expenses. Such courses are identified in the catalog and class schedule and the fees will be assessed at the time of registration. Students should also be aware that other courses may require the student to purchase specialized materials. **For a complete listing of supplemental course fees, refer to the Costs and Fees web site at www.missouristate.edu/costs.**

Fall 2009 Selected Other Fees

Admission Application Fee-Undergraduate and Graduate	\$35
Admission Application Fee-International Students	\$50
Career Center Registration Fee	
Currently-enrolled students/alumni	\$20
Non-Missouri State students/alumni.....	\$50
Career Center Credentials Processing Fee	
Currently-enrolled students/alumni	\$5
Non-Missouri State students/alumni.....	\$30
Diploma/Certificate Reissuance Fee.....	\$20
Identification Card Replacement Fee.....	\$10
International Student Health Insurance Fee (Annual)	\$998
Late Admission Application Fee	\$25*
Late Registration Fee.....	\$25*

Music Lesson Fee, Private	
Per semester for half-hour session per week.....	\$60
Per semester for hour session per week	\$105
Per half-hour session (less than one semester)	\$5
Music Instrument Rental Fee	\$20
Music Summer Band Camp Fee	\$65
Overnight mail fee for documents (e.g. transcripts) produced by the Office of the Registrar	\$20
Returned Check Charge Fee.....	\$20
SOAR (orientation) Fee	
One-day session.....	\$30
Two-day session	\$60
Supervised Teaching Outside of Service Area (per 8-week placement) \$200	
Supervised Teaching Credit Evaluation Fee (per credit hour)	\$45
Study Away Processing Fee	\$75
Teacher Certification Transcript Analysis Fee	\$50

*The late admission application and the late registration fees are waived for students registering only for block, short, and other courses which do not begin until after the regular (fall, spring, or summer) semester has begun.

Student Insurance

A student group health and accident insurance plan is available to all registered undergraduate students taking 6 or more credit hours. Graduate students must be enrolled in at least one graduate level class, in good standing, and making appropriate progress toward graduation. All International students with an F-1 or J-1 visa are required to enroll in the plan. Eligible dependents of International students may enroll in the plan by completing an enrollment form and sending their premium directly to the insurance company. Dependent coverage is available to all students who are enrolled in the plan. This supplementary insurance helps cover part of the costs of hospitalization, surgical treatment, nursing service, ambulance, anesthetist, and other types of medical care. It is advisable for students to assess their health coverage programs(s) before starting school to determine if this policy would benefit them. Contact Taylor if you have questions about the plan by calling (417) 836-4000 or visit <http://health.missouristate.edu/> for more information.

The University provides a \$500 per-occurrence, emergency, accident-injury insurance plan for students who are enrolled in 7 or more credit hours. The plan is to assist with the cost of claims in case of an emergency only when Taylor Health and Wellness cannot provide the service. The plan is not primary insurance and will not cover claims if the person has other insurance, until all other plan claims have been adjudicated. Contact Taylor if you have questions about the plan's coverage or to file a claim.

Deferred Payment Plan

The University has a Deferred Payment Plan which allows students to defer payment of required student fees and residence hall charges. In addition, students, faculty, and staff will be allowed to use their identification numbers to charge miscellaneous charges and fines, including Taylor Health and Wellness Center charges, long distance telephone charges, Bookstore charges, and library fines. These miscellaneous charges are not deferred, but are due when billed. Finance charges accrue on the second statement produced.

The tuition, fees, and residence hall charges, if applicable, must be paid in monthly installments with the balance being paid in full by the fifteenth of the month preceding the end of the semester. Use of the Deferred Payment Plan does incur the assessment of finance charges.

The terms and conditions of the Deferred Payment Plan are included in the web registration Enrollment Agreement, and are printed on the reverse of the Registration Request form and the monthly accounts receivable statement. Statements are produced the evening of the last business day of each month. Students can view their account and monthly statements online. Students who violate the terms and conditions will be removed from participating in the plan and will be required to pay fees in full by the due date.

Fee Payment Guidelines

Students who have had the privilege of participating in the DPP revoked by the Financial Services Office must pay full fees according to the fee payment deadlines based on date of initial registration. Students may appeal to the Financial Services Office to be reinstated to the DPP. It is the student's responsibility to complete payment as indicated on the account whether or not additional statements are received. Payments must be *received and processed* by the Bursar's Office, not postmarked by the due date specified. In addition, students who withdraw from the University may continue to owe fees if the withdrawal is not requested in writing on or before the 100% refund deadline for the course(s) enrolled. Refer to the "Refund Policy for Drops and Withdrawals" section for further information. Financial aid, employee waivers, graduate assistant fee waivers and/or credit balances are not always automatically applied towards outstanding fees. It is the student's responsibility to ensure that aid or waivers are applied properly or to request a credit balance from a previous semester be applied to the appropriate fees prior to the applicable deadline(s).

Students who do not complete payment of Fall 2009 Required Student Fees and Housing Fees by the deadline of November 15, 2009 will:

1. Be removed from the Deferred Payment Plan
2. Have a Hold placed on their record until paid
3. Have their Spring 2010 registration, if any, cancelled (thereby making those classes available to other students)

Fee Payment Methods and Locations

Payments can be made using any of the following forms: cash, personal check, money orders, cashier's check, traveler's check or credit cards (Visa, American Express, MasterCard, Discover). Payment methods are listed below.

- Online payment with credit card at: www.missouristate.edu/bursar, 7:00 am-11:59 pm CST. **Note:** If you make an online payment, keep in mind that such payments are posted to your account the **next business day**. Therefore, you must make your online payment **the day before** the deadline. Saturdays, Sundays, and all observed holidays are **not** considered business days by the University.
- In person at the cashier windows, first floor of Carrington Hall, 8:30 am-4:30 pm, Monday through Friday
- In person via the drop box located next to the Bursar's Office in Carrington Hall, room 102, Monday through Friday from 7:00 am to 9:00 pm
- Phone with credit card (417) 836-5128, Monday through Friday from 8:30 am to 4:30 pm
- Mail payment to: Bursar's Office, Missouri State University, 901 South National Ave, Springfield, MO 65897

Fall 2009 Fee Payment Deadlines

Registration period	Deadline for subsequent Installments (if eligible)
Early Registration: April 6 – June 30, 2009	August 15, 2009 September 15, 2009 October 15, 2009 November 15, 2009
Regular Registration: July 1 – 31, 2009	August 15, 2009 September 15, 2009 October 15, 2009 November 15, 2009
Regular Registration: August 1 – 21, 2009	September 15, 2009 October 15, 2009 November 15, 2009
Late Registration: August 24 – 28, 2009	September 15, 2009 October 15, 2009 November 15, 2009

Refund Policy for Drops and Withdrawals

Students who withdraw from the University or drop a course may receive a partial refund of the required student fees (or a change in their fee assessment if all fees have not been paid) provided they complete the formal drop or withdrawal process by the established deadlines appropriate to the length or delivery method of the class. Students who are enrolled in the Deferred Payment Plan are responsible for the amount of unpaid fees after the refund or re-assessment.

If a student receives a scholarship, grant, or loan from the University the refund may be used to repay the scholarship, grant, or loan. A refund is made to the student only if the refund exceeds the amount of the award from the University. For students who are recipients of Federal Title IV student aid, refunds will be made in accordance with all applicable federal regulations. Examples of refund calculations for Title IV aid recipients are available in the Office of Student Financial Aid.

Refer to the "Academic Regulations" section of the catalog for information regarding the drop and withdrawal policies and procedures. Refund deadline dates are available on the web at www.missouristate.edu/costs and on the Missouri State Master Academic Calendar.

Exceptions to the Fee Refund Policy

Exceptions to the Withdrawal and Change of Schedule refund policy must be approved by the Office of the Registrar are generally granted when a documented University error has occurred. Refund exceptions may also be granted when the deadline is missed by a few days due to documented extenuating circumstances that are beyond control of the student (e.g. medical, death in the family, etc.). Appeals must be submitted in writing to the Office of the Registrar, Carrington 320, within one month of the Withdrawal or Change of Schedule and must be accompanied by appropriate supporting documentation.

Courses which are offered through the Missouri State Online Program (Internet-based instruction) and are self-paced or off-sequence in regard to the regular semester schedule will utilize a special refund schedule adapted to the specific time frames of the individual courses. The administrators of the online program will maintain a refund schedule and authorize refunds for such courses.

Courses in the Master of Science in Computer Information Systems program, which combine an intensive on-campus residency and distance learning in an extended semester format, will utilize a special refund schedule adapted to the specific time frames of the individual courses. The College of Business Administration will maintain the refund schedule and authorize refunds for such courses.

Fall 2009 Required Student Fee Refund Schedule

Course Length	100% Credit	75% Credit	50% Credit	25% Credit	No Refund Beginning on	Last Day for Automatic W Grade	Last day to drop or withdraw
Full Semester	On or before August 28	September 4	September 21	October 21	October 22	October 28	December 4
First Block	On or before August 25	August 28	September 4	September 21	September 22	September 23	October 12
Second Block	On or before October 20	October 23	October 30	November 13	November 14	November 17	December 4
Winter Intersession, Short Courses, and Workshops	Last Day before class starts	For complete refund schedule for Intersession, short courses, and workshops, refer to the Cost and Fees web site at: www.missouristate.edu/registrar/costs.htm					

Selected Academic Regulations

Auditing a Course

To audit a course (or to remove a course from audit) the student must complete a form in the Office of the Registrar, Carrington Hall 320, anytime prior to the Automatic N grade deadline for that course. Students may not change from a credit basis to audit basis or vice-versa once the automatic N grade deadline for the course has passed.

Students may audit courses to the maximum authorized academic load. A person currently not enrolled at the University must be admitted in order to register as an auditor. Courses audited are counted in the same way as courses taken for credit in determining required student fees. Credit is not awarded for auditing a class. Audited classes are excluded when determining enrollment status (full-time, half-time) and eligibility for the semester Deans List. Audited classes are included when determining need for Overload Permission.

The auditing student is expected to attend class regularly. If a student does not attend class regularly or does not fulfill agreed-upon expectations, the instructor may send a memo directing the Office of the Registrar to drop the student from the class. Any refund credit will be calculated using the required student fee refund schedule in effect at the date of the instructor drop.

Enrollment Status

Enrollment status may be reported to external agencies such as the National Student Clearinghouse. Audited classes are excluded when determining enrollment status. For official reporting purposes, Missouri State uses the following definitions:

Full-Time. Undergraduate students carrying 12 or more credit hours and graduate students carrying 9 or more credit hours in the fall or spring semester are considered full-time students.

Half-Time. Undergraduate students carrying 6-11 credit hours and graduate students carrying 5-8 credit hours during a fall or spring semester are considered half-time students.

Less Than Half-Time. Undergraduate students carrying less than 6 credit hours and graduate students carrying less than 5 credit hours during a fall or spring semester are considered less than half-time students.

Enrollment/Degree Verification

Through the Request Enrollment Verification option in the My Missouri State system, students may print a certificate that shows their status (full-time, part-time, or less than part-time) for insurance, loan deferments, etc. This is a free service provided by the National Student Clearinghouse, our agent for enrollment and degree verifications. Students may use this "Self-Service" Verification feature for a current semester (starting approximately one week prior to the first day of classes), or for past semesters. As an alternative to the self-service feature and for enrollment verifications for future semesters, students should complete a web form at www.missouristate.edu (enter enrollment verify in the search box). This form may be completed online or printed and then mailed, faxed, or delivered to the Office of the Registrar, 320 Carrington Hall for processing. For additional information on the Enrollment Verification Student Self-Service, please visit www.missouristate.edu/registrar/enrollver.html.

Outside organizations, companies, and other third parties requesting enrollment verifications or degree verifications should be referred directly to the Clearinghouse www.studentclearinghouse.org/ or (703) 742-4200.

Grade Reports

Mid-semester and final grade reports are produced each semester and are available online. While every course is eligible for mid-semester grading, only 100 and 200-level courses are required to have mid semester grades posted.

Instructor Drop

If a student does not attend by the second class meeting of a semester or summer session, and has not informed the departmental office of the intent to remain in the course, the instructor may institute proceedings to drop the student from the class. A faculty member may not institute drop proceedings after the second week of class. A student cannot drop a course merely by not attending classes. The student who is dropped by the instructor will be notified of such action by the Office of the Registrar. Any refund credit will be calculated using the required student fee refund schedule in effect at the date of the instructor drop.

Overload Permission

Permission must be obtained for hours taken over the maximum allowed as per the student's level. Courses for which a student is enrolled on an audit basis are counted in hours for an overload.

Undergraduate Students:

Maximum*: 18 hours for fall or spring semesters. Maximum of 10 hours for summer sessions.

Upon the recommendation of their advisors, students who have a 3.00 or higher GPA for a semester in which a minimum of 15 hours is carried may request permission for an overload from the dean of their college.

Obtain overload permission from: Dean of college of student's major. If major is undecided, then Associate Provost for Student Development and Public Affairs.

Graduate Students:

Maximum*: 16 hours for fall or spring semesters. Maximum of 10 hours per summer sessions. Also, Postbaccalaureate students (excluding those seeking teacher certification) may not enroll in more than nine total hours of graduate-level courses including completed, in-progress, and registered without permission from the Dean of the Graduate College.

Obtain overload permission from: Dean of the Graduate College.

Precollege Students:

Maximum*: Nine hours for fall or spring semesters; six hours for summer semester.

Obtain overload permission from: If enrolled in the high school based (dual credit) Program, obtain permission from the Director of Adult/Commuter Student Services, The Extended Campus. If enrolled in the campus based (dual enrollment), obtain permission from the Associate Provost for Student Development and Public Affairs.

* Hours for fall include fall intersession; hours for spring include winter intersession; hours for summer include summer intersession

Placement Tests

English: An ACT English score of 19 or higher or an SAT English score of 451 or higher will meet the prerequisite for enrolling in ENG 110. Students with an ACT English score of 18 or lower or an SAT English score of 450 or lower must enroll in ENG 100. Students without ACT and SAT test scores can take a placement test that is periodically administered by the English Department.

Mathematics: An appropriate placement is required prior to taking of the entry level mathematics course beyond MTH 101 as noted in the course prerequisite. Refer to the Mathematics Department section of the Undergraduate Catalog for details or call the Mathematics Department at (417) 836-5112.

Prerequisite Checking

The student is responsible for having the appropriate prerequisites prior to enrollment in a course. The current prerequisites are indicated with each course in the University Catalog and the semester class schedule. Any questions concerning the prerequisites should be answered by consulting the current catalog or by contacting the academic department offering the course.

Student Name

Students are required to provide their official legal name at the time of application and to process official name changes while enrolled, as appropriate. Name change requests for applicants, current, and former students must be submitted in writing to the Office of the Registrar and will require documentation of the change. Requests may be made in person, via fax, or by mail. Mailed requests should be sent to Office of the Registrar, 320 Carrington Hall, Missouri State University, 901 S. National, Springfield MO 65897. For the complete policy, please refer to the Undergraduate Catalog.

Withdrawals

Students may withdraw from one or more of their classes on My Missouri State. Students who wish to return do not need to apply for readmission. Their registration status is available on My Missouri State. The date the official withdrawal transaction occurs or the date the form is submitted to the Office of the Registrar (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees and the assignment of grades. Withdrawals are not allowed after the last day to withdraw deadline. See the "Fall 2009 Important Dates and Deadlines" section of this guide for specific deadline dates.

Special Courses and Programs

Intersession

The Fall 2009 Intersession period is from August 3 through August 21 and is considered part of the Fall 2009 semester for admission, financial aid, registration, fee assessment, fee payment, grading, and graduation purposes. Grades for the Fall Intersession period are not calculated into students' GPA until the end of the Fall 2009 semester. Students may register for Fall Intersession classes when they register for Fall 2009 semester.

Student services fees are *not* assessed on Intersession classes. The Intersession Program is self-supported from course fees; therefore, the MSU-62 Program is not available for these classes. We do not guarantee that a student whose registration for Intersession is cancelled due to non-payment of fees or academic suspension will be able to re-register for the course and receive credit earned. Some classes have minimum and/or maximum enrollment requirements. For this reason, students are encouraged to register for Intersession classes early. The last day to drop or withdraw from an Intersession class and receive credit of 100% is the day before the class begins.

Evening and graduate students are eligible to register for Intersession classes through mail registration (see Mail Registration section of this guide). Persons not currently enrolled in classes will need to apply for admission or readmission. Students who register by mail must include the appropriate fee payment and observe the deadlines outlined in the Mail Registration section of this class schedule. A special one-stop admission, registration, and fee payment process is available after early registration ends at The Extended Campus Registration Services Office. Students registering only for Intersession classes may use the one-stop registration procedure if (1) they are a current student or have already been admitted or readmitted to the University, or (2) wish to be admitted as a nondegree seeking student or a postbaccalaureate student.

A complete listing of the Fall Intersession classes can be found on the web class schedule at www.missouristate.edu/classschedule.

For a printed publication, the *Extended Campus Handbook* is available. You may obtain a copy by calling (417) 836-4126 or toll-free (877) 678-2005. You may also pick up a copy at the Jim D. Morris Center for Continuing Education, 301 S. Jefferson – first floor reception area, downtown Springfield. The building is accessible via the Bearline Shuttle Service. Generally, copies are available in display racks Carrington Hall 2nd floor, as well as the Adult/Commuter Services Satellite Office, Meyer Library 204.

Citizenship and Service Learning

Plaster Student Union 209, (417) 836-5774, Web Site: www.missouristate.edu/casl

Students interested in earning academic credit for meaningful and productive community service, have two options as described below.

Service-Learning Component Course

The Citizenship and Service-Learning (CASL) program enables a student to earn an additional credit in selected courses in exchange for the learning

acquired by completing 40 hours of service that is relevant to course content and benefits an external government or non-profit agency. Each department that offers service-learning (SL) provides a 300- or 500-level, one-credit service-learning component course whose hours are arranged. A student who wants the service-learning option will simultaneously register for the SL designated course (SLDC) and the SL component course. The service-learning credit is awarded for the demonstration of learning that results from the service rather than the service itself. A reflection component is key to the critical thinking that a student will engage in during the experiential experience with the community partner.

Integrated Service-Learning Course (ISL)

A stand-alone ISL course has all of the aspects of experiential education, reflection, and assessment integrated into the substance of the course. The community service experiences of the students are not just a sidebar, but are an integral part of the course. ISL courses are conceptualized as a pedagogical model that connects meaningful community service experiences with academic course learning. When service-learning is integrated into an academic course, the course credit is assigned for both the customary academic learning as well as for a minimum of 15 hours of service with a governmental or not-for-profit organization. The student's grade is for the quality of learning as identified through reflection mechanisms determined by the course instructor.

A complete listing of the regular curricular courses designated to accept the SL one-hour option and those with the ISL designation is available at the CASL Office and through the CASL web page, located at www.missouristate.edu/casl.

Distance Learning Courses

Academic Outreach and Distance Learning Office, Alumni Center 400, Phone (417) 836-4128 or toll free (877) 678-2005, Web Site:

<http://ce.missouristate.edu/courses>

The distance learning strategy of the Extended Campus involves three major delivery systems: Interactive Video (BearNet), Internet-Based Instruction (Missouri State University Online), and Telecourses (including interactive CD). Each of these systems is discussed in more detail below.

Interactive Video (BearNet)

Technology-based courses delivered via BearNet, are offered multipoint at BearNet sites. BearNet has been and is currently being used to enable students and communities to connect almost anywhere in the world with interactive video capabilities. Current BearNet sites include:

- Branson, MO – Branson High School
- El Reno, OK – Redlands Community College
- Harrison, AR – North Arkansas College
- Joplin, MO – Joplin Graduate Center, Missouri Southern State University campus
- Lebanon, MO – Nelson Education Center
- Miami, OK – Northeastern Oklahoma A&M College
- Monett, MO – Monett High School
- Mountain Grove, MO – Missouri State University, Mountain Grove
- Neosho, MO – Crowder College campus
- Nevada, MO – Nevada Telecenter
- West Plains, MO – Missouri State University, West Plains

Internet Based Instruction (Missouri State Online)

Web Site: <http://msonline.missouristate.edu>

Missouri State University's online program offers students from all over the world the opportunity to take classes without ever having to come to campus. Taking college classes via the Internet allows for a "student-centered" approach to learning. Using the World Wide Web, instructors develop course materials specifically tailored for online delivery—everything from the syllabus to class discussions. Students can access their courses "anytime, anyplace" using a personal computer and a graphics enabled browser, such as Internet Explorer. Students participate through outside study that includes readings, research, assignments, etc., and then use the Internet to share in class discussions with fellow classmates and the instructor. In addition, Missouri State Online students can register, order textbooks, do library research and get technical assistance via the Internet. For more information, visit our web site at: <http://msonline.missouristate.edu>.

Telecourses and Interactive CD Courses

Web Site: <http://ce.missouristate.edu/courses/telecourses.htm>

Missouri State University has produced telecourses and interactive CD courses that fulfill general educational requirements. These courses are ideal for the student who has limited time to spend in the classroom due to work, traveling distance, and/or family obligations. Lectures for telecourses and interactive CD courses are available in CD-Rom sets which may be viewed on personal computers. Course content can be downloaded from a computer to any MP-3 player for portable listening and video pod viewing. Students may register for classes, buy books, and buy CD-Rom sets through the internet from the campus bookstore.

In addition, telecourses are broadcast on Springfield's Mediacom Cable Educational Access Channel 24 and Ozark Public Television (a Public Broadcasting Station). PBS broadcasts to 52 counties in Missouri and to counties in Kansas, Oklahoma, and Arkansas. Interactive CD courses are unique hybrid courses containing computer-based instruction that works directly with the world wide web. Both telecourses and interactive CD courses are convenient alternatives for the independent learner who attends only the initial class meeting and exams. Most courses offer alternate Saturday exams during the semester at the Springfield campus. In addition, off-site locations in Lebanon, Joplin, Mountain Grove, Nevada, and West Plains may be available for proctored exams. For more information, contact the Telecourse Program Coordinator or visit our web site at: <http://ce.missouristate.edu/courses/telecourses.htm>.

Honors College

University Hall 115, Phone: (417) 836-6370, Web Site: www.missouristate.edu/honors

The purpose of the Honors College Program is to encourage and enable our high achieving students to realize their full potential through a program of enriched study, research, and recognition. Honors College students may use web registration for their initial registration; however, any changes to honors classes after the initial registration must be done in the Honors College office. Honors College students must process in-person registrations in the Honors College Office.

Missouri London Program Fall 2009

International Programs and Affairs Office, Carrington Hall 314, Phone: (417) 836-6368, Web Site: www.missouristate.edu/ipa

This is a cooperative program of thirty-eight state U.S. universities with a fifteen-week semester in London, England. Classes are offered to Missouri State Students as Missouri State University credits and require no transfer of credits. Fees: accommodations, some excursions, and administrative assistance, \$7,995. Transportation, board, deposits and Missouri State University required student fees are extra.

Fall 2009 Sections

ENG 312.950	Introduction to Shakespeare	HST 397.950	Crime and Punishment in London: 1700-1900
ENG 362.950	South Asian Literature in English	HST 397.951	The Impact of the World Wars on London
MUS 241.950	Bach to Beatles	MTH 299.950	Political Calculations
MUS 346.950	Music and Image	IDS 397.950	British Life and Culture
ART TBA.950	The Artist and the City: Paris and London	IDS 397.999	British Life and Culture (Honors College Students Only)
ART TBA.950	Introduction to Art and Visual Culture		

MSU-62 (Formerly: Senior Citizens Fee Waiver Program)

Adult/Commuter Student Services Office, first floor of the Jim D. Morris Center for Continuing Education, 301 S. Jefferson, downtown Springfield (417) 836-4126

Missouri State University has a special fee waiver program designed to assist senior citizens who are interested in continuing their education through regular academic courses offered by the University. To be eligible, participants must be 60 years of age or older, and enroll only for credit courses (up to a maximum of 8 credit hours per semester and 24 credit hours overall), and be fully admitted to the University as a nondegree seeking student. Persons taking advantage of this program will have all required student fees waived. It should be understood, however, that enrollment is on a "seats available" basis. Eligible students may register for Fall 2009 classes in the Adult/Commuter Student Services Office. For a brochure highlighting this program and additional information, please contact the office.

Final Examination Period

Instructions

- Courses which meet at different hours (e.g. 8:00 MW, 9:00 R) will hold the final exam based on the first hour and day listed.
- For courses with both lectures and laboratories, the final exam period is based on the section that carries the credit.
- Courses which begin at a time and day not listed on the finals schedule will observe the final exam time of the closest previous class time listed.
- Students scheduled for more than three exams on any one final exam period day should contact the dean of the college in which they are majoring. Nondegree seeking students should contact the Office of Adult/Commuter Student Services, (417) 836-4126 Jim D. Morris Center, 301S. Jefferson, downtown Springfield.

Fall 2009 Final Exams Schedule

- First Block classes will hold final exams on October 13 or the last class meeting
- Full Semester and Second Block classes will hold final exams according to the following schedule: Exceptions: all sections of MTH 101, 102, 103, 135, 261, and all sections of FGB 380, will hold the final exam on Saturday, December 12 from 1:30 p.m. to 3:30 p.m. All sections of PLS 101 will hold the final exam on Saturday, December 12, from 3:45 p.m. to 5:45 p.m.

Saturday, December 12

Any M, W, F, MW, MWF, MTWR, MTWRF or other combination of "M", "W", or "F"

Class begins between these times:	Final Exam Time
8:00 and 8:50 a.m.	10:15 a.m. to 12:15 p.m.
All Sections of FGB 380	1:30 to 3:30 p.m.
All Sections of MTH 101, 102, 103, 135, 261	1:30 to 3:30 p.m.
All Sections of PLS 101	3:45 to 5:45 p.m.

Any T, R, TR, TRS or other combination of "T" or "R"

Class begins between these times:	Final Exam Time
8:00 and 8:50 a.m.	8:00 to 10:00 a.m.

Monday, December 14

Any M, W, F, MW, MWF, MTWR, MTWRF or other combination of "M", "W", or "F"

Class begins between these times:	Final Exam Time
10:00 and 10:50 a.m.	8:45 to 10:45 a.m.
12:00 noon and 12:50 p.m.	11:00 a.m. to 1:00 p.m.
2:00 and 2:50 p.m.	1:15 to 3:15 p.m.
4:00 and 4:50 p.m.	3:30 to 5:30 p.m.

Classes meeting "M" or "MW" only

Class begins between these times:	Final Exam Time
5:00 and 5:50 p.m.	5:45 to 7:45 p.m.
6:00 and 8:00 p.m.	8:00 to 10:00 p.m.

Tuesday, December 15

Any T, R, TR, TRS or other combination of “T” or “R”

Class begins between these times:	Final Exam Time
10:00 and 10:50 a.m.	8:45 to 10:45 a.m.
12:00 noon and 12:50 p.m.	11:00 a.m. to 1:00 p.m.
2:00 and 2:50 p.m.	1:15 to 3:15 p.m.
4:00 and 4:50 p.m.	3:30 to 5:30 p.m.

“T” or “TR” only

Class begins between these times:	Final Exam Time
5:00 and 5:50 p.m.	5:45 to 7:45 p.m.
6:00 and 8:00 p.m.	8:00 to 10:00 p.m.

Wednesday, December 16

Any M, W, F, MW, MWF, MTWR, MTWRF or other combination of “M”, “W”, or “F”

Class begins between these times:	Final Exam Time
6:00 and 7:50 a.m.	6:30 to 8:30 a.m.
9:00 and 9:50 a.m.	8:45 to 10:45 a.m.
11:00 and 11:50 a.m.	11:00 a.m. to 1:00 p.m.
1:00 and 1:50 p.m.	1:15 to 3:15 p.m.
3:00 and 3:50 p.m.	3:30 to 5:30 p.m.

Classes meeting “W” only

Class begins between these times:	Final Exam Time
5:00 and 5:50 p.m.	5:45 to 7:45 p.m.
6:00 and 8:00 p.m.	8:00 to 10:00 p.m.

Thursday, December 17

Any T, R, TR, TRS or other combination of “T” or “R”

Class begins between these times:	Final Exam Time
6:00 and 7:50 a.m.	6:30 to 8:30 a.m.
9:00 and 9:50 a.m.	8:45 to 10:45 a.m.
11:00 and 11:50 a.m.	11:00 a.m. to 1:00 p.m.
1:00 and 1:50 p.m.	1:15 to 3:15 p.m.
3:00 and 3:50 p.m.	3:30 to 5:30 p.m.

Classes meeting “R” only

Class begins between these times:	Final Exam Time
5:00 and 5:50 p.m.	5:45 to 7:45 p.m.
6:00 and 8:00 p.m.	8:00 to 10:00 p.m.

Directory of Academic Units

Academic Unit	Administrator	Location	Phone Number	Course Codes
College of Arts and Letters	Carey H. Adams, Ph.D., Dean	106 Craig Hall	836-5247	
Department of Art and Design	Wade S. Thompson, M.F.A.	308 Ellis Hall	836-5110	ART, DES
Department of Communication	Kelly S. McNeilis, Ph.D.	375 Craig Hall	836-4423	COM
Department of English	W.D. Blackmon, Ph.D.	301 Pummill Hall	836-5107	ENG
Linguistics Program	Christina M. Biava, Ph.D.	209D Pummill Hall	836-5867	
Department of Media, Journalism & Film	Karen S. Buzzard, Ph.D.	370 Craig Hall	836-5218	JRN, MED
Department of Modern & Classical Languages	Madeleine Kernen, Ph.D.	376 Craig Hall	836-5122	ARB, CHI, FRN, GRM, GRK, HBW, ITL, JPN, LLT, LTN, MCL, PTG, RUS, SPN
Department of Music	Roger Stoner, D.M.A.	206 Ellis Hall	836-5648	MUS
Department of Theatre and Dance	Mark M. Biggs, M.A.	355 Craig Hall	836-4400	DAN, THE
College of Business Administration	Ronald R. Bottin, Ph.D., Dean	400 Glass Hall	836-5646	
School of Accountancy	John R. Williams, Sr. C.P.A., Ph.D.	439 Glass Hall	836-5414	ACC
Department of Computer Information Systems	Jerry M. Chin, D.B.A.	359 Glass Hall	836-4131	BSE, CIS
Department of Finance and General Business	Kent P. Ragan, Ph.D., CFA	300 Glass Hall	836-5504	FGB, RIL
Department of Industrial Management	Shawn D. Strong, Ph.D.	200 Glass Hall	836-5121	IDM
Department of Management	Barry L. Wisdom, Ph.D.	414 Glass Hall	836-5415	MGT
Department of Marketing	Robert H. Luke, Ph.D.	238 Glass Hall	836-5413	MKT, QBA
College of Education	David L. Hough, Ph.D., Dean	304 Hill Hall	836-5254	
Department of Childhood Education and Family Studies	Rebecca Swearingen, Ed.D.	300 Hill Hall	836-3262	CFD, ECE, EEM, ELE
Department of Counseling, Leadership and Special Education	C. Don Keck, Ed.D.	297 Siceluff Hall	836-5449	COU, EAD, SPE
Greenwood Laboratory School	Janice R. Duncan, Ph.D.	4 Laboratory School	836-5124	
Department of Reading, Foundations and Technology	Fred H. Groves, Ph.D.	207 Hill Hall	836-6769	EDC, IMT, MID, RDG, SEC, SFR
College of Health and Human Services	Helen C. Reid, Ph.D., Acting Dean	110 Professional Bldg	836-4176	
Department of Biomedical Sciences	Colette M. Witkowski, Ph.D.	400 Professional Bldg	836-5603	ANE, BMS, MTC
Department of Communication Sciences and Disorders	Neil J. DiSarno, Ph.D.	237 Professional Bldg	836-5368	CSD
Department of Health, Physical Education and Recreation	Sarah G. McCallister, Ed.D.	103 McDonald Hall & Arena	836-5370	HLH, PED, RAD, REC, RTH
Department of Nursing	Kathryn L. Hope, Ph.D.	300 Professional Bldg	836-5310	HCM, NUR
Department of Physical Therapy	Akinniran Oladehin, Ph.D.	204 Physical Therapy Bldg	836-6179	PTE
Department of Physician Assistant Studies	Steven T. Dodge, M.D.	112 Physical Therapy Bldg	836-6151	PAS
Department of Psychology	Robert G. Jones, Ph.D.	109 Hill Hall	836-4790	GER, PSY
School of Social Work	Etta M. Madden, Ph.D.	200 Professional Bldg	836-6953	SWK
Department of Sports Medicine and Athletic Training	Tona Hetzler, Ed.D.	160 Professional Bldg	836-8553	ATC
College of Humanities and Public Affairs	Lorene H. Stone, Ph.D., Dean	207 Strong Hall	836-5529	
Area Studies Programs	Victor H. Matthews, Ph.D.	207 Strong Hall	836-5529	AAS, GST
Department of Defense and Strategic Studies	Keith B. Payne, Ph.D.	Fairfax, Virginia	(703) 218-3565	DSS
Department of Economics	Pamela R. Sailors, Ph.D.	351 Strong Hall	836-5516	ECO
Department of History	Michael M. Sheng, Ph.D.	410 Strong Hall	836-5511	HST
Department of Military Science	LTC McKiernan, M.B.A.	28 Freudenberg House	836-5791	MIL
Department of Philosophy	Pamela R. Sailors, Ph.D.	231 Strong Hall	836-5650	PHI
Department of Political Science	George E. Connor, Ph.D.	307 Strong Hall	836-5630	PLS
Department of Religious Studies	J. E. Llewellyn, Ph.D.	251 Strong Hall	836-5514	REL
Department of Sociology, Anthropology, and Criminology	Karl R. Kunkel, Ph.D.	451 Strong Hall	836-5640	ANT, CRM, SOC

Directory of Academic Units (continued)

College of Natural and Applied Sciences	Tamera S. Jahnke, Ph.D., Dean	142 Temple Hall	836-5249	SCI
Department of Agriculture	W. Anson Elliott, Ph.D.	201 Karls Hall	836-5638	AGA, AGB, AGE, AGF, AGH, AGR, AGS, AGT, AGV, AGW
Department of Biology	S. Alicia Mathis, Ph.D.	218 Temple Hall	836-5126	BIO
Department of Chemistry	Paul M. Toom, Ph.D.	423 Temple Hall	836-5506	CHM
Department of Computer Science	Lloyd A. Smith, Ph.D.	203C Cheek Hall	836-4157	CSC
Environmental Sciences and Policy Program	Innocent C. Onwueme, Ph.D.	142 Temple Hall	836-5249	
Department of Fashion and Interior Design	Jeannie Ireland, Ph.D.	301 Park Central Office Bldg	836-5136	CFS, CTM, HID
Department of Geography, Geology, and Planning	Thomas G. Plymate, Ph.D.	363 Temple Hall	836-5800	GEO, GLG, GRY, PLN
Department of Hospitality and Restaurant Administration	Daniel Crafts, Ed.D.	440 Professional Bldg	836-4406	HRA
Department of Mathematics	Yungchen Cheng, Ph.D.	10M Cheek Hall	836-5112	MTH
Department of Physics, Astronomy and Materials Science	Pawan K. Kahol, Ph.D.	101 Kemper Hall	836-5131	AST, MAT, PHY
Graduate College	Frank A. Einhellig, Ph.D., Dean	306 Carrington Hall	836-5335	GRD
Additional Academic Units				
The Extended Campus	Stephen H. Robinette, M.A.	400 Alumni Center	836-4127	
Global Studies	John C. Catau, Ph.D.	209 Carrington Hall	836-4589	GBL
Honors College	Arthur L. Spisak, Ph.D.	115 University Hall	836-6370	UHC
Interdisciplinary Studies	John C. Catau, Ph.D.	209 Carrington hall	836-4589	GEP, IDS
Department of Library Science	Karen L. Horny, M.A.L.S.	302 Meyer Library	836-4525	LIS

Selected Phone Numbers

*Unless specified otherwise, the area code is 417

University Operator: (417) 836-5000

Administrative and Information Services: 836-5233
 Admissions: 836-5517 or (800) 492-7900
 Advisement: 836-5258
 Athletics: 836-5244
 Bookstore: 836-5403 or (888) 767-2578
 Bursar's Office: 836-5128
 Business Advisement Center: 836-5386
 Campus Recreation and Intramural Sports: 836-5334
 Career Center: 836-5636
 Computer Services Help Desk: 836-5891
 Computer Services Open Labs: 836-6327
 Counseling and Testing: 836-5116
 Deaf Relay Service:
 Voice: (800) 735-2466
 Relay Missouri: (800) 735-2966
 TDD: (800) 735-2966
 Dean of Students: 836-5527
 Dining Services: 836-5660
 Disability Services: 836-4192
 Emergencies: 836-5509
 Extended Campus Registration Services: 836-4126 or
 (877) 678-2005
 Financial Aid: 836-5262 or (800) 283-4243
 Financial Services (accounts payable/receivable): 836-5632
 Graduate College: 836-5335 or (866) 767-4723

Hammons Hall for the Performing Arts, Juanita K.: 836-6776
 Hammons Student Center: 836-5772
 Health Services (Taylor Health & Wellness Center): 836-4000
 Human Resources: 836-6616
 Information Desk, Plaster Student Union: 836-5885
 Learning Diagnostic Clinic: 836-4787
 Lost and Found: 836-5885
 Mountain Grove Campus: (417) 547-7500
 Meyer Library, Duane G.: 836-4535 or 836-4525
 Outdoor Adventures: 836-5334
 Parking: 836-4825
 Partners In Education: 836-5034
 President, Office of the: 836-8500
 Provost, Office of the: 836-4589
 Registrar (graduation, registration, transcripts): 836-5520
 Residence Life: 836-5536 or (800) 284-7535
 Safety and Transportation: 836-5509
 Sports Information: 836-5402
 Student Affairs: 836-5526
 Student Employment Services: 836-5627
 Student Government Association: 836-5500
 Teacher Certification: 836-8772
 Veterans Services: 836-4615
 West Plains Campus: (417) 255-7255
 Writing Center: 836-6398
 ZipCard Office: 836-8409

Building Codes and Accessibility

• * * Check your travel time between classes * * *

Also available on our web site at www.missouristate.edu/map/legend.asp

Main Campus – Springfield

ARTX Art Annex
 BRPS Bear Park South
 BRPN Bear Park North
 CARR Carrington Hall
 CHEK Cheek Hall
 CRAG Craig Hall
 ELLS Ellis Hall
 FDW1 West Field No. 1 (South of Strong Hall)
 FLDE East Field (JQH Parkway & Madison)
 FLDN North Field (JQH Parkway & Monroe)
 FLDS South Field (JQH Parkway & Madison)
 FORA Forsythe Athletic Center
 FRUH Freudenberger House
 GLAB Greenwood Laboratory School
 GLAS David D. Glass Hall
 HAMC John Q. Hammons Student Center
 HHPA Juanita K. Hammons Hall for Performing Arts
 HILL Hill Hall
 JVIC Jordan Valley Innovation Center
 JQHA John Q. Hammons Arena
 KARL Karls Hall
 KEMP Kemper Hall
 KGSX Kings Street Annex
 KICK 931 S. Kickapoo Street
 LIBR Duane G. Meyer Library
 MADH Madison Hall (use north entrance for rooms 101 and 201; south entrance for rooms 202 and 203)
 MCDA McDonald Hall and Arena
 MONH Monroe Hall
 PLAS Robert W. Plaster Sports Complex
 PLSU Robert W. Plaster Student Union
 PROF Professional Bldg (609 E. Cherry)
 PTPA Physical Therapy & Physician Assistants Bldg (Cherry & Kimbrough)
 PUMM Pummill Hall
 SBFD Softball Field #1 (703 E. Harrison)
 SICL Sicheluff Hall
 STRO Strong Hall
 TEMP Temple Hall
 TENE Tennis Court East
 TENW Tennis Court West
 UNVH University College Hall
 WEHR Wehr Band Hall

Downtown Campus - Springfield

ADGL Art and Design Gallery (333-A E. Walnut)
 BRIK Brick City, 305 W. Mill St.
 GRSB Great Southern Building (430 South Ave)
 LEVY Levy-Wolf Building (110 Park Central)
 MCCE Jim D. Morris Center for Continuing Education (301 S. Jefferson)
 PCOB Park Central Office Building (117 Park Central Square)
 WRUF Woodruff Building (316 Park Central East)

Joplin, MO (Missouri Southern State University Campus)

JMAT Business Building
 JPHH Hearnes Hall
 JTAY Taylor Hall
 JWEB Webster Hall

Off Campus Locations

AGCR William H. Darr Agriculture Center (2401 S. Kansas Expressway)
 FELL Fellows Lake
 OFFC Off Campus

Mountain Grove, MO Campus

FPEB Fruit Processing Education Building
 FRLP Fruit Processing Lab
 FRTH Faurot Hall
 MGCB Mtn. Grove Classroom Building
 SHEP Shepard Hall

West Plains, MO Campus

KELL Kellett Hall
 WLIB Garnett Library
 WLON Looney Hall
 WLTC Lybyer Technology Center
 WMEL Melton Hall
 WPRT West Plains Respiratory Therapy

Building Accessibility

Missouri State University strives to make classrooms accessible to individuals with disabilities. The following locations are *not* accessible:

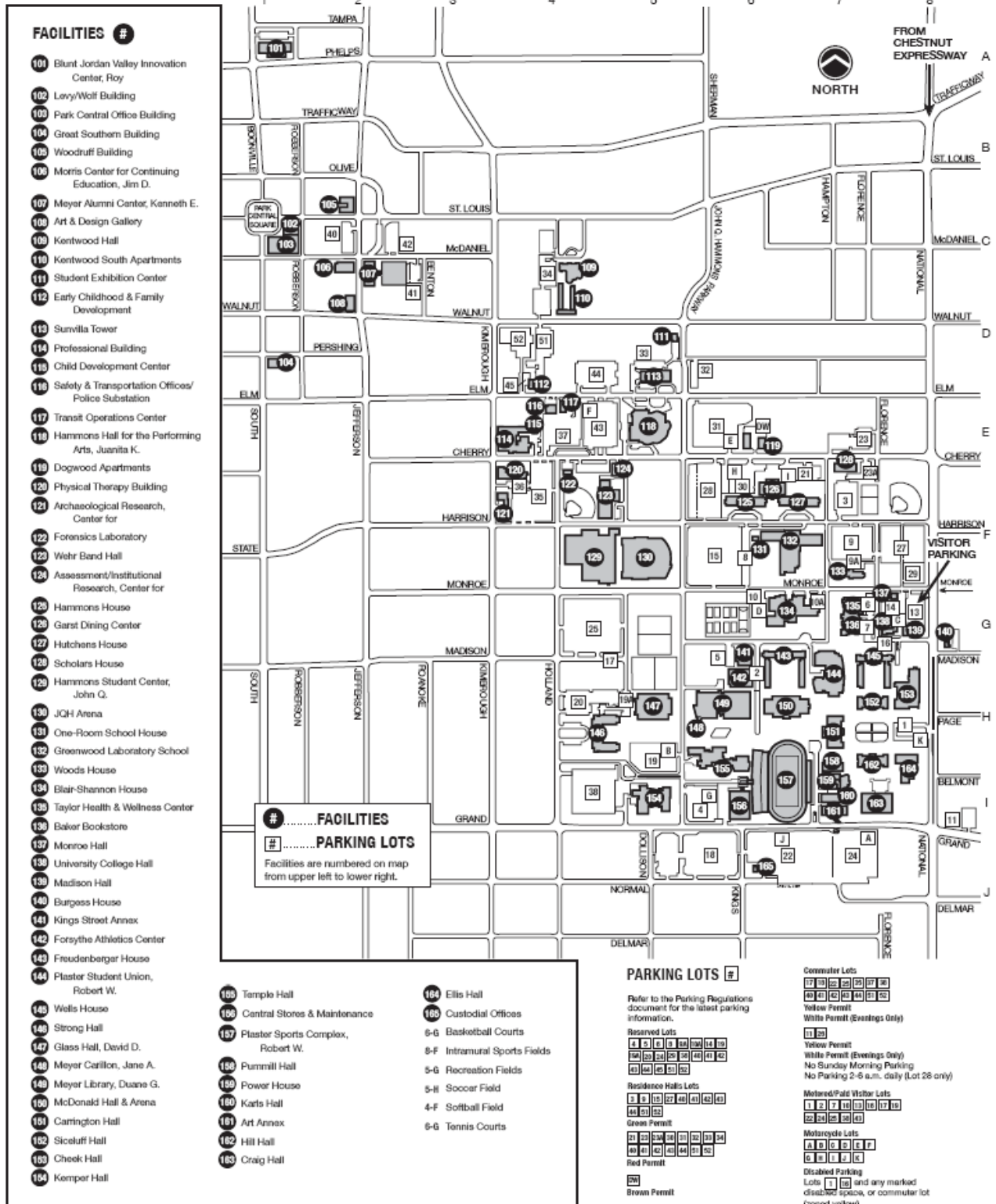
Building	Building Code	Rooms	Comment
Craig Hall	CRAG	201	stairs, no elevator
Darr Agriculture Center	AGCR	barn	dirt floor, pathways not paved
Freudenberger House	FRUH	40, 50, E-Wing basement	stairs, no elevator
Madison Hall	MADH	house	stairs, no elevator
Monroe Hall	MONH	basement	stairs, no elevator

If you need assistance, special accommodations, or further information, please call the Director of Disability Services, (417) 836-4192 or TDD 836-6792; or the ADA Coordinator, (417) 836-4252. For assistance in securing a course currently scheduled in one of these locations, contact the head of the department that offers the course.

Missouri State University is an AA/EO institution.

Missouri State University

CAMPUS MAP



Fall/Spring Semester Trial Schedule Worksheet

An interactive web trial schedule is available at www.missouristate.edu/classschedule. Watch for overlapping conflicts on Mondays, Tuesday, Wednesdays and Thursdays.

Monday													
8:00-8:50	9:00-9:50	10:00-10:50	11:00-11:50	12:00-12:50	1:00-1:50	2:00-2:50	3:00-3:50	4:00-4:50	5:30	6:30	7:30	8:30	
8:00-9:15		9:30-10:45	11:00-12:15	12:30-1:45	2:00-3:15	3:30-4:45							
Tuesday													
8:00-8:50	9:00-9:50	10:00-10:50	11:00-11:50	12:00-12:50	1:00-1:50	2:00-2:50	3:00-3:50	4:00-4:50	5:30	6:30	7:30	8:30	
8:00-9:15		9:30-10:45	11:00-12:15	12:30-1:45	2:00-3:15	3:30-4:45							
Wednesday													
8:00-8:50	9:00-9:50	10:00-10:50	11:00-11:50	12:00-12:50	1:00-1:50	2:00-2:50	3:00-3:50	4:00-4:50	5:30	6:30	7:30	8:30	
8:00-9:15		9:30-10:45	11:00-12:15	12:30-1:45	2:00-3:15	3:30-4:45							
Thursday													
8:00-8:50	9:00-9:50	10:00-10:50	11:00-11:50	12:00-12:50	1:00-1:50	2:00-2:50	3:00-3:50	4:00-4:50	5:30	6:30	7:30	8:30	
8:00-9:15		9:30-10:45	11:00-12:15	12:30-1:45	2:00-3:15	3:30-4:45							
Friday													
8:00-8:50	9:00-9:50	10:00-10:50	11:00-11:50	12:00-12:50	1:00-1:50	2:00-2:50	3:00-3:50	4:00-4:50	5:30	6:30	7:30	8:30	
Saturday													
8:00-8:50	9:00-9:50	10:00-10:50	11:00-11:50	12:00-12:50	1:00-1:50	2:00-2:50	3:00-3:50	4:00-4:50					