

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.**