

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 G1-N • Graduate students with a last name G1-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 Univesity.

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.