

Spring 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. An interactive Trial Schedule Tool is available as well as a "Find A Class" feature. Students may also purchase and/or review prices of textbooks from this web site.

Prerequisites are listed to inform the students what they must have in order to enroll in the course. Some prerequisites are checked by the department offering the course and students may be dropped from classes for which they do not meet the prerequisites. Students should register only 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 request permission online or may go to the departmental office to secure a permission form.

The following is the University's current course numbering system:

Number	Definition
0-99	Background courses
100-199	Lower division courses designed primarily for, but not limited to, freshmen
200-299	Lower division courses designed primarily for, but not limited to, sophomores
300-399	Upper division courses designed primarily for, but not limited to, juniors
400-499	Upper division courses designed primarily for, but not limited to, seniors
500-599	Upper division courses designed primarily for seniors, postbaccalaureate, and graduate students. Graduate credit is awarded to postbaccalaureate and graduate students, and to seniors and nondegree seeking students who have received Senior Permission for Graduate Credit, and preapproved accelerated masters program students may receive Mixed Credit (both undergraduate and graduate credit). Because graduate credit is awarded, such students may be required to complete additional work or a higher quality of work in these 500-level courses.
600-799	Graduate courses open only to graduate, postbaccalaureate, and undergraduate students who have received Senior Permission for Graduate credit; or students admitted to an accelerated masters program and who have received permission for Mixed Credit (both undergraduate and graduate credit).
800-899	Graduate courses open only to those admitted into a doctoral program.

Days of the Week Abbreviations

M = Monday	F = Friday
T = Tuesday	S = Saturday
W = Wednesday	U = Sunday
R = Thursday	

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

Instructors are subject to change without notification.

IMPORTANT DATES AND DEADLINES – SPRING 2009
For additional information, refer to <http://calendar.missouristate.edu/>

Oct 30 – Nov 24	Early Registration (Sequenced); Minimum Required Payment Due December 15
November 25 – 30	Early Registration (No Sequence); Minimum Required Payment Due December 15
November 26 – 30	Thanksgiving Holiday (November 26 No Classes/Offices Open; November 27-28 No Classes/Offices Closed)
December 1 – January 9	Regular Registration (No Sequence); Minimum Required Payment Due Shortly After Registration as Per Invoice
December 15	Initial Deferred Payment Plan Installment Due
December 20	Reinstatement Application Deadline for Students Who Were Suspended
December 20	New Student Application Deadline To Avoid Late Admission Application Fee
December 23	Last Day to Drop or Withdraw from Intersession Classes <i>in person</i> and Receive Credit of 100% (Less \$60 for Withdrawals) Note: The university will be closed from December 23-January 4. To drop an Intersession class during this time, use web registration or send your request by 1) email to ec@missouristate.edu 2) fax to (417) 836-4929, or 3) call and leave a message at (417) 836-4126 or (888) 879-7678. Please include your name, student ID, the course code & section number as well as a daytime phone number. Drops requested after January 4 will <i>not</i> receive 100% refund.
December 24 – January 4	Holiday Break (No Classes/Offices Closed)
January 5	Intersession Classes Begin/Last Day to Register or Add Intersession Classes
January 8 – 9	Registration Period for Late Applicants (Students Who Applied for Spring After December 20)
January 9	Intersession Classes End; Last Day to Register for Spring Semester Classes to Avoid Late Fee
January 12	Spring Semester Classes Begin
January 12	Intersession Grade Rosters Available on the Faculty/Advisor Resource Center; Must be Submitted by 10:00 a.m. Jan 20
January 12 – 16	Late Registration/Change of Schedule Period
January 13	Last Day to Drop or Withdraw From Full Semester or First Block Classes and Receive a Credit of 100% (Less \$60 for Withdrawals)
January 15	Deferred Payment Plan Installment Due
January 16	Last Day to Register for Full Semester or First Block Classes; Last Day to Change Sections Without Financial Penalty
January 19	Martin Luther King, Jr. Holiday (No Classes/Offices Closed)
January 20	Intersession Grade Rosters must be submitted on the Faculty/Advisor Resource Center by 10:00 a.m.
January 21	Intersession Grades Available on the Web
January 23	Last Day to submit an instructor drop (to drop a student for non-attendance)
February 10	Office of the Registrar Semester Audit (No drops, withdrawals, change of schedules, grade changes, etc. processed today; however, forms/requests will be accepted and processed at a later time.)
February 11	<i>Grading Options Deadlines for First Block Classes:</i> Last Day to Drop With Automatic N Grade, Put a Class on Pass/Not-Pass, and Change to or from Audit
February 16	Presidents' Day Holiday (No Classes/Offices Closed)
February 17	Deferred Payment Plan Installment Due
February 18	Monday Evening (4:00 p.m. or later) Classes Meet; Wednesday Evening Classes Do <i>Not</i> Meet
February 26	Mid-Semester Grade Rosters Available on the Faculty/Advisor Resource Center; Must be Submitted by 10:00 a.m. on March 9
March 3	Last Day to Drop or Withdraw from First Block classes
March 5	First Block Classes End
March 6	Mid-Semester/First Block Final Exams Period
March 9	Second Block Classes Begin
March 9	Mid-Semester Grade Rosters must be submitted on the Faculty/Advisor Resource Center by 10:00 a.m.
March 10	Mid-Semester Grades Available on Web My Information System
March 10	Last Day to Register or Add Second Block Classes; Last day to Drop Second Block Classes at 100% (less \$60 for Withdrawals)
March 16	Deferred Payment Plan Installment Due
March 17	<i>Grading Options Deadlines for Full Semester Classes:</i> Last Day to Drop With Automatic N Grade, Put a Class on Pass/Not-Pass, and Change to or from Audit
March 21 – 29	Spring Break (No Classes/Offices Open)
April 9 – 10	Spring Holiday (April 9 No Classes/Offices Open; April 10 No Classes/Offices Closed)
April 15	Final Deferred Payment Installment Due
April 16	<i>Grading Options Deadlines for Second Block Classes:</i> Last Day to Drop With Automatic N Grade, Put a Class on Pass/Not-Pass, and Change to or from Audit
May 1	Last Day to Drop or Withdraw from Full Semester or Second Block Classes
May 5	Final Grade Rosters Available on the Faculty/Advisor Resource Center; Must be Submitted by 10:00 a.m. on May 18
May 7	Spring Semester Classes End
May 8	Study Day (No Classes/Offices Open)
May 9 – 14	Final Exams Period
May 15	Commencement: JQH Arena
May 18	Final Grade Rosters must be submitted on the Faculty/Advisor Resource Center by 10:00 a.m.
May 19	Grade Reports Available on the Web My Information System
May 19 – 20	Deans Review Student Grades and Determine Students' Academic Status
May 21	Transcripts with Spring 2009 Grades Available Beginning Today
May 25	Memorial Day Holiday (No Classes, Offices Closed)
June 4	Transcripts with Spring 2009 Degrees Earned Available Beginning Today
June 5	Diplomas for Spring 2009 Graduates Mailed Beginning Today

Registration Periods

Early Registration (sequenced): October 30 – November 24, 2008

All current and admitted students (with exceptions*) may register according to the following sequence. Sequences are grouped by student classification, earned credit hours, and the last two digits of the student ID number. 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:

- 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 starting on Dec 1, 2008.
- New/Readmitted Students who applied for Spring 2009 after December 20, 2008 may register beginning January 8, 2009.

Student Classifications:

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

Student Classification	Earned Credit Hours	Last 2 Digits of Student ID	Beginning Date	Beginning Time
SR, GM, GS, GD	*100+	34-42	October 30	8:00
SR, GM, GS, GD	*100+	43-50	October 30	9:00
SR, GM, GS, GD	*100+	51-59	October 30	10:00
SR, GM, GS, GD	*100+	60-67	October 30	11:00
SR, GM, GS, GD	*100+	68-75	October 30	1:00
SR, GM, GS, GD	*100+	76-83	October 30	2:00
SR, GM, GS, GD	*100+	84-91	October 30	3:00
SR, GM, GS, GD	*100+	92-99	October 30	4:00
SR, GM, GS, GD	*100+	00-08	October 31	8:00
SR, GM, GS, GD	*100+	09-16	October 31	9:00
SR, GM, GS, GD	*100+	17-25	October 31	10:00
SR, GM, GS, GD	*100+	26-33	October 31	11:00
* 100+ hours applicable only to seniors				
All PB	N/A	All	October 31	1:00
SR	90-99	34-42	October 31	1:00
SR	90-99	43-50	October 31	2:00
SR	90-99	51-59	October 31	3:00
SR	90-99	60-67	October 31	4:00
SR	90-99	68-75	November 3	8:00
SR	90-99	76-83	November 3	9:00
SR	90-99	84-91	November 3	10:00
SR	90-99	92-99	November 3	11:00
SR	90-99	00-08	November 3	1:00
SR	90-99	09-16	November 3	2:00
SR	90-99	17-25	November 3	3:00
SR	90-99	26-33	November 3	4:00
JR	80-89	34-42	November 4	8:00
JR	80-89	43-50	November 4	9:00
JR	80-89	51-59	November 4	10:00
JR	80-89	60-67	November 4	11:00
JR	80-89	68-75	November 4	1:00
JR	80-89	76-83	November 4	2:00
JR	80-89	84-91	November 4	3:00
JR	80-89	92-99	November 4	4:00
JR	80-89	00-08	November 5	8:00
JR	80-89	09-16	November 5	9:00
JR	80-89	17-25	November 5	10:00
JR	80-89	26-33	November 5	11:00
JR	70-79	00-09	November 5	1:00
JR	70-79	10-19	November 5	2:00
JR	70-79	20-29	November 5	3:00
JR	70-79	30-39	November 5	4:00
JR	70-79	40-49	November 6	8:00
JR	70-79	50-59	November 6	9:00
JR	70-79	60-69	November 6	10:00
JR	70-79	70-79	November 6	11:00
JR	70-79	80-89	November 6	1:00
JR	70-79	90-99	November 6	2:00
JR	60-69	00-09	November 6	3:00
JR	60-69	10-19	November 6	4:00
JR	60-69	20-29	November 7	8:00
JR	60-69	30-39	November 7	9:00
JR	60-69	40-49	November 7	10:00
JR	60-69	50-59	November 7	11:00

JR	60-69	60-69	November 7	1:00
JR	60-69	70-79	November 7	2:00
JR	60-69	80-89	November 7	3:00
JR	60-69	90-99	November 7	4:00
SO	50-59	34-42	November 10	8:00
SO	50-59	43-50	November 10	9:00
SO	50-59	51-59	November 10	10:00
SO	50-59	60-67	November 10	11:00
SO	50-59	68-75	November 10	1:00
SO	50-59	76-83	November 10	2:00
SO	50-59	84-91	November 10	3:00
SO	50-59	92-99	November 10	4:00
SO	50-59	00-08	November 11	8:00
SO	50-59	09-16	November 11	9:00
SO	50-59	17-25	November 11	10:00
SO	50-59	26-33	November 11	11:00
SO	40-49	34-42	November 11	1:00
SO	40-49	43-50	November 11	2:00
SO	40-49	51-59	November 11	3:00
SO	40-49	60-67	November 11	4:00
SO	40-49	68-75	November 12	8:00
SO	40-49	76-83	November 12	9:00
SO	40-49	84-91	November 12	10:00
SO	40-49	92-99	November 12	11:00
SO	40-49	00-08	November 12	1:00
SO	40-49	09-16	November 12	2:00
SO	40-49	17-25	November 12	3:00
SO	40-49	26-33	November 12	4:00
SO	30-39	34-42	November 13	8:00
SO	30-39	43-50	November 13	9:00
SO	30-39	51-59	November 13	10:00
SO	30-39	60-67	November 13	11:00
SO	30-39	68-75	November 13	1:00
SO	30-39	76-83	November 13	2:00
SO	30-39	84-91	November 13	3:00
SO	30-39	92-99	November 13	4:00
SO	30-39	00-08	November 14	8:00
SO	30-39	09-16	November 14	9:00
SO	30-39	17-25	November 14	10:00
SO	30-39	26-33	November 14	11:00
FR	20-29	76-81	November 17	8:00
FR	20-29	82-87	November 17	9:00
FR	20-29	88-94	November 17	10:00
FR	20-29	95-99	November 17	11:00
FR	20-29	00-06	November 17	1:00
FR	20-29	07-12	November 17	2:00
FR	20-29	13-18	November 17	3:00
FR	20-29	19-25	November 17	4:00
FR	20-29	26-31	November 18	8:00
FR	20-29	32-38	November 18	9:00
FR	20-29	39-44	November 18	10:00
FR	20-29	45-51	November 18	11:00
FR	20-29	52-57	November 18	1:00
FR	20-29	58-63	November 18	2:00
FR	20-29	64-69	November 18	3:00
FR	20-29	70-75	November 18	4:00
FR	10-19	76-81	November 19	8:00
FR	10-19	82-87	November 19	9:00
FR	10-19	88-94	November 19	10:00
FR	10-19	95-99	November 19	11:00
FR	10-19	00-06	November 19	1:00
FR	10-19	07-12	November 19	2:00
FR	10-19	13-18	November 19	3:00
FR	10-19	19-25	November 19	4:00
FR	10-19	26-31	November 20	8:00
FR	10-19	32-38	November 20	9:00
FR	10-19	39-44	November 20	10:00
FR	10-19	45-51	November 20	11:00
FR	10-19	52-57	November 20	1:00
FR	10-19	58-63	November 20	2:00
FR	10-19	64-69	November 20	3:00
FR	10-19	70-75	November 20	4:00
FR, ND, PC	*0-9	76-81	November 21	8:00
FR, ND, PC	*0-9	82-87	November 21	9:00

FR, ND, PC	*0-9	88-94	November 21	10:00
FR, ND, PC	*0-9	95-99	November 21	11:00
FR, ND, PC	*0-9	00-06	November 21	1:00
FR, ND, PC	*0-9	07-12	November 21	2:00
FR, ND, PC	*0-9	13-18	November 21	3:00
FR, ND, PC	*0-9	19-25	November 21	4:00
FR, ND, PC	*0-9	26-31	November 24	8:00
FR, ND, PC	*0-9	32-38	November 24	9:00
FR, ND, PC	*0-9	39-44	November 24	10:00
FR, ND, PC	*0-9	45-51	November 24	11:00
FR, ND, PC	*0-9	52-57	November 24	1:00
FR, ND, PC	*0-9	58-63	November 24	2:00
FR, ND, PC	*0-9	64-69	November 24	3:00
FR, ND, PC	*0-9	70-75	November 24	4:00
*0-9 hours applicable only to Freshmen				
Open Early Registration			November 25	8:00
Regular Registration			December 1	8:00
Spring 2009 first-time precollege and non-degree seeking			December 1	8:00
Spring SOAR			January 8	8:00
Spring SOAR			January 9	8:00
Spring 2009 late applicants (applied after December 20, 2008)			January 8	8:00

Early Registration (not sequenced): November 25, 2008

Open to all current and admitted students as described under "Early Registration (sequenced)".

Regular Registration Period: December 1, 2008 – January 9, 2009

Open to all current and admitted students including first-time precollege and nondegree seeking students admitted for Spring 2009. The required initial payment (\$60 non-refundable minimum payment, if eligible to participate in the deferred payment plan, or full fees if not) is due same day as registration or as otherwise specified on the registration invoice. Students who applied for Spring 2009 admission after December 20, 2008 may register beginning January 9, 2009.

Late Registration Period: January 12 – 16, 2009

Open to all current and admitted students. A \$25 non-refundable late registration fee is assessed of all registrations processed on or after January 9, including the re-registrations of cancelled classes due to nonpayment of fees. The required initial payment (\$60 non-refundable minimum payment, if eligible to participate in the deferred payment plan, or full fees if not) is due same day as registration or as otherwise specified on the registration invoice.

Change of Registration Period: October 30, 2008 – January 9, 2009 (before semester begins)

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 have paid a minimum of \$60 toward their required student fees, and process a change that increases those 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.
- First-time undergraduate degree seeking students must make changes in person at Carrington Hall 320. Contact the Office of the Registrar for assistance.
- Precollege students must make changes in person at an authorized registration center.

Change of Schedule Period: January 12 – 16, 2009 (after semester begins)

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 Registration Invoice on the My Information system to ensure that changes were completed properly and if additional fees are due. Additional fees are due the same day a class is added, unless you are enrolled in the Deferred Payment Plan.
- If the course you wish to add requires permission to enroll, you must first request permission online via My Permissions option in the My Information System or contact the departmental office of the course to obtain the required Course Permission form.
- January 16 is the last day to change sections without financial penalty. Section changes processed after January 16 are considered a drop/add and are treated as such in determining the refund or credit to be granted.
- March 10, 2009, is the last day to add a second block course.

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

After the Change of Schedule period has ended, web registration (see exceptions above) is only available to drop classes. Adds must be processed in person at an authorized registration center. Withdrawals (dropping all classes) must be processed at the Office of the Registrar, Carrington Hall 320, in person or by mail/fax .

- **Dropping a course:** Same procedure as 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 second block classes added on or before March 10, 2009. The department may also require instructor approval.
 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 on 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

Web registration is generally available from 7:30 a.m. to 8:30 p.m. CST, Monday through Friday and selected weekend hours and can be accessed through the My Information system. Students may register and/or change their schedules beginning the first day of early registration through the end of the first week of the semester. Beginning the second week of the semester, the web registration is available for dropping classes only. Students who are dropping *all* their classes (withdrawal) must do so by submitting a written request to the Office of the Registrar, Carrington Hall 320, via fax, mail, or in person.

A PIN (personal identification number) is required. For information on selecting a PIN, go to our web site at www.missouristate.edu/mypin or contact the Office of the Registrar, Carrington Hall 320, (417) 836-5520.

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.

1. Determine your earliest registration date/time by going to the web My Information system and selecting the “Registration Status” option, or refer to the Early Registration Sequence section of this guide.
2. Verify that all encumbrances on your record have been cleared by going to the web My Information system and selecting the “Registration Status” option. **Note:** Students who are given a temporary clearance form for a Degree Program encumbrance (DG or DX code) **must** bring the form to the Office of the Registrar, Carrington Hall 320. The encumbrance will be temporary removed allowing the student to use web registration.
3. Review the course prerequisites which are available on the web class schedule. Some prerequisites are checked by the department offering the course and students may be dropped from classes for which they do not meet the prerequisites. Students should register only for courses for which they meet the prerequisites.
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 (via the Advising Notes and Releases option of the Faculty/Advisor Resource Center).
5. New transfer students are also required to complete an online transfer student orientation before registration. This orientation can be accessed at www.missouristate.edu/transferorientation and will take approximately 15 minutes to complete. When it is completed, the registration system will record your fulfillment of this requirement.
6. Create a Trial Schedule, if needed, by using the form included in the back of this guide or by utilizing the “Trial Schedule Tool” found on the web class schedule homepage. This interactive tool can be used to develop a trial schedule, check for course availability, time conflicts and permission requirements. You cannot use the tool to register for classes or save the schedule you create. Please make note of the course and section numbers from the schedule you create and then access the web registration system in the My Information system, “Register for Classes” option, or open that page in a new window.
7. Request any required Course Permissions electronically through the web “My Permissions” option in the My Information system, or by using the interactive Trial Schedule Tool. Unless otherwise stated, permission is to be granted by the department head. Students may request permission online or may go to the departmental office in person. The permission must be granted electronically by the department before you can enroll in the class. Therefore, you should check the status of any requested permissions before you access the web registration system.
8. Access the web registration site through the “Register for Classes” option in the My Information system. Detailed step-by-step instructions are provided. You will be required to accept an Enrollment Agreement each semester. Your web registration is not complete until the confirmation page is reached. You are encouraged to electronically save and/or print your registration confirmation page as verification of your registration.
9. Pay the required minimum fees (\$60 minimum payment if eligible for the Deferred Payment Plan, or full fees if not eligible.) Or, make arrangements through Financial Aid, Financial Services, Graduate College, Human Resources, or other appropriate University office well in advance of the due date indicated on your Registration Invoice. Failure to pay by the due date will result in the cancellation of your schedule.

Note: If you make a credit card payment online via the Bursar’s Office web site, keep in mind that such payments are posted to your account the **next business day**. Therefore, you must make any online payment **the day before** the deadline in order to retain your schedule. If your online payment is not posted to your account by the deadline, your registration will be cancelled. Saturdays, Sundays, and all observed holidays are **not** considered business days by the University.

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 form, and then bring the form in person to an authorized registration center to add the additional hours. **Note:** if you are in an overload status, all changes to your registration must be done in person.
- Students who are given permission to enroll in a class which exceeds the maximum close level, must obtain the paper Course Permission form and bring it in person to an authorized registration center for processing. You should use web registration to register for all other courses.

- 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 Information system, “My Permissions” option, 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 forms. 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.
5. Pay the required minimum fees (\$60 minimum payment if eligible for the Deferred Payment Plan, or full fees if not eligible.) Or, make arrangements through Financial Aid, Financial Services, Graduate College, Human Resources, or other appropriate University office well in advance of the due date indicated on your Registration Invoice.

Note: If you make a credit card payment online via the Bursar’s Office web site, keep in mind that such payments are posted to your account the **next business day**. Therefore, you must make any online payment the day **before** the deadline in order to retain your schedule. If your online payment is not posted to your account by the deadline, your registration will be cancelled.

Mail/Fax Registration

Mail/fax registration is available to the following students: evening students (majority of classes begin after 4:00 p.m.), graduate students, postbaccalaureate students, or nondegree undergraduate students. Students must be currently enrolled, or returning under the same classification, or admitted as a graduate or evening student for Spring 2009, or applying as a new postbaccalaureate or nondegree undergraduate for Spring 2009 by December 20, 2008. The Course Enrollment Form, with instructions for mail/fax is available in *The Extended Campus Handbook*. For a copy, contact The Extended Campus, in the Jim D. Morris Center for Continuing Education, or call 417-836-4126 (toll free (877) 678-2005). **Note:** First-time Undergraduate nondegree seeking students admitted for Spring 2009 may use mail or fax registration beginning December 1, 2008.

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 registration and change of schedule in the Achievement Center for Intercollegiate Athletics, Forsythe Athletics Center 239.
- Declared business majors may process registration in the Business Advisement Center, Glass Hall 106.
- Evening college, graduate, and Extended Campus students may register by fax, mail, or in person in the Jim D. Morris Center for Continuing Education. Note: forms are available in the Spring 2009 *Extended Campus Handbook*.
- Undeclared majors may process registration 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 registration in the Office of the Registrar, Carrington Hall 320.

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

- Meet all prerequisites for courses in which you enroll (check “My Classes” on the My Information system the day after registering for classes)
- Do not enroll into courses with a time conflict
- Do not enroll in courses which may be an invalid repeat of a Missouri State University or transfer course (refer to the Repeat Policy in the current Undergraduate Catalog).
- 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. Failure to pay will result in cancellation of your schedule.
- 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

Spring 2009 Required Student Fees

For more detailed information, refer to the Costs and Fees web site at: www.missouristate.edu/costs. Required Student Fees (tuition) are a combination of Basic Fees and Student Services Fees. Basic Fees 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.***

Basic Fees

Regular Instruction (per credit hour rate) Note: **The CAP-IT 2-year Fixed Rate applies only to courses assessed at this rate.*

- 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

Non-Missouri residents are assessed resident student rates when enrolling in fewer than seven hours for the fall and spring semesters and fewer than five hours for the summer semester. Such students enrolling in enough hours to be charged the non-resident rate will be assessed the nonresident rate for all hours enrolled. This does not apply to non-Missouri resident students taking classes at the Fairfax, Virginia site. Classes at that site will be assessed at the nonresident rates regardless of number of hours taken.

Internet Instruction (per credit hour rate)

- Master of Science in Administrative Studies courses numbered 500-599: \$206 for Missouri resident, \$275 for non-Missouri resident
- Master of Science in Administrative Studies courses numbered 600-799; \$235 for Missouri resident, \$275 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.

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 \$344 for the spring semester, \$338 for the fall semester, and \$181 for the summer session. The Fees are committed to provide activities, programs, and services available to students and cannot be waived regardless of whether or not a student utilizes 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. Rates for the spring 2009 semester are as follows: 1 credit hour: \$106 2 credit hours: \$139; 3 credit hours: \$171; 4 credit hours: \$203; 5 credit hours: \$236; 6 credit hours: \$268; and 7 or more credit hours: \$344.

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 and fees are identified in the course description section of the catalog and will be assessed at the time of registration. Students should also be aware that other courses may require the student to purchase specialized materials. No deposit is required for laboratory courses. A student responsible for unusual breakage or loss of equipment will be required to pay for such breakage or loss. Many courses in the Departments of Art and Design, Applied Consumer Sciences, and a few courses in other departments involve the completion of projects or exercises which require materials such as modeling clay, plastic, wood, fabrics or specific materials. Most of the projects become the property of the student; however, some completed work may be retained by the instructor. Although a course fee may not be charged, students should be aware that they will incur the cost of required materials. The University has some of these required materials available for purchase. **For a complete listing of supplemental course fees, refer to the web site at www.missouristate.edu/costs.**

Selected Other Fees

Admission Application Fee-Undergraduate and Graduate	\$35	Music Lesson Fee, Private	
Admission Application Fee-International Students	\$50	Per semester for half-hour session per week	\$60
Career Center Registration Fee		Per semester for hour session per week	\$105
Currently-enrolled students/alumni	\$20	Per half-hour session (less than one semester)	\$5
Non-Missouri State students/alumni	\$50	Music Instrument Rental Fee	\$20
Career Center Credentials Processing Fee		Overnight mail fee for documents (e.g. transcripts) produced	
Currently-enrolled students/alumni	\$5	by the Office of the Registrar	\$20
Non-Missouri State students/alumni	\$30	Returned Check Charge Fee	\$20
Diploma/Certificate Reissuance Fee	\$20	SOAR (orientation) Fee	
Housing Security Deposit		One-day session	\$30
Traditional residence hall/graduate		Two-day session	\$60
non-traditional apartment	\$100	Supervised Teaching Outside of Service Area (per 8-week	
Married/family apartment	\$200	placement)	\$200
Identification Card Replacement Fee	\$10	Supervised Teaching Credit Evaluation Fee (per credit hour)	\$45
International Student Health Insurance Fee (Annual)	\$998	Study Away Processing Fee	\$75
Late Admission Application Fee	\$25*	Teacher Certification Transcript Analysis Fee	\$40
Late Registration Fee	\$25*		

*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

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. 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.

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.

Students must submit the required minimum payment of \$60 toward the required student fees by the fee payment deadline in effect at the time of the

student's registration. Fee payment deadlines are stated on each student's registration invoice (on My Information). The remainder of the required student 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 using the Account Balance/Direct Deposit option of My Information. Students who violate the terms and conditions will be removed from participating in the DPP and will be required to pay fees in full by the due date.

Fee Payment Guidelines

In order to retain their registration, students enrolled in the Deferred Payment Plan (DPP) must pay a \$60 required minimum payment. 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. The \$60 required minimum payment will not be refunded, once paid, if the student withdraws from the University. It is the student's responsibility to complete payment as stated on the student's registration invoice whether or not additional statements are received. Payments must be *received* 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 percent refund deadline for the course(s) enrolled. Refer to the "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 Spring 2009 Required Student Fees and Housing Fees by the deadline of April 15, 2009 will:

1. Be removed from the Deferred Payment Plan
2. Be encumbered until paid
3. Have their Summer 2009 and Fall 2009 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 initial payment **the day before** the deadline in order to retain your schedule. If your initial payment is not posted to your account by the deadline, your registration will be cancelled. 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, and on Saturday from 8:00 to 2:00 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

Fee Payment Deadlines

Registration period	Deadline for payment of \$60 required minimum or full fees	Deadline for subsequent Installments (if eligible)
Early Registration October 30 – November 28, 2008	December 15, 2008	January 15, 2009; February 17, 2009; March 16, 2009; April 15, 2009
Regular Registration November 29 – December 15, 2008	Same day as registration or as otherwise specified on invoice received at the time of registration.	January 15, 2009; February 17, 2009; March 16, 2009; April 15, 2009
Regular Registration December 16, 2008 – January 9, 2009	Same day as registration or as otherwise specified on invoice received at the time of registration.	February 17, 2009; March 16, 2009; April 15, 2009
Late Registration January 12 – 16, 2009	Same day as registration or as otherwise specified on invoice received at the time of registration.	February 17, 2009; March 16, 2009; April 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 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.

Once paid, \$60 of each student's required student fees is designated as a non-refundable required minimum payment. The fee is retained by the University if the student withdraws from all courses, but not for students who drop only some of their courses.

Refer to the "Change of Schedule" and "Withdrawal" sections for information regarding the drop and withdrawal policies and procedures. For withdrawals, the University will retain 100% less the percent of refund or \$60, whichever is greater.

Required Student Fees Refund Schedule

Course Length	100%	90%	50%	25%	No Refund Beginning On	Last Day for Automatic N Grade	Last day to drop or withdraw
Full Semester	On or before January 13	January 26	February 9	March 10	March 11	March 17	May 1
First Block	On or before January 13	January 16	January 26	February 9	February 10	February 11	March 3
Second Block	On or before March 10	March 13	March 20	April 14	April 15	April 16	May 1
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					

Exceptions to the Fee Refund Policy

Exceptions to the drop and withdrawal fee refund policy are generally granted when a documented University error has occurred or when the deadline is missed by a few days due to documented extenuating circumstances which were beyond the control of the student. Appeals to the refund policy must be made in writing to the Office of the Registrar, Carrington 320, within one month of the drop or withdrawal and must be accompanied by documentation of the circumstances.

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

Undergraduate students must be enrolled in 12 or more hours of credit to be considered full-time and 6-11 hours of credit to be considered half-time. Graduate students must be enrolled in 9 or more hours of credit to be considered full-time and 5-8 hours to be considered half-time. Refer to the complete policy in the Undergraduate Catalog for further information.

Enrollment/Degree Verification

Through the Enrollment Verification option in the My Information 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 (after the first week 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.

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

Grade Reports

Grade reports are provided to students on the web "My Information" system. A Personal Identification Number (PIN) is required which may be obtained from the My PIN option of the My Information system, or in the Office of the Registrar in 320 Carrington Hall. Grade reports are *not* mailed unless the student specifically requests one each semester prior to the last day of the final exam period.

Students may submit requests for an end of the semester final grade report to be printed and mailed to them on the web My Information system Grade Report option or by submitting a written request to the Office of the Registrar, 320 Carrington Hall. Exceptions: grade reports are mailed to students with a GPA below 2.00 at midterm, those with any type of scholastic action or warning on the final grade report, and students enrolled in the Partners In Education (PIE) program. The following grade reports are produced each semester:

- **Intersession Grade Verification** for all students enrolled in an intersession class. This report reflects the grade(s) earned, however, the student's cumulative totals of attempted hours, passed hours, grade point, and GPA are not updated until the end of the semester. Intersession grade reports are not mailed to students; however, students may obtain documentation of intersession grades from the Office of the Registrar, 320 Carrington Hall.
- **Mid-Semester Grade Report** for all fall or spring undergraduate first-semester students, those on academic probation, student athletes and those enrolled in the Partners in Education (PIE) program.
- **Final Grade Report** for all students, including those who withdrew after the semester began. This report reflects final grades from all classes including intersession, cumulative totals, GPA, initial scholastic action, and Dean's List honors.

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 classification. Courses for which a student is enrolled on an audit basis are counted in hours for an overload.

• Precollege Students

Maximum: Two courses per fall or spring semesters. Maximum of six hours per summer.

Obtain overload permission from: If enrolled in the high school based (dual credit) Precollege Program, obtain permission from the Acting Assistant Provost for the Extended Campus, Alumni Center 402. If enrolled in the campus based (dual enrollment), obtain permission from the Associate Provost for Undergraduate Education, Carrington Hall 209.

• Undergraduate Nondegree Seeking Students

Maximum: Eight hours for fall or spring semester, or summer sessions.

Obtain overload permission from: Director, Academic Services and the Evening College, Jim D. Morris Center for Continuing Education, 301 S. Jefferson

• Undergraduate Degree Seeking Students

Maximum: Eighteen hours for fall or spring semesters. Maximum of 10 hours for summer sessions plus the following: Maximum of five hours in four-week session. Maximum of six hours in five-week session. Maximum of ten hours in eight-week session

Obtain overload permission from: Dean of college of student's major up to 21 hours. If more than 21 hours, must also be approved by the Office of the Provost. (Upon the recommendation of their advisors and the approval of their college deans, 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.)

• Postbaccalaureate Students

Maximum: Sixteen hours (includes both undergraduate and graduate courses) for fall or spring semesters. Maximum of 10 hours (includes both undergraduate and graduate courses) per summer sessions. In addition, postbaccalaureate students (excluding those seeking teacher certification) may not enroll in more than nine hours of 500-600 level courses including completed, in-progress, and registered without permission from the Dean of the Graduate College, Carrington Hall 306.

Obtain overload permission from: Dean of the Graduate College if enrolled in any graduate course (500-level or higher). If enrolled in only undergraduate courses, obtain permission from the Director, Academic Services and the Evening College, Jim D. Morris Center for Continuing Education, 301 S. Jefferson.

• Graduate Students

Maximum: Sixteen hours for fall or spring semesters. Maximum of 10 hours per summer sessions.

Obtain overload permission from: Dean of the Graduate College, Carrington Hall 306.

• Intersession Courses (all students)

Maximum: Intersession courses are not counted in determining an overload for the fall semester, spring semester, or summer sessions. However, the maximum is two hours during the summer and fall intersession. Student who elect to enroll in a three-hour course do not need special permission, but they cannot enroll in any other course offered during the same intersession period. Maximum for the winter (January) intersession is one hour.

Obtain overload permission from: the Office of the Provost, Carrington Hall 209.

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. In addition, the Student Schedule option of the web My Information system will note any courses the student is enrolled in and appears to not meet the course prerequisite. If any academic department determines that a student does not have the appropriate prerequisites for a course, registration for the course may be cancelled either prior to or after classes begin. 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.

Time Conflicts

It is the student's responsibility to ensure no time conflicts occur when scheduling courses. Refund exceptions are not granted for courses dropped because of a time conflict. All students are encouraged to examine their schedule and correct any problems prior to the opening of the semester.

Withdrawals

Students who drop *all* their courses for a given semester must submit a written request to withdraw to the Office of the Registrar, Carrington Hall 320 or by fax to (417) 836-8776. A Withdrawal Request Form may be printed and mailed or faxed as specified above. Students who wish to return do not need to apply for readmission. Their registration status is available on My Information. The date the official withdrawal request 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 drop or withdraw deadline. See the "Spring 2009 Important Dates and Deadlines" section of this guide for specific deadline dates.

Special Courses and Programs

2009 Winter Intersession

The Winter Intersession period is from January 5 through January 9 and is considered part of the Spring 2009 semester for admission, financial aid, registration, grading, and graduation purposes. Grades for the Intersession period are not official until the end of the Spring 2009 semester. Refer to the Overload Permission Regulations above for the maximum load. Students may register for Winter Intersession classes when they register for the Spring 2009 semester.

Student services fees are *not* assessed on Intersession classes. The Intersession Program is self-supported from course fees; therefore, the Senior Citizens Fee Waiver 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% (less \$60 for Withdrawals) 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 Winter 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 (888) 879-7678. 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 <http://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**Web Site:** <http://ce.missouristate.edu/courses/telecourses.htm>

Missouri State University has produced telecourses that fulfill general educational requirements. These courses are especially ideal for the student who has limited time to spend in the classroom due to work, traveling distance, and/or family obligations. Telecourses 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 new courses can be viewed over Ozark Public Television (a Public Broadcasting Station). PBS broadcasts to 52 counties in Missouri and to counties in Kansas, Oklahoma, and Arkansas. Telecourses are designed for the independent learner who attends only the initial class meeting and exams. Most courses offer alternate Saturday exams during the semester in addition to off-site locations in Lebanon, Joplin, Mountain Grove, Nevada, and West Plains. These sites are 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 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 students must process in-person registrations in the Honors College Office.

Missouri London Program**Study Away Programs Office, Carrington Hall 314, Phone: (417) 836-6368, Web Site: www.missouristate.edu/ipa**

This is a cooperative program of thirty seven U.S. universities which offers a fifteen-week semester in London, England. Classes are offered as Missouri State University credits and require no transfer of credits for Missouri State University students. Fees: accommodations, some excursions, and administrative assistance, \$7,395.00. Transportation, meals, security deposits and Missouri State University required student fees are extra. Courses offered for the Spring 2009 semester are:

Course	Section	Section Title	Course	Section	Section Title
ART 200	950	Art Appreciation	IDS 397	950	British Life and Culture
ART 387	950	History of Photography	IDS 397	999	British Life and Culture (Honors College section)
ENG 312	950	Shakespeare on Stage and Screen	JRN 574	950	Journalism Internships
ENG 330	950	Tales of the Islamic East	JRN 590	950	Issues In Journalism
HST 397	950	The Life and Times of Winston Churchill	REL 397	950	Religion and Violence
HST 397	951	The Second World War	THE 497	950	The British Operetta and Musical Theatre
HST 397	952	A Tale of Two Cities: London and Paris			
HST 397	953	Politics and Culture in 20 th Century Europe			

MSU-62 (formerly: Senior Citizens Fee Waiver)**Adult/Commuter Student Services, Downtown in the Jim D Morris Center, 301 S Jefferson, Phone: (417) 836-6929**

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 62 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 on Friday, January 9, 2009 from 9:00 a.m. until 12:00 noon in the Jim D Morris Center. For a brochure highlighting this program and additional information, please contact the office.

Spring 2009 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.
- The final exam period for first block classes is March 5, 2008 or the last class meeting.
- Students scheduled for more than three examinations 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 Extended Campus Registration Services Office, Jim D. Morris Center, downtown Springfield at the corner of McDaniel and Jefferson.
- **Note to Instructors:** Final Exam date and time are displayed at the top of the your class list using the HTML download option (at the bottom of the list).

Full Semester and Second Block classes will hold final examinations 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, May 9 from 1:30 p.m. to 3:30 p.m. All Sections of PLS 101 will

hold the final exam on Saturday, May 9 from 3:45 p.m. to 5:45 p.m.

Saturday, May 9

ANY M, W, F, MW, MWF, MTWR, MTWRF OR OTHER COMBINATION OF "M", "W", OR "F"

CLASS BEGINS BETWEEN:	FINAL EXAM TIME
8:00 and 8:50 a.m.	8:00 to 10:00 a.m.

ANY T, R, TR, TRS OR OTHER COMBINATION OF "T" OR "R" CLASSES

CLASS BEGINS BETWEEN:	FINAL EXAM TIME
8:00 and 8:50 a.m.	10:15 a.m. to 12:15 p.m.
All Sections MTH 101, 102, 103, 135, 261	1:30 to 3:30 p.m.
All Sections FGB 380	1:30 to 3:30 p.m.
All Sections	PLS 101
	3:45 to 5:45 p.m.

Monday, May 11

ANY M, W, F, MW, MWF, MTWR, MTWRF OR OTHER COMBINATION OF "M", "W", OR "F"

CLASS BEGINS BETWEEN:	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 "M" OR "MW" ONLY

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, May 12

ANY T, R, TR, TRS OR OTHER COMBINATION OF "T" OR "R" CLASSES

CLASS BEGINS BETWEEN:	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 "T" OR "TR" ONLY

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, May 13

ANY M, W, F, MW, MWF, MTWR, MTWRF OR OTHER COMBINATION OF "M", "W", OR "F"

CLASS BEGINS BETWEEN:	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 "W" ONLY

CLASS BEGINS BETWEEN:	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, May 14

ANY T, R, TR, TRS OR OTHER COMBINATION OF "T" OR "R" CLASSES

CLASS BEGINS BETWEEN:	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 "R" ONLY

CLASS BEGINS BETWEEN:	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.	106 Craig Hall	836-4423	
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	Diane Strickland	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 Sicheluff 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	Susan Dollar, 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	Victor Matthews, Ph.D.	251 Strong Hall	836-5529	
Area Studies Programs	Pamela R. Sailors, 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	Ardeshir Dalal, Ph.D.	351 Strong Hall	836-5516	ECO
Department of History	Tom Dicke, Ph.D.	410 Strong Hall	836-5511	HST
Department of Military Science	Kirby Hanson	30 Freudenberger House	836-5791	MIL
Department of Philosophy	Pamela R. Sailors, Ph.D.	231 Strong Hall	836-5650	PHI
Department of Political Science	George 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.	221 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	Genie Ireland, Ed.D.	301 Park Central Office Building	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	Melissa Dallas, Ed.D.	440 Professional Building	836-4409	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	836-4128	
Global Studies	John C. Catau, Ph.D.	212 University Hall	836-8346	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
 Veteran Services: 836-5520
 West Plains Campus: (417) 255-7255
 Writing Center: 836-6398
 ZipCard Office: 836-8409

Building Codes and Accessibility

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

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	Siceluff 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)

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 Bldg
FRLP	Fruit Processing Lab
FRTH	Faurot Hall
MGCB	Mtn. Grove Classroom Bldg
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 every classroom accessible to disabled individuals. The following locations are *not* accessible:

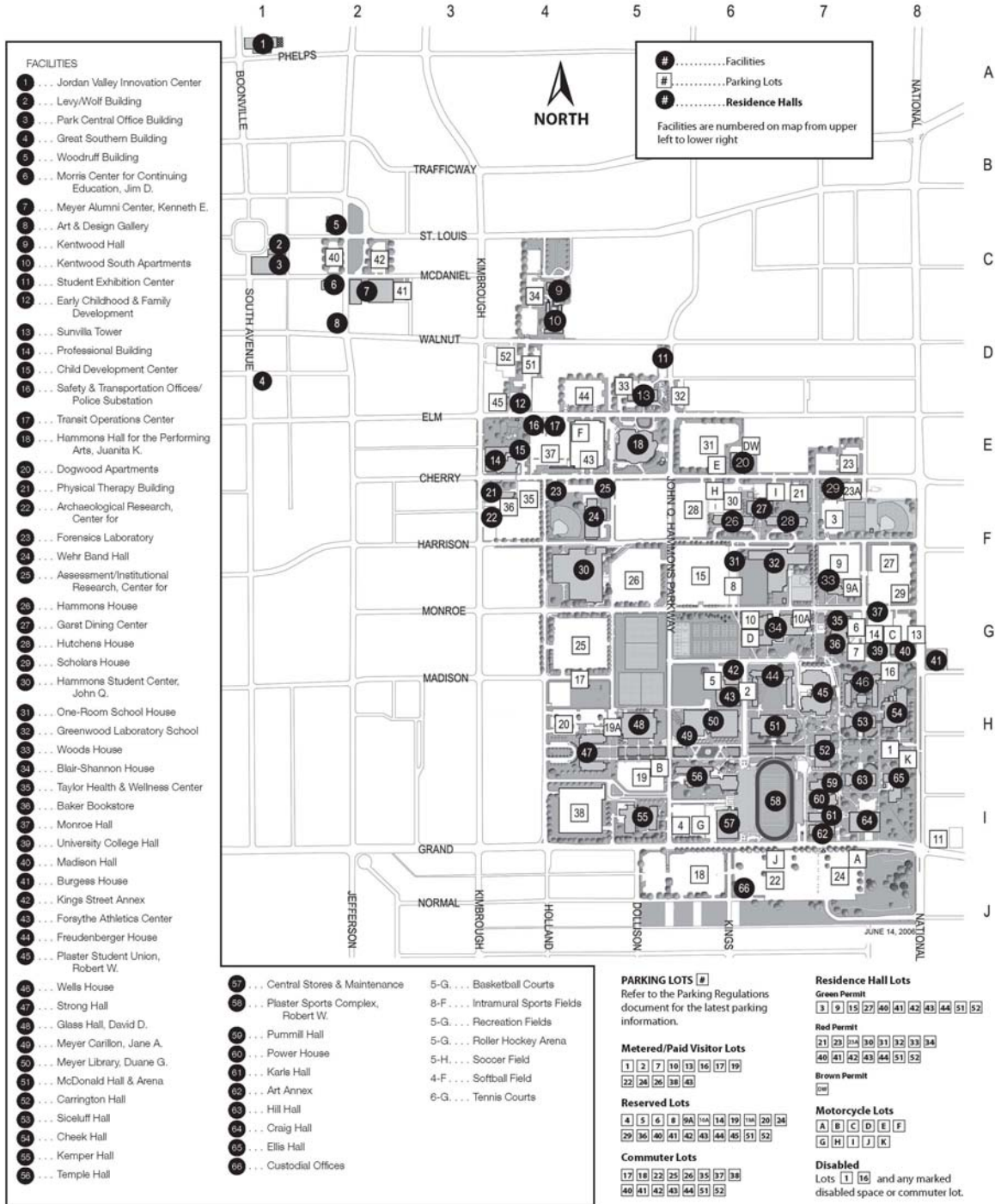
Building	Building Code	Rooms	Comment
Craig Hall	CRAG	201	stairs, no elevator
Darr Agriculture Center	AGCR	barn	dirt floor, pathways not paved
Freudenberger House	FRUH	40, 50, E-Wing basement	stairs, no elevator
Madison Hall	MADH	house	stairs, no elevator
Monroe Hall	MONH	basement	stairs, no elevator

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



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		
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						
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						